

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

1. Agency Position No  
S0240

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 Aid	GS	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)

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 Date Signature Date

/s/Mark Sogge 07/30/2015

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 Date  
Lorilee Penn /s/ 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 0000832

#### Major Duties

This position is a trainee position designed to provide training in the techniques and process of biological technician work. Assignments may include, but are not limited to the following (Check those that apply):

( ) Assists in collecting, sorting and organizing samples. Performs simple and repetitive duties in support of a research study.

( ) Follows instructions in performing laboratory duties such as cleaning, packaging, and sterilizing glassware and other laboratory equipment. Maintains general order and cleanliness of the laboratory.

( ) Measures and makes laboratory solutions. Operates pH meter, spectrophotometer, electronic balance to determine chemical and physical characteristics of compounds and solutions. Records data.

( ) Follows standard operating procedures to determine the species, density and distribution of bird, plant and invertebrate populations. Assists with the fabrication of pens, cages, etc.

#### KNOWLEDGE REQUIRED BY THE POSITION (Level 1-2, 200 points)

Knowledge of simple, basic biological science procedures and operations associated with aid duties in order to perform routine tasks and learn to perform a wider range of duties.

Knowledge of basic or common cleaning and sterilization procedures.

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

Works independently in carrying out routine assignments and receives specific instructions for new or more difficult assignments. Completed work is reviewed for accuracy and adherence to instructions.

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

Detailed guidelines, instructions, and samples formats are provided. The incumbent may not deviate from established guides.

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

Assignments consists of a variety of routine procedural tasks, or one or more complex duties related to regular, recurring work and require the employee to select and execute the proper task sequence for completing the work.

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

The work involves routine tasks that affect the work of higher graded employees in the work unit.

**PERSONAL CONTACTS (Level /B, 30 points)**

Contacts are with co-workers in the immediate area.

**PURPOSE OF CONTACTS**

Contacts are for the purpose of exchanging information and obtaining clarification on work processes.

**PHYSICAL DEMANDS (Level 8-2, 20 points)**

Work requires some physical exertion such as standing for long periods of time, walking, stooping, bending, and carrying light loads.

**WORK ENVIRONMENT (Level 9-2, 20 points)**

The work environment varies from laboratory setting to field sites. The work involves moderate risks, discomfort, and unpleasantness such as high noise levels, chemical, deep freezers, etc.

**TOTAL POINTS 520**

**GRADE CONVERSION GS-03**

GS-404, Biological Science Technician Series, GS-404, 12/91

Grade Level Guide for Aid and Technician Work in the Biological Sciences,

GS-400, 12/91