

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0270

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

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	Hydrologic Technician (Information Management)	GS	1316	5	K . S	06/02/2008
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

/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-1300T, JFS for Tech Work in the Phy 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 Date

Kevin Scott /s/ 06/02/2008

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

26. Remarks

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

1316,Hydrologic Technician (Information Management),GS-05

Based on PD Tracking Number 0002024

PD Tracking Number 0005153

Major Duties

GS-1316-05 (Standard PD)

Major Duties

Enters, retrieves, and edits limited surface-, ground- and water-quality hydrologic data, using ADAPS, QWDATA, as well as spreadsheet and graphics software. Gathers, tabulates, and enters hydrologic data into the appropriate NWIS database. Maintains current and accurate paper files to support data stored in NWIS databases. Responds to standard hydrologic data information requests by retrieving surface-, ground- and water-quality data in appropriate formats. Compiles, edits, assembles, verifies and formats hydrologic data for special and recurring reports.

FACTOR STATEMENTS

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-4, 550 points)

Practical knowledge of hydrologic principles, practices, procedures and techniques in addition to the ability to sequentially apply a wide range of standard hydrologic data collection and office computation procedures in order to collect and/or compute and compile hydrologic data.

Ability to perform standard data compilation and computation activities that include, but are not limited to, applying datum corrections, plotting and analyzing hydrographs, transferring data to maps and reconstructing short periods of inconsistent or missing records.

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

recurring lifting of moderately heavy items weighing less than 23 kilograms (under 50 pounds) such as lifting and carrying stream gauging weights, data collection and monitoring devices, or sample trays.

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.

TOTAL POINTS: 1005

GRADE CONVERSION: GS-5

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

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