

POSITION DESCRIPTION (Please Read Instructions on the back)								1. Agency Position No S0214			
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 Competitive		11. Position is NON-SUPERVISORY	12. Sensitivity		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				GS	1316	2	C . S	05/07/2014		
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)						
<p>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.</p>											
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 /s/Mark Sogge			Date 07/30/2015		Signature			Date			
23. Classification/Job Grading Certification <i>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.</i>					24. Position Classification Standards Used in Classifying/Grading Position GS-1316, Hydrologic Technician Series, 1316						
Typed Name and Title of Official Taking Action Cindi Steinheimer Human Resources Specialist (Classification/Policy)					Information for Employees <i>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.</i>						
Signature Cindi Steinheimer /s/			Date 05/07/2014								
25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (Optional)											
b. Supervisor											
c. Classifier											
26. Remarks											
27. Description of Major Duties and Responsibilities (See Attached)											

PD Tracking Number 0005090

Major Duties

This position is an entry level position designed to provide training in the techniques, processes, and principles of hydrologic technician work. Assignments may include, but are not limited to, the following:

Using established methods, performs simple measurements of stage and discharge, water levels, and/or water quality parameters such as temperature, specific conductance, and pH. Observes and notes various hydraulic or environmental conditions.

Performs simple data compilation and computation assignments designed to prepare material for publication and entry into various databases. Performs developmental assignments such as plotting discharge measurements on rating curves and/or hydrographs, plotting, drafting, or sketching surveying field notes, and computing and checking measurements for analyses and computation. Enters, manipulates, edits, and retrieves in standard format, hydrologic data using basic functions of software programs and databases such as QWDATA, ADAPS, and NWIS.

Following established procedures and protocols, inventories and performs simple maintenance on hydrologic instrumentation and analytical equipment. Assists in minor repairs and the construction of gages. Performs routine safety inspection of equipment and work area.

Participates as member of a field party performing various developmental assignments such as recording notes for leveling parties, flagging high-water marks, and collecting, processing, and packing routine water quality, sediment, and geologic field samples.

Operates a motor vehicle.

Factor Statements

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

- Knowledge of basic hydrologic data collection and office computation methods, procedures, and techniques in order to perform a few repetitive tasks.
- Ability to follow standard sequential procedures in order to collect and compute hydrologic data and obtain accurate results.
- Fundamental computer skills sufficient to enter and retrieve hydrologic data from various databases.
- Knowledge of basic electronic technology and equipment mechanics in order to operate, maintain, and service simple hydrologic instrumentation and analytical equipment.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-1, 25 points)

Works under the close direction of the supervisor or higher grade employee. All assignments are provided with specific detailed instructions. The incumbent works as instructed and refers all

issues not covered by instructions to the supervisor. Work is closely checked in progress and reviewed in detail upon completion for accuracy, adequacy and conformance with instruction.

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

Guidelines include a series of manuals on techniques of water resources investigations (TWRI), agency procedural directives, oral and written instructions and demonstrated methods of operating, servicing, and installing equipment and instrumentation. The majority of instructions are readily memorized and any deviations from instructions must be referred to the supervisor for decision.

FACTOR 4 - COMPLEXITY (Level 4-1, 25 points)

Work assignments contain a few directly related tasks. The employee can easily discern required action.

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

The purpose of the work is to provide basic technical support to professional and technical employees in the collection and analysis of hydrologic data.

FACTOR 6 - PERSONAL CONTACTS (Level 6-1, 10 points)

Personal contacts are with employees in the immediate office.

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

Contacts are to obtain advice and direction and to exchange information related to the daily work.

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.

Or

(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 9-2, 20 points)

{ } The work is primarily outdoors and involves moderate or sometimes extreme exposure to the discomforts of rain, cold/hot weather, and rapidly running or icy streams and rivers. Special safety precautions are required in many cases; and the employee typically wears life jackets, special safety boots, waders, and reflective rain gear. Work is performed in a laboratory setting involving regular and recurring exposure to moderate risks, discomforts, or unpleasantness such as irritant chemicals.

Or

WORK ENVIRONMENT (Level 9-1, 5 points)

{ } Work is primarily performed in an office environment.

TOTAL POINTS - 340-370

GRADE CONVERSIONS - GS-02

GS-1300T, JFS for Technical Work in the Physical Sciences Group, 8/02

(Source Document Std PD S0214)

Rev 8/2004

CLASSIFICATION STANDARD(S) USED

GS-1300T, JFS for Tech Work in the Phy Sci