

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. S0269	
2. Reasons for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> xField		4. Employing Office Location		5. Duty Station				6. OPM Certification No.	
7. Fair Labor Standards Act Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statement Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment & Financial Interest				9. Subject to IA Action <input type="checkbox"/> X Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	Grade	Initial	Date
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Hydrologic Technician (Information Management)				GS		1316	4	K.S.	06/02/08
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (If vacant, specify)					
18. Department, Agency, or Establishment U.S. Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Geological Survey						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. 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 our 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. Typed 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		
21. 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.						22. Position Classification Standards Used in Classifying/Grading Position GS-1300T, JFS for Tech Work in the Phys Sci					
Typed Name and Title of Official Taking Action Kevin Scott 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 Kevin Scott /s/			Date 06/02/2008								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)											
b. Supervisor											
c. Classifier		CS*	08/20/13								

Amended to include telework statement.

1316,Hydrologic Technician (Information Management),GS-04

Major Duties

GS-1316-04 (Standard PD)

Major Duties

Performs data entry, computing, and/or editing tasks relative to processing hydrologic data. Responds to simple hydrologic data information requests through straightforward retrievals of surface-, ground- and water-quality data in the appropriate format. Gathers, tabulates, and enters hydrologic data into the appropriate NWIS database. Maintains current and accurate paper files to support data stored in NWIS databases. Compiles limited hydrologic data for special or recurring reports. Edits, compiles, and assembles a hydrologic data for the annual report.

FACTOR STATEMENTS

FACTOR 1 - Knowledge Required by the Position (Level 1-3, 350 points)

- Basic knowledge of hydrologic processes, methods, and techniques.
- The ability to sequentially apply standard hydrologic data collection and office computation procedures in order to collect and/or compute and compile hydrologic data.
- Knowledge of and ability to follow field and lab safety procedures.
- Knowledge of one or more computer systems and automated databases in order to enter, transfer, retrieve and manipulate hydrologic data, to operate computerized equipment, to generate a variety of standard reports, and/or respond to routine hydrologic data requests.

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

The supervisor or higher graded employee provides general instructions for assignments in terms of approach to be followed, guidelines, procedures or unique requirements. Detailed information and assistance is provided for new, difficult or unfamiliar technical problems. The employee independently performs recurring tasks resolving routine problems. Completed work and methods used are reviewed for adequacy and adherence to instructions.

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

Guidelines include a series of manuals on techniques of water resources investigations (TWRI), WRD Data Reports Preparation Guide, agency procedural directives, oral instructions, and previously established methods. These guidelines are typically detailed and are directly applicable to the assigned work. The employee can easily locate and select the appropriate guideline or procedure for each assigned task. Situations involving deviations from established methods are discussed with the supervisor for additional guidance.

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

Assignments consist of performing a variety of procedural tasks or a couple of more complex tasks related to regular and recurring data collection, compilation, and computation work. The technician must recognize differences in conditions in order to select and execute the appropriate sequence of established data collection and computation procedures; to operate instruments and servicing equipment; and, to recognize anomalous situations that may adversely impact or affect measurements or data collected. Assignments require accuracy and attention to detail.

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

The purpose of the work is to perform data collection, compilation and computation activities in support of higher level technicians or hydrologists. Work efforts affect the accuracy, reliability, or acceptability of the data.

FACTOR 6 - PERSONAL CONTACTS (Level 6-2, 25 points)

Primary contacts are with personnel within the District. On occasion, contacts may be made with personnel from higher level organizations, State or local governments, or other Federal agencies. Contacts with the general public occur during the performance of routine field or office activities.

FACTOR 7 - PURPOSE OF CONTACTS (Level 7-1, 20 points)

Contacts are to obtain advice or direction, and to clarify or exchange information.

FACTOR 8 - PHYSICAL DEMANDS

(Level 8-1, 5 points)

{ } The work is mainly sedentary, but may require some walking and carrying of light items in offices, laboratories, and other work areas. Employees may also carry light items such as briefcases, notebooks, and work papers, or drive a motor vehicle. The work does not require any special physical effort or ability.

(Level 8-2, 20 points)

{ } The work requires some physical exertion such as:

long periods of standing;

walking over rough, uneven, or rocky surfaces;

recurring bending, crouching, stooping, stretching, reaching, or similar activity; or

Or

(Level 8-3, 50 points)

{ } The work regularly requires considerable dexterity, agility, and strenuous physical exertion such as that needed to:

climb, or work from, tall ladders or scaffolding;

work in areas where footing is treacherous such as on slippery river banks, in steep or rocky terrain, and in fast-moving water;

lift heavy objects weighing 23 kilograms (over 50 pounds) or more;

crouch or crawl in constricted areas; and

defend oneself or others against physical attack.

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

Work is performed in an office setting that is adequately heated, lighted, and ventilated.

Select the appropriate statement:

___The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

___The U.S. Geological Survey has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

___The U.S. Geological Survey has determined that telework is required for this position and is a condition of employment. The selectee is expected to telework ___ days a week and must be eligible to telework under the 2010 Telework Act

TOTAL POINTS: 805

GRADE CONVERSION: GS-4

GS-1300T, JFS for Technical Work in the Physical Sciences Group 08/02

Source Document - S0269

Rev 8/2004