

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0242

2. Reason for Submission NEW	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No
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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	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	3	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)
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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 /s/ Mark Sogge	Signature
Date 07/30/2015	Date

23. 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>	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 <i>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.</i>
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 0000825

Major Duties

Incumbent performs technical 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:

--Collects biological, botany, fisheries, or wildlife data from study files or monitoring stations.

--Performs 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 1-3, 350 points)

Basic knowledge of technical methods and procedures of biological science to collect routine field data.

Skill in the operation, maintenance, and servicing of a variety of biological recording and measuring instruments.

Knowledge of routine biological laboratory testing procedures to assist in or perform basic biological characteristics of organisms.

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

Works under the supervision of a biological scientist or technician. Work is performed following established procedures. Supervisor is available to resolve unusual problems. Work is reviewed for accuracy and promptness by systematic spot-checks.

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

Procedures are well established. Written and oral guides provide specific instructions and little interpretation is necessary. When instructions do not apply, problems are referred to the supervisor.

FACTOR 4 COMPLEXITY (Level 4-2, 75 points)

Assignments consist of sequentially related steps. Care must be taken in following an established sequence of data collection or laboratory procedures since actions to be taken may differ depending on the situation. of data.

FACTOR 5 SCOPE AND EFFECT (Level 5-2, 75 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)

Persons Contacted

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 620

GRADE CONVERSION GG-03

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