

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0312

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

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	Ecologist	GS	0408 (31)	7	L . P	11/03/2004
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

Signature: /s/Mark Sogge Date: 07/30/2015

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

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-408, Ecology Series
GS-482/486, Fishery/Wildlife Biology Series

Typed Name and Title of Official Taking Action

Lorilee Penn Human Resources Specialist

Signature: Lorilee Penn /s/ Date: 11/03/2004

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.

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

26. Remarks

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

0408, Ecologist, GS-07

Based on PD Tracking Number 0002202

PD Tracking Number 0002231

Major Duties

Performs advanced trainee assignments in planning the approach and collecting data to carry out less complex ecological studies or portions of larger investigations. Performs data analysis and writes small reports to evaluate findings.

Assists in ensuring completion of program objectives and associated documentation in accordance with established program directives. Performs limited analyses of program plans.

Prepares a variety of samples and performs data analysis in an office or laboratory and drafts assigned portions of reports. Prepares graphs and charts.

Performs advance trainee assignments in gathering, organizing, and interpreting ecological, biological, botanical, zoological, or other information pertinent to limited scientific studies or investigations. Prepares correspondence pertaining to technical aspects of work.

Gathers, organizes, and interprets ecological, biological, pathological, public use, or other information pertinent to research studies and/or investigations.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-6, 950 points)

Professional knowledge of ecological theories, concepts, and principles and a working knowledge of related disciplines, such as would be obtained through a bachelors degree program in the ecological sciences and/or equivalent work experience sufficient to perform advanced trainee duties.

Knowledge of techniques to gather and analyze scientific data.

Knowledge of computer software and mathematics to perform data analysis.

Knowledge of techniques to plan work procedures and develop schedules.

Skill in oral and written communication.

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

The supervisor or project leader provides detailed instructions of work to be performed. The incumbent is expected to perform independently those tasks that include simple and direct application of acquired learning. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to the supervisor. As tasks recur, the incumbent performs them with greater independence and less controlled guidance from the supervisor. The worked is checked closely during progress, and reviewed in detail on completion.

FACTOR 3 GUIDELINES (Level 3-2, 125 points)

Detailed and directly applicable guidelines are available in the form of technical manuals, administrative procedures, policy memoranda, and oral instructions. The incumbent uses judgment to select and adapt guidelines where deviations from guidelines are minor. Significant deviations are referred to the supervisor.

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

The work consists primarily of a variety of well-defined tasks in which the incumbent directly applies the principles and methods of ecology to assist higher-grade scientists in research or project activities. Assignments are for training purposes and are characterized by standard problems, a limited number of variables, and clearly specified objectives. The factors to be considered vary with each assignment.

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

The incumbent works as an advanced trainee. The purpose of the work is to plan and perform some of the less complex aspects of studies, such as collecting and recording data, assuring data quality, and entering and managing data in computer formats. The work affects the accuracy and adequacy of project investigations.

FACTORS 6 & 7 NATURE AND PURPOSE OF CONTACTS (Level 2a 45 points)

Contacts are primarily with the supervisor and coworkers, and with employees in other USGS organizations.

Purpose of contacts is to receive assignments and instructions, obtain or provide factual information, and report on progress or problems.

FACTOR 8 PHYSICAL DEMANDS (Level 8-1, 5 points)

The work is mainly sedentary.

FACTOR 9 WORK ENVIRONMENT (Level 9-1, 5 points)

Work is performed in an office setting.

TOTAL POINTS 1405

GRADE CONVERSION GS-07

GS-408, Ecology Series, 06/77

GS-482/486, Fishery Biology/Wildlife Biology Series 01/01