POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: S00*372

2. Reason for Submission: ☐ Redescription ☐ Reestablishment ☑ New ☐ Other

Explanation *(Show any positions replaced)*

Standard Position Description

Approved for Service-wide use.

3. Service: ☑ Hdqtrs ☐ Field

4. Employing Office Location

5. Duty Station: varies

6. OPM Certification No.

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	Interdisciplinary	GS	XXXX	13		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*: Inventory & Monitoring (I&M) Program Specialist

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

Signature | Date

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

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.*

Typed Name and Title of Official Taking Action

Cecilia E. King, Chief

Classification and Pay

Signature: Cecilia E King | Date: 01/10/10

22. Position Classification Standards Used in Classifying/Grading Position

OPM PCS Prof Work Nat'l Resources Mgmt & Bio Sci Grp,GS-0400,dtd 09/05

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks * See position description for SPD numbering adjustments *

FPL: 13; Risk Designation: Moderate; Drug Testing: No FC: 51

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

INTERDISIPLINARY
Standard Position Description
S000372

A. Biologist, GS-0401-13
B. Ecologist, GS-0408-13
C. Wildlife Refuge Specialist, GS-0485-13
D. Wildlife Biologist, GS-0486-13

INTRODUCTION

This position is located in (to be filled in by Region). This Division provides overall staff direction on biological issues affecting management and operation of the National Wildlife Refuge System (NWRS). This national biological inventory and monitoring (I & M) program effectively implements the National Wildlife Refuge System Improvement Act, and helps assure that the NWRS is a national and international leader in the use of sound science and technology in habitat management and wildlife conservation. The national inventory & monitoring effort helps assure that the NWRS is a national and international leader in understanding the natural systems of the United States and changes on them caused by climate change and other stressors. The I & M program at the national and regional levels provides data on fish, wildlife, and ecological processes; and the analysis of the data to aid management and adaptation of the NWRS and conservation of fish, wildlife, and plants in the face of climate change.

The incumbent serves as an Inventory and Monitoring (I & M) Program Specialist and the purpose of the position is to serve on a team that develops a national inventory and monitoring program and associated database needs for the National Wildlife Refuge System (NWRS); specialize in the promotion, development, and implementation of a nationally coordinated biological inventory and monitoring program; direct a multidisciplinary staff of professional and technical natural resource specialists; and coordinate regional I & M activities to support the national effort.

MAJOR DUTIES AND RESPONSIBILITIES

Coordinate efforts between the NWRS, National Park Service, the U.S. Geological Survey, and other agencies and organizations to implement inventory and monitoring efforts on refuges, and develop inventory and monitoring protocols and sample designs to address refuge needs. Work with all Service Regions to identify refuge inventory and monitoring needs, work with numerous conservation organizations and agencies to identify role of the NWRS within national wildlife monitoring initiatives. Identify database application needs to store refuge data and allow exchange of data with other federal/state agencies and private conservation organizations. Coordinate closely with Landscape Conservation Cooperative Coordinators, Refuge managers, Refuge Planners, Regional Migratory Bird Coordinators, Regional Non-game Migratory Bird Coordinators, Regional Refuge Biologists, and Regional Fire Ecologists regarding collaborative biological monitoring programs both on and off-refuge lands; and facilitates the transfer and integration of biological data to other Service divisions.

Review and provide advice on formal and informal research proposals, field investigations, monitoring/inventory plans, and scientific reports and publications. Review includes work performed in collaboration with other federal/state agencies, Service divisions, universities, and private conservation organizations. Responsible for synthesizing available information and making recommendations pertaining to application to inventory and monitoring needs within the NWRS.

Facilitate the analysis of multi-refuge data in conjunction with similar data collected by other federal/state agencies and private organizations for purposes of identifying role of NWRS within various national biological inventory and monitoring programs. Make recommendations to improve the usefulness of refuge collected data in conjunction with national programs for purposes of improving data utility for specific refuge management decisions. Prepare publications for peer review and non-technical periodicals, presentations at professional meetings, informal presentations; and correspondence with peers, media and the public.

Develop metadata for biological data collected at multiple refuges within NWRS for the purpose of exchanging refuge data with Service divisions, federal/state agencies, and private conservation organizations for use in larger landscape biological decisions.

Coordinate biological and other related data and information needs for planning and implementation in a management decision making process. Provide advice on the currency and relevancy of wildlife, habitat, and other management plans, surveys, literature reviews, and technology transfer as it applies to wildlife, habitat, and adaptive management on Service lands. Coordinate with Regional Biological Data Managers and Regional Refuge Biologists to update existing Fish and Wildlife Service Manual chapters (specifically 701 FW 2, Inventory and Monitoring of Populations, and associated references and exhibits) or whenever policy, standards, and procedures are revised to better comply with the needs of a national biological inventory and monitoring efforts.

Coordinate, summarize, and report on input from refuges on research and information needs as well as associated biological inventory and monitoring protocols and databases for storage of data. Review refuge input and identify common issues and needs for the proposal of new projects and NWRS data management products. Coordinate with Regional Refuge Biologists, Migratory Bird Coordinators, and Regional Fire Ecologists, and others in providing region-wide biological guidelines and training pertaining to the inventory and monitoring program. Participate in Regional and Refuge workshops as well as Regional biological and programmatic reviews. Ensure that various refuge monitoring protocols and results of multi-refuge studies are capable of geo-referencing for spatial analysis.

Provide technical and administrative supervision of a small staff of professional and technical recruits, select employees, approve leave, set up and approve training, establish performance plans, and complete performance appraisals. The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives; and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Ensure that subordinates are trained and fully comply with the provisions of safety regulations. Hear and resolve complaints from employees, and effect disciplinary measures as warranted. Establish guidelines and annual performance plans for staff members, and assign work and provide advice and counsel to workers on topics related to work assignments and administrative matters. Review and approve annual and multi-year work plans and budget. Reviews staff work for completeness, innovation, and compliance with standards.

FACTOR LEVEL DESCRIPTIONS

Factor 1 - Knowledge Required by the Position, Level 1-8, 1550 Points

Mastery of theories, principles, and concepts of wildlife biology and habitat management, especially as it relates to the National Wildlife Refuge System in order to review and provide authoritative advice on formal and informal research proposals, field investigations, monitoring/inventory plans, and scientific reports and publications; and to serve as a recognized authority by other biologists both within and outside the Service in the field of wildlife biology.

Comprehensive knowledge and demonstrated ability to design inventory and monitoring protocols for wildlife and habitat through the use of current methodologies in order to interpret and analyze field data, and identify management recommendations; interpret research findings by others and convert them into on-the-ground management actions.

Comprehensive knowledge of national, regional, and refuge policies, objectives and wildlife and habitat management programs; and understanding of the interrelationship of regional and national (biodiversity and ecosystem management) programs and functions within the Service, and between the Service and other agencies in order to ensure consistent application of relevant guidelines.

Knowledge and skill in data compilation, relational database structure, and statistical data analysis, as well as application of GIS/GPS technology using a wide variety of computer software including but not limited to Excel, Access, SAS, Arc Info, and ArcGIS in order to develop, maintain and analyze station biological databases.

Oral and communication skills sufficient to publish field data in peer-review scientific journals, and formally present results of field investigations at professional, scientific meetings; and to address very complex and controversial issues with federal, state, local and international agencies and a variety of interest groups.

Creativity and critical thinking skills in order to apply new scientific developments and advances to important resource issues, and determine cause and effect relationships between trust species and their habitats

Organization and interpersonal skills sufficient to work effectively with individuals, agencies, and a wide variety of interest groups for the purpose of coordinating efforts and resolving conflicts

Factor 2 - Supervisory Controls, Level 2-4, 450 Points

The position supervisor outlines overall objectives and available resources. The biologist plans and executes work independently in accordance with existing national and regional policies and guidelines with little supervision. The incumbent has flexibility to determine approaches, select and apply techniques, establish methods and procedures for completing special projects; coordinate the work with specialists in other resource areas or disciplines, and resolve problems that occur directly with the interested parties. Incumbent consults with the supervisor for development of general program objectives, projects and time-lines and new or unusual proposals. Although the supervisor makes the final decision on recommendations by the biologist as they apply to political or budgetary concerns, the biologist has the authority to make the technical biological decisions involved in developing a National inventory and monitoring program. On a regular basis, the biologist meets with the supervisor to review overall progress and to confer on problems which concern the interpretation and application of agency policy when actions may surface highly sensitive and controversial issues. The completed work is reviewed in terms of meeting program objectives or compatibility with other program activities.

Factor 3 – Guidelines, Level 3-4, 450 Points

Guidance is provided primarily in Departmental and Service manuals, policy statements, Refuge System goals and the Refuge Manual. However, recognized and accepted wildlife management principles and new biological management techniques are implemented upon the advice of the biologist. Oral and written instructions are provided by the supervisor to supplement other guidelines. Guidelines are often inadequate to deal with the more complex or unusual problems, or problems concerned with highly unusual, undeveloped, or controversial aspects of wildlife or habitat management (e.g., ecosystem management). Because some technical aspects of biological management are poorly documented or formulated, independent judgment must be used in many situations. The incumbent develops policy plans and methodologies for major area resource and biological programs.

Factor 4 – Complexity, Level 4-5, 325 Points

The work includes the study and evaluation of wildlife and habitat management encompassing a wide variety of habitats (e.g., wetland, grassland, brush land, forest, riparian) for Service trust resources (e.g., waterfowl, migratory non-game birds, endangered species); management practices routinely employed within the NWRS require consideration of (e.g., prescribed fire, rotational haying, prescribed grazing, noxious weed control, predator management, water management) to meet unit purposes. The position requires application of methodologies to collect, analyze, interpret, synthesize, and report on a broad spectrum of biological resource issues; analysis of complex resource issues and problems that may be National or International in scale and offer management recommendations based on these interpretations. The biologist must recognize possible new approaches or devise or improve techniques, and anticipate and predict trends in resource management areas. The work involves solving often highly complex technical problems concerned with unusual and sometimes undeveloped or controversial

aspects of wildlife biology and related disciplines; and developing new or improved techniques or criteria for the conduct of resource conservation and management projects.

Factor 5 - Scope and Effect, Level 5-5, 325 Points

The purpose of this position is to direct a multidisciplinary staff of professional and technical natural resource specialists and coordinate regional I & M activities to support the national effort; implement numerous aspects of a biological inventory and monitoring program for the NWRS; support refuge operations intended to meet refuge, Landscape Conservation Cooperative, Regional, Flyway, and National wildlife resource objectives; and develop sample designs that are used by wildlife/habitat management program staff to meet stated objectives. The work has a significant effect or influences the formulation of policies, programs, and actions for resources; and affects the work of Service managers. The incumbent's decisions influence programs within NWRS.

Factor 6 and 7 - Personal Contacts & Purpose of Contacts, Level 3C, 180 Points

The biologist works closely with professional biologists for the Service, cooperating agencies/organizations, researchers, universities, the media, and the general public. The purpose of contacts is to design monitoring programs, exchange information, review proposals, provide recommendations, develop research needs, and develop cooperative monitoring efforts among refuges/agencies/organizations. Contacts with other functions, states, etc., are needed to coordinate data collection and to solve biological problems. Contacts or presentations based on biological data and opinions are necessary to resolve divergent viewpoints of a variety of conservation organizations, refuge managers, wildlife biologists and researchers. Tact and diplomacy are required in working effectively with people with varied backgrounds and divergent interests.

Factor 8 - Physical Demands, Level 8-1, 5 Points

Normally, work will be accomplished indoors in a sedentary fashion. Occasional trips are required which may involve flying on commercial airlines to attend meetings, walking outdoors, driving long distances, riding in watercraft, and flying as a passenger in small aircraft.

Factor 9 - Work Environment, Level 9-1, 5 Points

The work is typically performed in an adequately lighted and climate controlled office, and requires no special safety precautions. Occasional field trips may require exposure to normal outdoor hazards of weather, insects, reptiles, and terrain.

EVALUATION

Reference

OPM Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, September 2005

Determination of Title and Series

The purpose of this position is to direct a multidisciplinary staff of professional and technical natural resource specialists and coordinate regional I & M activities to support the national effort; implement numerous aspects of a biological inventory and monitoring program for the NWRS; support refuge operations intended to meet refuge, Landscape Conservation Cooperative, Regional, Flyway, and National wildlife resource objectives; and develop sample designs that are used by wildlife/habitat management program staff to meet stated objectives. This work, which requires the application of a professional knowledge of wildlife biology, refuge management, and ecology, is broader than any specialized professional series within the General Natural Resources Management and Biological Sciences Occupational Grouping, GS-0400. Therefore, management's request to establish the position as

interdisciplinary has merit. The proposed position description includes some responsibility for providing technical and administrative direction of a small group. However, there is no clear evidence that the future incumbent will devote 25% or more of his/her time to this supervisory function. Such determinations can be made on a case-by-case determination when individual regional wildlife biologist positions are established. As a result, this interdisciplinary position warrants a classification within the following professional disciplines:

Wildlife Biologist, GS-0486

Wildlife Refuge Specialist, GS-0485

Ecologist, GS-0408

Biologist, GS-0401

Determination of Grade

The position work was evaluated with grade criteria of the referenced OPM GS-0400 grade criteria. The determination of the position grade is based on the total points assigned to the above factors as follows:

Total Points = 3290. This equates to GS-13 (3155 - 3600).

Final Classification

This interdisciplinary position warrants a classification within the following professional disciplines:

Wildlife Biologist, GS-0486-13

Wildlife Refuge Specialist, GS-0485-13

Ecologist, GS-0408-13

Biologist, GS-0401-13

Functional Class

Code 51 – Natural Resource Operations

R. Gendron, YRCI Classification Specialist

01-13-10