

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the back)										1. Agency Position No <b>S0250</b>		
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	7	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 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.						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						<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  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-07

PD Tracking Number 0000029

Standard PD S0250

## 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

Plans the approach and collects the data to carry out less complex studies or portions of larger investigations to assist higher grade biologists in planning, analyzing, and reporting on complex fish, wildlife, or ecological investigations.

Performs data analysis and writes objective reports to evaluate findings.

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 completion of studies.

Assists in developing, directing, and ensuring completion of program objectives and associated documentation on a continuing basis in accordance with established program directives. Conducts on-going analysis of program and analyzes results of special studies or investigations. Drafts or prepares reports with recommendation for changes, elimination, or improvement of operations and program plans.

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

Operates motor vehicles 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 1-6, 950 points)

- Knowledge of biological theories, concepts, and principles and a working knowledge of related disciplines, such as would be obtained through a bachelor=s degree program in the biological sciences and/or equivalent work experience sufficient to perform advance trainee duties.
- Knowledge of techniques to gather, present, and analyze scientific data.
- Knowledge of computer software and mathematics to perform data analysis.
- Knowledge of techniques to plan work procedures and develop schedules.
- Skill in oral and written communication.

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

The incumbent discusses the purpose, general objectives and problems to be encountered and/or anticipated with the supervisor. Detailed instructions are provided on assignments of an unusual **nature. The incumbent selects, applies and adapts standard techniques or procedures to carry out work. The supervisor reviews recommended work plans in detail and spot checks work in progress to insure adequacy of methods and procedures and to give advice should new or unusual** problems arise. Completed work is reviewed in detail for adherence to instructions, completeness, and technical accuracy.

### FACTOR 3 - GUIDELINES (Level 3-2, 125 points)

Detailed and directly applicable guidelines are available in the form of technical manuals, administrative precedent reports, policy memoranda, and oral instructions. The incumbent uses judgment to select and adapt guidelines where deviations from guidelines are minor. Significant deviations are referred to the supervisor.

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

Assignments generally consist of less complex studies or portions of larger investigations, wherein the incumbent deals with standard problems, a limited number of variables and clear objectives. The incumbent has a higher degree of responsibility for fact finding than for fact interpretation. The factors to be considered vary with each assignment. Additionally, the incumbent must select and interprets existing methods or develop new methods in formulating specific work plans. The incumbent uses judgment to insure that tests, measurements and observations used meet scientific and operating requirements and will yield valid results.

### FACTOR 5 - SCOPE AND EFFECT (Level 5-2, 75 points)

The incumbent works as an advanced trainee. The purpose of the work is to plan and perform some of the less complex aspects of research studies, such as collecting and recording data, assuring data quality, and entering and managing data in computer formats. The work affects the accuracy and adequacy of project investigations.

### FACTOR 6 - PERSONAL CONTACTS (Level 6-2, 25 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; report on progress or problems, etc.

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

The 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 -1435

GRADE CONVERSION - GS-07

GS 401, General Biological Sciences Series

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

Introduction to Position Classification Standards

(Source Document Std PD S0250)