

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000346

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

Approved for Service-wide use

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1--Non-Sensitive 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

BUS: 7777

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Wildlife Biologist

GS

0486

11

LJ

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish & Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region _____

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

OPM Job Family Guide for Professional Work in the Natural Resources and Biological Science Group, GS-0400, 09/05

Typed Name and Title of Official Taking Action

S/LaShauna Jones/

HR Specialist (Class/Comp)

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

CK 8/25/09

24. Remarks No changes can be made to this PD except for amendments.

Risk Designation: Moderate

FPL: 11 (see S000345)

Drug Test: No

25. Description of Major Duties and Responsibilities (See Attached)

CKing

Wildlife Biologist, GS-0486-09/11
Standard Position Description

A. INTRODUCTION

This is a standard position description established as a career ladder Wildlife Biologist, with a full performance level (FPL) of GS-0486-11 and a statement of differences for the GS-0486-09 developmental position. The duties and responsibilities reflected within this position description describes what is expected at the GS-11 FPL. The Wildlife Biologist positions at the GS-11 level are found at national wildlife refuges or other biological field locations and are responsible for carrying out professional work in the biological sciences or related natural science field. The duties are primarily to plan, develop, coordinate and implement biological programs or a major segment of biological programs, for a refuge or multiple refuges.

The *statement of difference* for the career ladder arrangement of this position is outlined as follows.

At the GS-9 developmental level, the position performs duties that require knowledge and skill in applying professional biological concepts, principals and practices to independently perform recurring and well-precedent projects. The incumbent works under general supervision to independently establish timelines, develop work schedules and accomplish work assignments within the work requirements and objectives provided by the supervisor. Assignments involve performing natural resource management work and functions to study, collect and analyze diverse environmental and habitat conditions making determinations about the effects and disturbances to various wildlife populations. (Job description # S000345)

At the GS-11, (FPL) the employee has assumed the experience necessary to work independently, fully carrying out all professional biological and natural resource functions and responsibilities as described. (Job description # S000346)

B. MAJOR DUTIES

- 25-45% Designs, analyzes, plans, manages and implements biological programs involving natural resources. Develops and recommends management plans covering biological programs. Provides biological advice and guidance to management in the development of management plans and coordinates activities with involved agencies, researchers, and other stakeholders, including State and County officials, Native American Tribes and special interest groups and or/ private organizations to identify and resolve biological and management issues of local and national significance.
- 20-40% Uses qualitative and quantitative methods to analyze findings, to include biological data in geographic information systems (GIS). Prepares scientifically defensible reports and articles for publication in peer-reviewed scientific literature and for presentation at professional meetings.
- 5-15% Develops biological study proposals, survey designs, and scopes-of-work and conducts complex biological field investigations involving wildlife species and habitats, including population and harvest surveys, biological sampling, population health studies, animal collecting, food habit studies, population modeling, and other wildlife monitoring activities.

- 5-15% Designs and conducts scientific studies testing hypotheses to reach conclusions, reports recommendations to management, and prepares scientific reports of findings. Studies identify important habitats to recommend strategies to conserve and protect habitats and populations. Comments on potential impacts of proposed development affecting populations and recommends appropriate mitigation when requested.
- 5-15% Reviews scientific proposals and reports to evaluate hypotheses, study objectives, research design, appropriateness of methods, probability of success, and overall importance to management or science.
- 5% Prepares issue papers, briefing documents, reports, and portions of management plans, and provides verbal briefings to senior-level management and others regarding issues that could affect the ecological integrity of resources within Service jurisdiction.

The following also apply, when checked:

- Require the use of a fire arm for animal defense, when necessary.
- Conducts easement program activities up to 10% of the time. Reviews and analyzes biological implications of environmental assessments or resource planning documents to evaluate consequences of proposed actions on FWS projects. Reviews and prepares comments on the biological impact of proposed permitted activities. Reviews and contributes to development of refuge ecosystem and statewide management plans.
- Spends less than 25 percent of duty time providing technical and administrative supervision to other professional and technical staff. Assigns and reviews work, approves leave, recommends and/or prepares performance standards and performance evaluations, and recommends actions such as hiring, awards, and discipline. Ensures that work is conducted safely. Actively supports, implements, and complies with the equal opportunity program.
(NOTE: Positions which involve 25 percent or more supervisory work are not covered by this position description.)

C. FACTOR EVALUATION

Factor 1. Knowledge Required by the Position

Knowledge of the theories, principles, concepts, and methods of wildlife biology and wildlife management; professional knowledge of habitat, status, ecology, conservation of wildlife species and related biological and physical science disciplines to develop and implement biological programs and/or scientific studies.

Ability to plan, analyze, and implement biological programs involving natural resources of significant national or international importance for use in the development of management plans covering biological programs.

Knowledge of resource planning and budgeting to provide advice and guidance in the development of management plans that comply with state and federal laws, regulations, international treaties and agreements (where applicable), and Service policies affecting wildlife and natural resource management programs.

Working knowledge of emerging and current international, national and regional resource conservation and natural resource management issues, activities, policies, research and legal issues. Remains abreast of current and emerging methods and techniques for natural resource inventory and monitoring and habitat management.

Thorough knowledge of Service program activities, policies, and the working relationships within the Service to effectively and efficiently implement program objectives and coordinate natural resource management programs within the Service, with state and federal agencies, Native organizations, public and private groups with opposing viewpoints, and with scientists from other countries.

Ability to design and safely conduct a variety of biological surveys and investigations, including planning complex logistics in remote areas involving boats and aircraft, in order to write biological reports, scientific papers, briefings, and the wildlife portions of environmental assessments.

Knowledge of resource planning and budgeting to perform statistical analysis of biological data, interpreting results from statistical analyses, drawing rational and objective conclusions, preparing clear, concise technical and administrative reports on the results, and ability to transform findings of studies into practical applications for wildlife species.

Ability to communicate orally in an effective, clear, and tactful manner in interagency and public forums that may involve interaction with American Indians or Natives, knowledge of the culture, tradition and use of natural resources for subsistence and other purposes, and ability to interact in a culturally sensitive, tactful, and objective manner.

Ability to work effectively with others and, when applicable, provide technical supervision to lower grade biologists and technicians to delegate and prioritize work and provide quality control oversight of work products.

Ability to use computer equipment and a variety of software (such as word processing, spreadsheets, database management, graphics, statistical analysis, and geographic information systems) to prepare statistical reports, biological surveys and other related briefing material.

Factor 2. Supervisory Controls

The supervisor establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, prospects, work to be done, and deadlines. The incumbent is responsible for independently planning and carrying out assignments, identifying solutions to problems, and coordinating program, survey and study designs with appropriate personnel to assure adequacy of designs and application of proper analytical procedure. This includes coordinating work and resolving conflicts with others outside of the Service. The incumbent meets with the Supervisor regularly to report progress and to advise of problems, possible adverse reactions and recommend

solutions. Methods, interpretations, conclusions, and recommendations are accepted as technically accurate and are expected to be scientifically defensible during peer review. Work is reviewed for achievement of objectives.

Factor 3. Guidelines

Guidelines include Service and Regional policies and procedures, approved management study proposals, approved wildlife inventory plans, annual work plans, memoranda and directives issued by the Project Leader and Regional Office, Code of Federal Regulations, circular letters, published and unpublished scientific literature, Service directives, and state fish and game regulations. The incumbent is required to exercise judgment to interpret and adapt guidelines to the particular situation or problem. The incumbent determines when a problem requires additional guidance.

Factor 4. Complexity

The work involves performing a variety of research, monitoring, surveying, and other national resources management duties that require many different and unrelated processes, methods, and techniques. Problems involve relating new work situations to precedent situations, conducting investigations, and special survey procedures, and/or extending, adapting, or modifying existing techniques. Work performed often may involve incomplete and/or conflicting data, unusual circumstances or requirements, and/or new methods/equipment. The incumbent uses considerable judgment to plan the sequence, direction and progress of work; interpret incomplete or conflicting data; identify problems/issues; and develop and/or modify standard methods/practices.

Factor 5. Scope and Effect

The primary purpose of the position is to provide scientific guidance in the conservation of species, populations, and habitats under the jurisdiction of the Service in an assigned area; investigate and analyze scientific data, problems and issues; identify common problems, and resolve a variety of problems, questions, or conditions in accordance with established precedents and practices. The work results affect the Service's credibility with customers/stakeholders, and the adequacy, accuracy and effectiveness of activities.

Factor 6. Personal Contacts

Contacts are with biologists, project leaders and supervisors at field stations; Regional Office and Washington Office staff; professionals in other State and Federal wildlife and natural resources agencies; members of non-governmental organizations, various local governments and businesses such as village and regional native corporations, academia and the general public. In addition, contacts will be maintained with a number of university, agency, and private scientists groups.

Factor 7. Purpose of Contacts

Contacts are for the purpose of giving and receiving information or instructions, and to coordinate wildlife programs and investigations. Contacts may take place in meetings, in the office, or in the field, and may be structured and planned in advance or ad hoc. Information will

range from simple to highly technical. Incumbent may deal with individuals or groups with divergent points of view or responsibility and must be able to establish appropriate and effective methods to implement or communicate Service objectives, goals and responsibilities.

Factor 8. Physical Demands

The job involves a substantial amount of field work. When engaged in field activities, the work is at times strenuous, requiring exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity. Travel to remote study sites will be required via boats, small aircraft, snowmobiles, all-terrain vehicles, and/or on foot. Extended periods of camping in tents or cabins in remote field camps may occur. Incumbent must be able to cope with the pressure of short time deadlines, responsibilities of logistics to remote areas, cultural conflicts, and adverse weather conditions. The incumbent may be required to lift objects weighing up to 50 pounds.

Factor 9. Work Environment

The work requires both office and outdoor work. The office is adequately lighted, heated and ventilated. Frequent travel by various means of surface and air transportation is required to attend meetings and to conduct field work. A variety of temperature and weather extremes may be encountered while in the field. The incumbent may be subject to large numbers of biting insects and may be required to work in close proximity to large animals such as bear and moose. He/she may need to carry a firearm for personal protection from wildlife. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property.