

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000362

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code

14. Agency Use
BUS: 7777

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other

3. Service

4. Employing Office Location
Various

5. Duty Station
various

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

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

Explanation (Show any positions replaced)
Approved for Service-wide use.
Intermediate developmental to
SPD# S000360

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	07		
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

a. First Subdivision
U.S. Fish & Wildlife Service

b. Second Subdivision
Region

c. Third Subdivision

d. Fourth Subdivision

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 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)

Signature _____ Date _____

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.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL= GS-11; Risk Designation: Moderate; Drug Testing: No

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

SPD# S000362
Wildlife Refuge Specialist, GS-0485-07
Standard Position Description

INTRODUCTION

This position is being established in order to create a career ladder opportunity throughout the National Wildlife Refuges (Refuges), Wetland Management Districts (WMDs), and 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# S000360). The incumbent will be expected to participate in planning and assigning priorities to the tasks.

The position will remain at the grade 07 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-09 level. Upon meeting all requirements, incumbent may be promoted non-competitively to the next performance level of GS-09 with continued growth to the GS-11 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 a moderate level of supervision to working independently determining methodologies, budgets, milestones, goals and termination points for all assignments which are routine in nature, follow established procedures, and are typically a portion of larger projects overseen by higher-graded biologists. 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 SPD# S000360)

Factor 1. Knowledge Required by the Position (Level 1-6, 950 points)

Knowledge of theories, principles, practices, and techniques of wildlife biology sufficient to independently perform recurring, well-precedented projects using standard methods and procedures.

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 perform and monitor routine, day-to-day conservation activities, such as contamination clean-up, and restoration projects.

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

Basic understanding of the applicable policies and procedures for the development of Comprehensive Conservation Plans, Habitat Management Plans, and land acquisition plans including the National Wildlife Refuge Improvement Act (NWRIA), the Endangered Species Act (ESA) and the National Environmental Policy Act (NEPA) and their requirements, sufficient to be able to recognize when conflicts exist within the boundaries of the Refuge/WMD and present findings to the Refuge Manager.

Ability to prepare and review habitat management projects, and apply and carry out habitat management techniques sufficient to recognize when limitations exist and discuss possible modifications with supervisor/senior biologist.

Knowledge of wildland recreation management to include priority public uses and refuge compatibility and appropriate use policies of the Refuge/WMD facilities.

Knowledge of operating and maintaining various equipment sufficient to operate safely and assist in the day-to-day equipment accountability and functionality.

Understanding of, and ability to use, various automated systems/software/databases sufficient to enter/extract and manipulate collected data and compile data into various formats (graphs, pie charts) for inclusion in reports, presentations, and visitor services brochures/flyers.

Ability to communicate effectively with Refuge/WMD staff, the general public, non-governmental organizations, and other local, state, and Federal agencies, and work cooperatively with diverse individuals and groups to identify problems, develop possible solutions, promote cooperation, and inform the public of issues facing the Refuge/WMD. May be required to address a variety of individuals/groups while delivering a variety of reports, presentations, or conducting tours.

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

Ability to make observations of natural and other phenomena pertinent to Refuge/WMD management, sufficient to draw conclusions and make recommendations based upon those observations.

May involve interaction with tribal and/or Native American groups, ability to learn 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.

Knowledge of Service/Department fire management policies and procedures, firefighting techniques, and the structure of fire management programs sufficient to assist in the management and administration of the Refuge/WMD's fire program.

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 2-2, 125 points)

The supervisor provides work assignments for completion by outlining expected quality and quantity, deadlines, and priorities. The supervisor provides additional specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on available resource material. The incumbent uses initiative to complete recurring assignments independently without specific instructions, but refers to the supervisor for decisions or help with deviations, problems, and unfamiliar situations.

The supervisor ensures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the incumbent has not previously performed similar assignments.

Factor 3. Guidelines (Level 3-2, 125 points)

The incumbent is provided detailed and directly applicable guidelines such as standard instructions, literature, precedents, and practices in the area of assignment or specialization. Judgment is required in locating and selecting the most appropriate guidelines and references. Established procedures for performing the work are used, but the incumbent may exercise discretion in selection among alternative approaches. The incumbent makes minor deviations to adapt guidelines to specific cases. Situations requiring significant deviations from existing guidelines are referred to the supervisor.

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

Assignments usually consist of specific, often unrelated tasks that 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 5-2, 75 points)

The purpose of the work is to provide assistance to experienced Wildlife Refuge Managers and staff by relieving them of detailed and routine work. Work efforts have an effect on the accuracy and reliability, as well as the timeliness of the projects being performed by higher-graded employees.

Factor 6. Personal Contacts (Level 2)

Contacts are with co-workers; Federal, state, and local representatives; university and school officials and employees; professional and technical subject matter specialists in the same or related disciplines; local conservation organizations and groups; Tribal representatives; contractors; volunteers; and the general public. Contacts are typically planned and occur in moderately structured settings.

Factor Summary:

1. Knowledge Required by the Position	Level 1-6	950 Points
2. Supervisory Controls	Level 2-2	125 Points
3. Guidelines	Level 3-3	125 Points
4. Complexity	Level 4-2	75 Points
5. Scope and Effect	Level 5-2	75 Points
6/7. Personal Contacts/Purpose of Contacts	Level 2-B	110 Points
8. Physical Demands	Level 8-2	20 Points
9. Work Environment	Level 9-2	<u>20 Points</u>
	TOTAL	1500 Points

Point Range: 1355 – 1600 = GS-07