

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

1. Agency Position No  
S0253

2. Reason for Submission  
NEW

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No

Explanation

7. Fair Labor Standards Act  
Non exempt

8. Financial Statements Required  
6-Position does not require financial disclosure.

9. Subject to IA Action  
YES

10. Position Status  
Exc/SchA213.3113(a4)

11. Position is  
NON-SUPERVISORY

12. Sensitivity  
1 - Nonsensitive/Low

13. Competitive Level Code  
100

14. Agency Use

15. Drug Test Required  
NO

16. ADP Status  
NO

17. 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	Biological Science Aid (Field Assistant)	GG	0404	1	L . P	12/23/2002
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

19. Name of Employee (if vacant, specify)

20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR	c. Third Subdivision
a. First Subdivision U.S. GEOLOGICAL SURVEY	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

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. Name and Title of Supervisor  
**Mark Sogge, Acting Deputy Director, USGS**

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

Signature: Mark Sogge  
Date: 07/30/2015

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

23. 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.

24. Position Classification Standards Used in Classifying/Grading Position  
**GS-400, GLG for Aid and Tech Work in the Bio Sci  
GS-404, Biological Sci Tech Series**

Typed Name and Title of Official Taking Action  
**Lorilee Penn Human Resources Specialist**

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: Lorilee Penn /s/  
Date: 12/23/2002

25. Position Review	Initials	Date								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

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

PD Tracking Number 0000822

#### Major Duties

Incumbent performs work in a laboratory or field environment in support of professional or technical employees engaged in data collection activities or analysis of biological data collection activities or analysis of biological samples. Performs one or more of the following duties:

--Assists in the routine collection of biological, botany, fisheries, or wildlife data from study files or monitoring stations.

--Assists in performing laboratory analysis of biological samples to determine specified chemical, biological, or physical characteristics.

--Operates a government motor vehicle or a boat as an incidental driver.

#### FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION (Level 1-1, 50 points)

Knowledge of simple, routine, or repetitive tasks that includes following step-by-step instructions. Skill to operate simple equipment.

#### FACTOR 2 SUPERVISORY CONTROLS (Level 2-1, 25 points)

Works under the immediate supervision of a higher grade biological scientist or technician. Receives specific instructions and demonstrations as to methods and work details. Work is closely checked in progress and reviewed in detail upon completion for accuracy, adherence to instructions, and training progress.

#### FACTOR 3 GUIDELINES (Level 3-1, 25 points)

Specific written or oral guidelines are provided to the employee. The employee works in strict conformance to the guides and refers deviations to the supervisor.

#### FACTOR 4 COMPLEXITY (Level 4-1, 25 points)

Assignments consist of specified tasks designed to provide training.

#### FACTOR 5 SCOPE AND EFFECT (Level 5-1, 25 points)

Purpose of the work is to provide support to scientists and technicians in the collection and analysis of biological data.

#### FACTOR 6 PERSONAL CONTACTS AND

#### FACTOR 7 PURPOSE OF CONTACTS (Level 1-a, 30 points)

#### Personal Contacts

Personal contacts are with professional employees or technicians in the immediate office or laboratory.

### Purpose of Contacts

Contacts are to obtain advice and direction and to exchange information related to the daily work.

### FACTOR 8 PHYSICAL DEMANDS (Level 8-2, 20 points)

Work is physically demanding and includes walking, bending, climbing, and lifting of equipment up to 100 pounds when in the field, sometimes during adverse conditions.

### FACTOR 9 WORK ENVIRONMENT (Level 9-2, 20 points)

The work is performed in a laboratory or field environment. Field work involves moderate or sometimes extreme exposure to the discomforts of rain, cold/hot weather, and rapidly running or icy streams and rivers. Special safety precautions are required in many cases, and the employee may typically wear life jackets, special safety boots, waders, and special organism handling gear.

TOTAL POINTS 220

GRADE CONVERSION GG-01

Grade Level Guide for Aid and Technical Work in the Biological Sciences GS-400, 12/31 and Primary Standard, 8/91