

CAREER OPPORTUNITY
U.S. FISH AND WILDLIFE SERVICE
MONOMOY NATIONAL WILDLIFE REFUGE



**Looking for a position as a wildlife biologist on a national wildlife refuge?
Want to work with others to protect threatened and endangered wildlife, migratory birds,
and other plants and animals?**

Announcement Number: FCIP-10-001

Wildlife Biologist

STARTING SALARY: \$42,406

OPEN PERIOD: March 22 – April 5, 2010

SERIES & GRADE: GS-0486-7

PROMOTION POTENTIAL: GS-09

FULL PROMOTION POTENTIAL: GS-11*

DUTY LOCATION: Chatham, Massachusetts

WHO MAY BE CONSIDERED: U.S. Citizens

This position is being filled under the Federal Career Intern Program (FCIP). This is a two-year appointment in the excepted service with full benefits. During the two-year program, at the GS-7/9 level, the employee will undergo formal training and developmental assignments pertaining to performing wildlife biologist duties at the Monomoy National Wildlife Refuge, which is part of the Eastern Massachusetts NWR Complex.

* At the end of the two years, and upon successful completion of the intern program, the employee may be converted non-competitively to a permanent position at the full performance grade level GS-11 in the National Wildlife Refuge System at Monomoy NWR.

JOB SUMMARY:

This is an entry level intern position in which the employee must successfully complete required screening and testing procedures, all formal and field training, and all developmental requirements to serve as Wildlife Biologist for the U.S. Fish and Wildlife Service (FWS). At this level, the employee will receive training and assignments designed to develop the basic knowledge and skills necessary to perform portions of a wildlife biologist on a national wildlife. On an ongoing basis, the incumbent establishes and maintains effective liaison with refuge staff and volunteers, other FWS staff, refuge visitors and the public, representatives from local, State and Federal agencies, and conservation partners.

Employees hired under the FCIP are not eligible for reimbursement of relocation expenses.

GS-07: \$42,406 per annum.

MAJOR DUTIES:

This is a developmental position where the incumbent will be trained in the work performed by FWS Wildlife Biologists. The employee will be assigned projects and training details to develop the employee's knowledge and understanding of the principles, concepts, regulations and operating techniques of wildlife management. The employee will also receive developmental assignments relating to visitor services and refuge management.

The employee is assigned to a range of work designed to build skills for planning, coordinating, implementing and evaluating the refuge biological program. The employee will gain experience in design and monitoring long-term research studies of wildlife and habitat management techniques and will gain experience making recommendations about ongoing wildlife management and habitat projects. The work will directly affect endangered and threatened species, waterfowl, waterbirds, other migratory birds and marine mammals. The employee will work cooperatively and in partnership with various federal, state, local agencies and non-profit organizations to promote, develop, and implement effective wildlife and habitat management programs on the refuge. The employee will participate in the comprehensive conservation planning process, including the development of alternatives, goals and objectives, will assist in the conduct of public meetings for the comprehensive planning process, will learn about construction projects and provide assistance to two major ongoing efforts at this time. The refuge is both a National Wilderness Area and a unit of the Western Hemispheric Shorebird Reserve Network, so the employee will gain an understanding of various land designations and the conduct of biological programs in a manner which supports those designations. Lastly, the employee will be expected to operate a motorboat carrying staff and gear to the islands for field work. The development of motorboat operating skills will be essential if the employee does not already have a certain level of proficiency.

At the GS-7 level, duties will be performed under closer supervision and training provided for progression towards the full performance level.

During the two year internship period, assignments will be provided to prepare the employee to assume a GS-11 level specialist position within the National Wildlife Refuge System (e.g. Wildlife Biologist, GS-0486-11).

QUALIFICATIONS REQUIRED:

A. GS-7: Applicant must have one year of specialized experience equivalent to at least the GS-5 level in the Federal service; (OR) one full year of progressively higher level graduate education or superior academic achievement; (OR) an equivalent combination of education and experience. To be creditable, education must demonstrate the knowledge, skills, and abilities necessary to do the work.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

The employee must have a valid State Driver's licence.

HOW YOU WILL BE EVALUATED:

You will be evaluated to determine whether you meet the minimum qualifications required; and on the extent your application shows that you possess the knowledge, skills and abilities associated with this position as defined below. When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

1. Knowledge of the theories, principles, and methods of wildlife biology and refuge management, including investigations, studies, and surveys of wildlife and its habitat.
2. Knowledge biology, botany, zoology, mammalogy, ornithology, and plant, animal and wetland ecology.
3. Skill in problem solving to be able to recognize critical problems in refuge management, draw conclusions as to their cause, relationship to other problems, and impact on Refuge operations.

4. Ability to establish, gain support, and maintain positive working relationships with both internal and external partners and to communicate effectively with the general public.
5. Skill in written and oral communications including in the presentation of data and its analysis as well as the ability to write objective reports which require a minimum of review and editing. Eventually, the employee will have skill to write high quality scientific papers in popular literature which may be accepted for publication.
6. Knowledge of computer applications for use in managing, analyzing, and presenting biological data.

CONDITIONS OF EMPLOYMENT:

Citizenship: U.S. citizenship is required.

Training Requirements: Employee must be able to successfully complete the Motorboat Operators Certification Course.

Background Investigation: Successful completion of a background investigation is required prior to appointment. Appointment will be contingent upon a favorably adjudicated pre-employment investigation.

Physical Demands: Ability to lift up to 50 pounds.

Driver's License: Selectee must be able to operate government-owned or leased motor vehicles. Selectee must possess and maintain a valid driver's license.

Government Travel Charge Card: New employees who are expected to travel on official business are required to apply for a Government travel charge card within 30 days of appointment.

Direct Deposit: All new employees of the U.S. Fish and Wildlife Service must identify a financial institution for direct deposit of pay prior to appointment.

Selective Service: Male applicants born after December 31, 1959 must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service Law.

All qualification requirements must be met by the closing date of this announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in Federal agency personnel offices and on OPM's website: <http://www.opm.gov/qualifications>.

HOW YOU WILL BE EVALUATED:

A review of your application and supporting documents will be made to ensure that you meet the qualification requirements for the position, and you may be asked to complete and pass the occupational assessment. It is recommended that your resume include clear descriptions of the job duties performed in your work history that you consider related to this position.

VETERANS' PREFERENCE:

If you are a veteran with preference eligibility and you are claiming a 5-point veteran's preference, you must attach a copy of your DD-214 or other proof of eligibility. **If you are claiming 10-point veterans' preference,** you must attach your DD-214, an SF-15, "Application for 10-Point Veteran Preference" plus the proof required by that form.

Veteran's preference will be granted to veterans who entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; served on active duty for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or, served in a military action for which they received a campaign badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Ten point preferences may be granted to eligible disabled veterans; Purple Heart recipients; spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran.

HOW TO APPLY:

STEP 1: APPLICATION PACKAGE

Provide a complete application package, received by the closing date of this announcement. A complete application includes the following documents:

- Resume
- Transcripts (if using education to qualify)
- Veteran's preference documentation

RESUME - Please include all of the following information in your resume:

Job Information:

Title, grade, and location for which you are applying.

Personal Information:

Full name, mailing address (with zip code), and day/evening telephone numbers (with area code).

Email address.

Country of Citizenship.

If ever employed by the Federal Government, show highest Federal civilian grade held, job series, & dates of employment in grade.

Education:

High school name, city, state, and zip code, date of diploma or GED.

Colleges and or universities attended city, state, and zip code.

Major field(s) of study.

Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid and non-paid position held related to the job for which you are applying.

Job title.

Duties and accomplishments.

Number of hours per week.

Employer's name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (month and year).

Salary.

Indicate if your current supervisor may be contacted.

Other Qualifications:

Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.).

Job-related certificates and licenses.

Job-related honors, awards, and special accomplishments (do not send copies of documents unless specially requested.)

STEP 2: OCCUPATIONAL ASSESSMENT QUESTIONNAIRE:

After the closing date of the announcement a member of the Human Resources (HR) staff may contact you with information on completing the Occupational Assessment Questionnaire. The Questionnaire is an on-line assessment. The HR staff member will provide you with access instructions and the time period within which you must complete the assessment. Failure to complete the assessment within the stated time period will remove your name from further consideration. If required, applicants must receive an assessment score of 70 or better to receive further consideration.

WHERE TO SEND YOUR APPLICATION PACKAGE:

Applications must be **RECEIVED** by the closing date of this announcement. You may submit your application by mail, by fax, or by email.

MAIL TO: U.S. Fish and Wildlife Service
Eastern Massachusetts NWR Complex
Attn: FCIP-R5-10-001
73 Weir Hill Road
Sudbury, MA 01776

PHONE: 978-443-4661

FAX: 978-443-2898 You must include the announcement number: FCIP-10-001 on your cover sheet.

EMAIL: Libby_Herland@fws.gov

Submit your documents as attachments to the email.

Include the announcement number: FCIP-10-001 in the subject line.