

POSITION DESCRIPTION (Please Read Instructions on the back)										1. Agency Position No S0252	
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 6-Position does not require financial disclosure.			9. Subject to IA Action YES		
			10. Position Status		11. Position is NON-SUPERVISORY	12. Sensitivity 1 - Nonsensitive/Low		13. Competitive Level Code 100		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		Student Trainee (Biology)				GS		0499	3	lp	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-400, GLG for Aid and Tech Work in the Bio Sci GS-404, Biological Sci Tech Series					
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)											

0499, Student Trainee (Biology), GS-03

PD Tracking Number 0000031

Standard PD S0252

Introduction

The incumbent of this position serves as a student trainee under the Pathways Internship Program. This program is designed to provide the student with paid work experience and orient them to the mission of the U.S. Geological Survey and the benefits and conditions of a Federal career. It provides formal periods of work and study while the student is enrolled in school, the conditions of which are outlined in the Working Agreement that must be signed by the student, and the employing Office.

Major Duties

This position is a trainee position designed to provide training in the techniques and process of biological technician work. Assignments may include, but are not limited to the following (Check those that apply):

{ } Assists in collecting, sorting and organizing samples. Performs simple and repetitive duties in support of a research study.

{ } Follows instructions in performing laboratory duties such as cleaning, packaging, and sterilizing glassware and other laboratory equipment. Maintains general order and cleanliness of the laboratory.

{ } Measures and makes laboratory solutions. Operates pH meter, spectrophotometer, electronic balance to determine chemical and physical characteristics of compounds and solutions. Records data.

{ } Follows standard operating procedures to determine the species, density and distribution of bird, plant and invertebrate populations. Assists with the fabrication of pens, cages, etc.

Factor Statements

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

Knowledge of simple, basic biological science procedures and operations associated with aid duties in order to perform routine tasks and learn to perform a wider range of duties.

Knowledge of basic or common cleaning and sterilization procedures.

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

Works independently in carrying out routine assignments and receives specific instructions for new or more difficult assignments. Completed work is reviewed for accuracy and adherence to instructions.

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

Detailed guidelines, instructions, and samples formats are provided. The incumbent may not deviate from established guides.

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

Assignments consists of a variety of routine procedural tasks, or one or more complex duties related to regular, recurring work and require the employee to select and execute the proper task sequence for completing the work.

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

The work involves routine tasks that affect the work of higher graded employees in the work unit.

FACTOR 6 - PERSONAL CONTACTS (Level /B, 30 points)

Contacts are with co-workers in the immediate area.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of exchanging information and obtaining clarification on work processes.

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

Work requires some physical exertion such as standing for long periods of time, walking, stooping, bending, and carrying light loads.

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

The work environment varies from laboratory setting to field sites. The work involves moderate risks, discomfort, and unpleasantness such as high noise levels, chemical, deep freezers, etc.

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 - 520

GRADE CONVERSION - GS-03

GS-404, Biological Science Technician Series, GS-404, 12/91

Grade Level Guide for Aid and Technician Work in the Biological Sciences,

GS-400, 12/91

Introduction to the Position Classification Standards, 08/91

(Source Document Std PD S0252)