

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)										1. Agency Position No. S0238	
2. Reasons for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Reston, VA		5. Duty Station				6. OPM Certification No.	
7. Fair Labor Standards Act Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/>				8. Financial Statement Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment & Financial Interest				9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	Grade	Initial	Date
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Student Trainee (Civil Engineering)				GS		899	07	lp	01/01/2002
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (If vacant, specify)					
18. Department, Agency, or Establishment U.S. Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Geological Survey						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. <b>Supervisory Certification.</b> 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 our 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.					
a. Typed 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		
21. <b>Classification/Job Grading Certification.</b> 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.						22. Position Classification Standards Used in Classifying/Grading Positions Civil Eng. Series GS-810					
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								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)											
b. Supervisor											
c. Classifier		CS	08/20/13								
24. Remarks Changed SCEP to Pathways											

Standard PD S0238

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.

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Major Duties

This advanced trainee position performs duties directed toward the acquisition and analysis of basic data and the development of professional competence in the area of civil engineering and hydrology. Duties may include, but are not limited to the following:

FIELD WORK

Conducts field surveys involving measurement of surface-water flow, water levels, sediment characteristics, and flood profiles.

Collects samples and performs analyses of surface water, ground water, and chemical data.

Selects field coefficients and assists in the design and installation of structures for measuring surface-water flow and water levels.

Conducts or assists with test drilling, aquifer tests, and geophysical logging.

Operates surveying instruments during normal leveling and direct-measurement work.

OFFICE WORK

Applies and modifies established digital modeling and numerical analysis methods to answer specific hydraulic and hydrologic questions.

Utilizes and modifies established computer programs to solve specific hydraulic and hydrologic problems.

Prepares illustrations or brief sections of reports.

Inspects, maintains, and repairs data recorders of various types.

Operates a government motor vehicle.

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Factor Statements

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-6, 950 Points)**

- A professional knowledge of the theories, principles, practices, and techniques of civil engineering to be used in obtaining hydrologic and hydraulic data.
- Skill in using hydrologic data collection and analysis equipment in the field and office.
- Knowledge of computer hardware and general application software.
- Skill in written and oral communication.

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

The supervisor assigns work in general terms of scope, objectives, time limitations, and basic priorities. The incumbent independently plans and performs duties without specific instructions except where new or unusual problems are encountered. The supervisor monitors progress through spot checks. Completed work is reviewed for accuracy, timeliness, and compliance with instructions.

**FACTOR 3 - GUIDELINES (Level 3-2, 125 Points)**

Guidelines consist of user guides, technical manuals, published standard procedures, precedents and detailed instructions. The incumbent utilizes judgment in selecting the most appropriate guidelines and techniques. Situations in which existing guidelines are not applicable are referred to the supervisor.

**FACTOR 4 - COMPLEXITY (Level 4-3, 150 Points)**

Assignments may require the use of a variety of unrelated processes and methods to accomplish tasks without compromising engineering principles and design. The incumbent must select the most appropriate course of action from a variety of alternatives.

**FACTOR 5 - SCOPE AND EFFECT (Level 5-2, 75 Points)**

Operations at this level provide specific engineering and hydrologic information that comprises an integral component of an assignment or project. Work assignments have an impact on project results and facilitate the work of others in the immediate organization.

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

Personal contacts are typically limited to within the immediate organization.

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

Contacts external to the organization are limited to obtaining and exchanging information of a factual nature.

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

Field work is physically demanding and includes walking, bending, climbing and lifting of equipment up to 100 lbs., and is often performed during adverse weather conditions. Office work is sedentary.

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

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

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 - 1495

GRADE CONVERSION - GS-07

GS-810, Civil Engineering Series, 06/66

General Grade Evaluation Guide for Nonsupervisory Professional Engineering Positions, 06/71

(Source Document Std PD S0238)