

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)						1. Agency Position No. S0272					
2. Reasons for Submission Redescription New		3. Service Hdqtrs xField		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
7. Fair Labor Standards Act Exempt xNonexempt				8. Financial Statement Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment & Financial Disclosure <input type="checkbox"/> Financial Interest		9. Subject to IA Action X Yes No					
10. Position Status Competitive Excepted <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is Supervisory Managerial X Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <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	07	K.S.	06/02/2008
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. <b>Supervisory Certification.</b> 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. <b>Classification/Job Grading Certification.</b> 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 GS1300T,JFS for Tech Work in the Phys Sci					
Typed Name and Title of Official Taking Action Kevin Scott Human Resources Specialist						<b>Information for Employees.</b> 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											
24. Remarks											
25. Description of Major Duties and Responsibilities (See Attached)											

Based on PD Tracking Number 0002026

PD Tracking Number 0005156

## Major Duties

GS-1316-07 (Standard PD)

## Major Duties

Maintains, checks, verifies, updates, restores, and backs up technical databases. Enters, retrieves, and edits hydrologic data using ADAPS, GWSI, QWDATA, and a variety of spreadsheet and graphics software. Resolves quality-control problems, establishes priorities, uses appropriate program specifications and options, identifies information requirements, and explains programs and capabilities.

Verifies surface-, ground-, and water-quality data entries and retrievals for quality assurance. Monitors water-quality sampling frequencies for timely data collection and reports discrepancies. Provides technical assistance for office personnel concerning the application, use and maintenance of hydrologic databases. Gathers, tabulates, and enters hydrologic data from other agencies into the appropriate NWIS database. Maintains current and accurate paper files to support data stored in NWIS databases.

Responds to information requests and provides hydrologic data, records, reports, bulletins, etc., in various electronic formats or hard copy. Receives, records, and routes hydrologic data from field offices for processing; reviews generated printouts for proper format and technical consistency of data prior to distribution to field offices and appropriate cooperators. Maintains log of lost records and contributing factors, and briefs project chief periodically. Compiles, retrieves, assembles, and formats hydrologic data for routine and customized recurring and one-time 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 2-3, 275 points)

Works under the general direction of the supervisor or a higher graded employee. Assignments involving prescribed or standard methods are given in terms of objectives to be achieved. The employee uses initiative to independently accomplish such assignments with the supervisor providing assistance in solving unfamiliar technical problems. Methods applied by the technician in performing tasks are not normally reviewed. Completed work is reviewed for accuracy and technical adequacy.

#### FACTOR 3 - GUIDELINES (Level 3-3, 275 points)

Guidelines include a series of manuals on techniques of water resources investigations (TWRI), WRD Data Reports Preparation Guide, agency procedural directives, oral instructions, standard accepted recording forms, protocols and previously established methods. The employee locates and selects the appropriate guideline or procedure; however, the guidelines may not be completely applicable to the assignment or contain gaps in specificity. The employee independently resolves technical problems by deviating from or adapting guides. The technician formulates and recommends revised approaches and procedures. Situations involving significant deviation from established guidelines are generally discussed with the supervisor for additional guidance.

#### FACTOR 4 - COMPLEXITY (Level 4-3, 150 points)

Work consists of the full range of data collection and computation duties that typically involve the application of differing and unrelated technical approaches and procedures to complete an assignment. The work requires the employee to consider and select from several possible courses of action, methods, and techniques. The technician displays initiative, resourcefulness, and judgment to adjust work methods and procedures to accommodate unusual conditions found at the worksite and to identify and resolve anomalies or inconsistencies in data.

#### FACTOR 5 - SCOPE AND EFFECT (Level 5-3, 150 points)

The purpose of the work is to perform conventional assignments involving the collection, computation and compilation of hydrologic data that affect the understanding of the hydrologic environment and to disseminate hydrologic data through reports and other mediums. Work efforts have an impact on the accuracy and adequacy of field, office and/or laboratory processes and methods used, the data and resulting reports, and/or data-resource management decisions.

#### 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 7-2, 50 points)

Contacts are chiefly to clarify or exchange information, provide advice, plan or coordinate work

activities, resolve technical problems, and provide technical assistance or training.

## 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.

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 \_\_\_\_ day s a week and must be eligible to telework under the 2010 Telework Act

TOTAL POINTS: 1485

GRADE CONVERSION: GS-7

GS-1300T, JFS for Technical Work in the Physical Sciences Group 08/20

Source Document #S0272

Rev 8/2004