

|   |  |                            |   |          |                                    |   |          |                                   |                                |                                       |                         |            |
|---|--|----------------------------|---|----------|------------------------------------|---|----------|-----------------------------------|--------------------------------|---------------------------------------|-------------------------|------------|
| <b>POSITION DESCRIPTION</b> (Please Read Instructions on the back)  |  |                            |   |          |                                    |   |          |                                   |                                | 1. Agency Position No<br><b>S0249</b> |                         |            |
| 2. Reason for Submission<br>NEW   |  |                            | 3. Service                                |          | 4. Employing Office Location       |   |          | 5. Duty Station                   |                                |                                       | 6. OPM Certification No |            |
| Explanation   |  |                            | 7. Fair Labor Standards Act<br>Non-Exempt |          |                                    | 8. Financial Statements Required<br>6-Position does not require financial disclosure.   |          |                                   | 9. Subject to IA Action<br>YES |                                       |                         |            |
|   |  |                            | 10. Position Status                       |          | 11. Position is<br>NON-SUPERVISORY | 12. Sensitivity<br>1 - Nonsensitive/Low   |          | 13. Competitive Level Code<br>100 |                                | 14. Agency Use                        |                         |            |
|   |  |                            | 15. Drug Test Required<br>NO              |          |                                    |   |          |                                   | 16. ADP Status<br>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                           | 5                                     | 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<br>U.S. DEPT. OF THE INTERIOR   |  |                            |   |          |                                    | c. Third Subdivision  |          |                                   |                                |                                       |                         |            |
| a. First Subdivision<br>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<br><br>Mark Sogge, Acting Deputy Director, USGS   |  |                            |   |          |                                    | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  |          |                                   |                                |                                       |                         |            |
| Signature<br><br>/s/ Mark Sogge   |  |                            | Date<br><br>07/30/2015                    |          |                                    | Signature   |          |                                   | Date                           |                                       |                         |            |
| 23. Classification/Job Grading Certification<br><br><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<br>GS-400, GLG for Aid and Tech Work in the Bio Sci<br>GS-404, Biological Sci Tech Series  |          |                                   |                                |                                       |                         |            |
| Typed Name and Title of Official Taking Action<br><br>Lorilee Penn Human Resources Specialist   |  |                            |   |          |                                    | <b>Information for Employees</b><br><br><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<br><br>Lorilee Penn /s/   |  |                            | Date<br><br>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-05

PD Tracking Number 0000028

Standard PD S0249

## 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

Collects basic data from field investigations and make observations in which biological conditions are readily identifiable. Reports observations in field notes for use of higher grade-level employees.

Prepares graphs and charts.

Searches published technical sources for information on designated topics and prepares summaries for reference of others in the unit.

Assists biologists of higher grade in studying and preparing reports on fish and/or wildlife resources.

Prepares samples and performs data analysis in an office or laboratory and drafts assigned portions of reports.

Prepares correspondence pertaining to technical aspects of the work.

Assists in planning, organizing, and implementing biological investigations that affect wildlife and/or habitat conditions. Prepares reports on progress and result of studies.

Receives training in gathering, organizing, and interpreting biological, ecological, pathological, public use, or other information pertinent to the research studies and/or scientific investigations.

Operates a motor vehicle as an incidental driver.

As needed, operates small motorized water craft.

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Factor Statements

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

- Knowledge of biological theories, concepts, and principles and a working knowledge of related disciplines, such as would be obtained through a bachelors degree program in the biological sciences and/or equivalent work experience sufficient to perform trainee duties.
- Knowledge of techniques to gather, present, and analyze scientific data.
- Knowledge of techniques to prepare laboratory samples and perform experiments.
- Knowledge of computer software and mathematics to perform data analysis.

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

The supervisor or project leader provides detailed instructions of work to be performed. The incumbent is expected to perform independently those tasks that include simple and direct application of acquired learning. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to the supervisor. As tasks recur, the incumbent performs them with greater independence and less controlled guidance from the supervisor. The work is checked closely during progress, and reviewed in detail on completion.

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

Guidelines include technical manuals, administrative manuals, policy memoranda, and oral instructions that are detailed and directly applicable to assignments. The incumbent must be capable of using judgment to select appropriate guidelines. Significant deviations are referred to the supervisor.

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

The work consists primarily of a variety of well-defined tasks in which the incumbent directly applies the principles and methods of biology to assist higher grade scientists in research or project activities. Assignments are for training purposes and are characterized by standard problems, a limited number of variables, and clearly specified objectives. The factors to be considered vary with each assignment.

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

The purpose of the work is to perform basic support tasks involved in scientific studies. The work affects the quality of scientific data generated by the project supported.

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

Contacts are primarily with the supervisor and coworkers. The incumbent may also have contact with employees in other USGS organizations and the general public.

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

Contacts are to receive assignments and instructions, obtain or provide factual information, and report on progress or problems.

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

The field work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires moderate physical ability and average agility and dexterity.

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

Work is performed in an office, laboratory, and/or in the field. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. Field and laboratory duties may require the use of special protective gear. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

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 -1050

GRADE CONVERSION - GS-05

GS 401, General Biological Sciences Series

GS-482/486, Fishery/Wildlife Biology Series, 01/91

Introduction to the Position Classification Standards

(Source Document Std PD S0249)