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| POSITION DESCRIPTION (Please Read Instructions on the back) | | | | | | | 1. Agency Position No S029 | | | | |
| 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 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 | Hydrologist | | | | | GS | 1315 (31) | 5 | L . P | 01/01/2002 | |
| 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-1300P, JFS for Prof Phy Sci Work | | | | | |
| Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist | | | | | | 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 Lorilee Penn /s/ | | | Date 01/01/2002 | | | | | | | | |
| 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) | | | | | | | | | | | |

Major Duties

The incumbent, as an entry level trainee hydrologist, is assigned duties directed toward providing practical experience in hydrologic data collection and analysis and training for the development of professional competence in the scientific areas of and related to hydrology. Typical assignments may include:

- Uses a variety of methods and equipment to: collect hydrologic data including stage records for streams, lakes, and wells; collect and preserve water samples for the analysis of chemical, sediment, or biological characteristics; make discharge measurements; run levels to gages and wells.
- Checks discharge measurement computations; computes mean daily gage heights or prepares digital recorder tapes for computer processing; develops rating curves depicting the relationship between stage and discharge; and computes and compiles daily discharge values.
- Assists higher grade hydrologist on project work by performing duties such as:
 1. Measuring flood peaks indirectly by using transits or levels;
 2. Collecting and logging geologic samples at well sites; observing well drilling operations, or, performing pump tests;
 3. Preparing graphic representation of hydrologic data by way of maps, charts, hydrographs, and frequency curves;
 4. Determining the chemical or biological components of water for QW studies; and
 5. Preparing changes to standard computer programs or spot-checking printouts to detect sources of errors.
- Writes reports on non-complex hydrologic studies or writes selected sections of broader, complex investigative reports.
- Operates a Government vehicle as an incidental driver.

Factor Statements

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-5, 750 points)

- Knowledge of theories, principles, practices and techniques of hydrology, hydraulics, geology, and/or engineering (as would be obtained through a Bachelor's Degree) to aid in the proper interpretation of scientific and technical data.
- Knowledge of Survey principles, methods, and practices in order to collect, adjust, correlate and interpret hydrologic data by Survey standards.
- Skill in using hydrologic-data collection and analysis equipment in the field and in the office.

- Skill in writing clear presentations of scientific data.

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

Supervisor clearly assigns work orally or in writing; exercises direct control over work; determines objectives, priorities and deadlines; and instructs on new, unusual, or difficult procedures. Routine assignments may be performed independently. New assignments or work situations are discussed with the supervisor. Thorough review of work is made in progress and upon completion.

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

Survey policies, regulations, and standard practices generally dictate procedures to be followed. USGS TWRI Handbooks provide specific guidelines for data collection and analysis activities. Previous hydrologic studies and records may also serve as guides. Specific instructions from the supervisor and USGS policy and procedures limit the interpretation of available guides. Supervisors are consulted when unclear or conflicting guidelines exist. However, in the field, situations will arise that require the adaptation of normally standard methods of hydrologic data collection.

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

Work assignments provide a variety of experience and training to extend knowledge and to develop an understanding of hydrologic and the complex interrelations of hydrologic systems. Incumbent determines methodology for routine assignments that are well-defined and which require the use of a few sequential procedures to accomplish work.

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

The purpose of the work is to provide unbiased hydrologic data for inclusion in the annual report and/or a hydrologic study. The work contributes to hydrologic information that serves as a basis for the responsible management of water resources by local, state, and other Federal agencies.

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

Personal contacts are typically limited to co-workers in the District except, while in the field, the incumbent may be required to deal with the general public.

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

Purpose of contacts within the organization is to obtain or exchange information on assignment; and, in the field, to obtain from landowners access to hydrologic data collection sites.

FACTOR 8 - PHYSICAL DEMANDS (Level 8-2, 20 points)

The position requires moderate periods of standing and sitting while in the office. While in the field, considerable walking, lifting, bending, climbing and stream wading is necessary to collect data.

FACTOR 9 - WORK ENVIRONMENT (Level 9-2, 20 points)

Office conditions are normal; field conditions may include extreme heat or cold, rain or snow, and hazardous conditions such as ice or flooding.

TOTAL POINTS - 1070

GRADE CONVERSION - GS-05

GS-1300, Job Family Standard for Professional Physical Science Work, 10/97

Primary Standard

(Source Document Std PD S029)