

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the back)										1. Agency Position No <b>S0244</b>		
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		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 Technician (Field Assistant)				GG		0404	5	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)						
<p>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.</p>												
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			Date  07/30/2015			Signature			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						<b>Information for Employees</b>  <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	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (Optional)												
b. Supervisor												
c. Classifier												
26. Remarks												
27. Description of Major Duties and Responsibilities (See Attached)												

PD Tracking Number 0000827

#### 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 1-4, 550 points)

Practical knowledge of the technical methods and procedures of biological sciences to organize and execute a variety of limited operations projects.

Knowledge of routine field data collection procedures in order to collect biological data.

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

Knowledge of procedures and techniques utilized in a biological laboratory for measuring the physical and chemical parameters of organisms.

#### FACTOR 2 SUPERVISORY CONTROLS (Level 2-2, 125 points)

Works under the general supervision of a biological scientist or technician. Routine assignments are independently performed with only general instructions. Detailed instructions are provided for new or unusual assignments. Nonroutine work is reviewed in progress and all work is reviewed upon completion for accuracy and conformance to instructions.

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

Guidelines include manuals on techniques of data collection or laboratory analysis, procedural directives, oral instructions, and previously established methods of operating, servicing, installing, and setting up equipment and instruments. Guidelines are detailed and relate directly to assignments. Necessary deviations from established procedures are discussed with the supervisor.

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

Assignments consist of specific data collection or laboratory analysis tasks. Tasks are usually routine, requiring accuracy and attention to detail in operating, servicing equipment, and recognizing unusual situations which may affect the accuracy of data.

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

Purpose of the work is to collect data or perform laboratory analysis of biological samples that will

be subject to further analysis by scientist or technicians. Work efforts have an impact on the accuracy of reports prepared by the office.

FACTOR 6 PERSONAL CONTACTS AND  
FACTOR 7 PURPOSE OF CONTACTS (Level 2-a, 45 points)

Personal Contacts

Personal contacts are with professional employees or technicians in the immediate office or laboratory. There may be some contact with the general public, such as landowners, in conducting day-to-day field activities.

Purpose of Contacts

Contacts are chiefly to obtain advice or direction, to clarify or exchange information. Contacts with landowners are to obtain permission for access to property.

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 outdoors, and 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 925

GRADE CONVERSION GG-05

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