

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S000353		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Various		5. Duty Station various		6. OPM Certification No.	
Approved for Service-wide use.  Entry developmental to SPD# S000351		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		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 Refuge Specialist			GS	0485	05		
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>					17. Name of Employee <i>(if vacant, specify)</i>				
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 <i>(optional)</i>				
20. Supervisory Certification. <i>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</i>					<i>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.</i>				
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>				
Signature _____					Signature _____				
Date _____					Date _____				
21. Classification/Job Grading Certification. <i>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.</i>					22. Position Classification Standards Used in Classifying/Grading Position OPM JFS for Natural Resources Mgmt and Bio Sci Group, GS-0400, dtd 09/05				
Typed Name and Title of Official Taking Action Cecilia E. King 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 _____									
// Original Signed //					07/17/09				
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks FPL= GS-09; Risk Designation: Moderate; Drug Testing: No									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

SPD# S000353  
Wildlife Refuge Specialist, GS-0485-05  
Standard Position Description

INTRODUCTION

This entry-level position is being established in order to create a career ladder opportunity throughout the National Wildlife Refuges (Refuges), Wetland Management Districts (WMDs), Refuge Complexes within the National Wildlife Refuge System. As a developmental position, the incumbent will be provided a period of growth that involves both on-and-off the job training in overall objectives to be accomplished and available resources of the full performance SPD (SPD# S000351). The incumbent will be expected to participate in planning and assigning priorities to the tasks.

The position will remain at the grade 05 level until the employee meets the necessary requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated at the GS-07 level. Upon meeting all requirements, incumbent may be promoted non-competitively to the next performance level of GS-07 with continued growth to the GS-09 level.

MAJOR DUTIES

The incumbent will receive assignments in increasing difficulty and complexity that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level. He/she moves from working under direct supervision performing specific assignments to working under moderate supervision and being allowed to independently determining methodologies, budgets, milestones, goals and termination points for assignments. Completed work is measured in terms of applicability to management issues and in satisfaction of Service-wide objectives and operational deadlines.

FACTOR EVALUATION (only reflecting those items that are different from the FPL PD# S000351)

Factor 1. Knowledge Required by the Position (Level 1-5, 750 points)

Knowledge of, and ability to apply, basic theories, principles, practices, and techniques of wildlife biology sufficient to perform a full range of routine biological assignments on a federal wildlife refuge and/or wetlands district, such as gathering data on wildlife inventories, monitoring wildlife activities, conduct nature tours, and complete segments of larger studies for higher grade biologists.

Knowledge of related disciplines of plant ecology, soil science, hydrology, plant and wildlife diseases, restoration ecology, forestry, land management/conservation, and fire ecology and management sufficient to carry out conduct/review routine, day-to-day conservation activities, such as contamination clean-up, and restoration projects.

Basic knowledge of methods, procedures, and techniques applied in Refuge/WMD management and habitat/wildlife sufficient to complete assignments and prepare thorough responses to management on work progress/results.

Ability to learn and use a variety of automated systems and programs (e.g., Microsoft Suite (Excel, PowerPoint, Word), databases etc.) sufficient to enter and extract data and prepare reports in various formats.

Skill in oral communication sufficient to interact with a variety of individuals and present material(s) in a clear manner.

Skill in written communication sufficient to draft correspondence, portions of scientific and administrative reports, management plans, and a variety of information and educational materials, including brochures and displays.

Skill in operating automotive equipment requiring a current driver's license.

Employees assigned to operate watercraft are required to possess knowledge and skills as certified by the completion of the Department's Motorboat Operator Certification Course (MOCC) or other approved watercraft training program (such as USCG Operator of Uninspected Passenger Vessel (OUPV, commonly known as "six pack"). This includes the knowledge needed to safely operate watercraft; familiarity with state-of-the-art watercraft safety equipment and other gear; and adequate grasp of motorboat handling techniques and knowledge to safely operate a motorboat.

If applicable, ability to carry, handle and use firearms for animal control, in compliance with safety policies.

#### Factor 2. Supervisory Controls (Level 2-1, 25 points)

The supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The incumbent completes tasks as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions and guidelines. All work is closely reviewed. The review may include checking progress, as well as reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

#### Factor 3. Guidelines (Level 3-1, 25 points Primary standard)

The incumbent is a trainee and is provided specific guidelines such as technical manuals, instructions, and criteria that are detailed and directly applicable to the work. The supervisor authorizes any deviations.

#### Factor 4. Complexity (Level 4-2, 75 points)

Assignments usually consist of specific, and detailed tasks that may vary but are designed to orient the trainee in the practical application of theory and basic principles in order to provide assistance to experienced senior employees in the completion of minor detailed work. Problems are readily solved by application of basic principles, elementary theories, and established practices. Work consists of routine, detailed tasks that may be portions of larger assignments and can include collecting, recording, and reporting factual data from observation studies; searching technical reports, policies, regulations and laws for information; and observing Refuge/WMD management activities.

#### Factor 5. Scope and Effect (Level 5-1, 25 points)

The purpose of the work is to orient the incumbent in the practical application of academic theory and basic principles. Work tasks are specific and limited and are primarily for training purposes to prepare the incumbent in assuming more responsible Wildlife Refuge Manager work. The incumbent's work facilitates the work of others within the Refuge/WMD.

#### Factor 6. Personal Contacts (Level 2 – see Factor 7 for point assignment)

Contacts are with co-workers within the Refuge/WMD and complex. As a learning experience, the incumbent attends meetings and conferences with Federal, state, and local agency officials; university and school officials; professional and technical subject matter specialists in the same or related disciplines; local conservation

organizations and groups; contractors; local and regional media; volunteers; and the general public with higher-graded employees.

Factor 7. Purpose of Contacts (Level A – Overall 6/7 2-A 45 points)

The purpose of contacts is to exchange information.

Factory Summary:

1. Knowledge Required by the Position	Level 1-5	750 Points
2. Supervisory Controls	Level 2-1	25 Points
3. Guidelines	Level 3-1	25 Points
4. Complexity	Level 4-2	75 Points
5. Scope and Effect	Level 5-1	25 Points
6/7. Personal Contacts/Purpose of Contacts	Level 2-A	45 Points
8. Physical Demands	Level 8-2	20 Points
9. Work Environment	Level 9-2	<u>20 Points</u>
	TOTAL	985 Points

Point Range: 855 – 1100 = GS-05