

**POSITION DESCRIPTION** (Please Read Instructions on the back) Cybersecurity Category 00 1. Agency Position No S0233

2. Reason for Submission OTHER 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 Excepted 11. Position is NON-SUPERVISORY 12. Sensitivity 13. Competitive Level Code 14. Agency Use  
 15. Drug Test Required 16. ADP Status

| 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 (Hydrology) | GS       | 1399              | 3     | 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 DEPARTMENT OF THE INTERIOR  
 a. First Subdivision U.S. GEOLOGICAL SURVEY  
 b. Second Subdivision  
 c. Third Subdivision  
 d. Fourth 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)

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.

a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS  
 Signature /s/ Mark Sogge Date 07/30/2015  
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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 JFS 1300T

Typed Name and Title of Official Taking Action Lori Penn, Human Resources Specialist  
 Signature /s/ Lori Penn Date 01/01/2002  
 Information for Employees 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.

| 25. Position Review    | Initials | Date       | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|------------------------|----------|------------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (Optional) |          |            |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |            |          |      |          |      |          |      |          |      |
| c. Classifier          | CS       | 08/20/13 * |          |      |          |      |          |      |          |      |

26. Remarks Changed SCEP to Pathways

27. Description of Major Duties and Responsibilities (See Attached)

1399, Student Trainee (Hydrology), GS-03

PD Tracking Number 0000020

Standard PD S0233

### 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

Duties to be performed involve work concerned with: 1) gathering basic hydrologic data concerning any one or a combination of four areas, i.e., quantity, quality, availability, and movement and distribution of water; 2) developing hydrologic and precipitation data for current projects; 3) collecting and processing data to be used in computing stream discharge, determining ground water availability or calculating sediment, chemical, or biological concentrations and physical characteristics. Incumbent receives supplemental training as follows: combined office, classroom and home study of textbooks, publications and office manuals covering theory, methods, instrumentation and equipment under the tutelage of either a training officer or other qualified professional hydrologists. This supplemental training is designed to amplify and expedite progress in both college studies and on-the-job training.

Operates a government motor vehicle as an incidental driver.

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**Factor Statements**

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of basic hydrologic data collection and office computation methods, procedures, and techniques in order to perform a few repetitive tasks.
- Ability to follow sequential standard procedures in order to collect and compute hydrologic data and obtain accurate results.
- Fundamental computer skills sufficient to enter and retrieve hydrologic data from various databases.
- Knowledge of basic electronic technology and equipment mechanics in order to operate and maintain simple hydrologic instrumentation and equipment.

## FACTOR 2 - SUPERVISORY CONTROLS

Incumbent works under the close direction of a higher grade technician or hydrologist, acquiring a familiarity with assigned field and office tasks. Oral and/or written instructions are provided for each assignment regarding work methods, equipment, procedures, and reference guidelines. Work is routinely spot-checked while in progress and completed assignments are closely reviewed.

## FACTOR 3 - GUIDELINES

Guidelines include a series of manuals on techniques of water resources investigations (TWRI), agency procedural directives, oral and written instructions and previously established methods of operating, servicing, and installing equipment and instrumentation. Guidelines are specific and work is performed in accordance with these guides and special instructions. The supervisor provides assistance in determining deviations from established methods.

## FACTOR 4 - COMPLEXITY

Assignments consist of specific data collection and computation tasks designed to orient the employee to practical application of theory and basic principles. Tasks are usually routine and require knowledge of established or repetitive procedures or specific instructions given by the supervisor.

## FACTOR 5 - SCOPE AND EFFECT

The purpose of the work assignments is to provide the student with study-related work experience and to aid the USGS in meeting its short term and long term staffing needs.

## FACTOR 6 - PERSONAL CONTACTS

Personal contacts are with hydrologists and technicians within the immediate office and with other office personnel. The incumbent has limited contact with the general public in day-to-day activities.

## FACTOR 7 - PURPOSE OF CONTACTS

Contacts are chiefly to obtain advice or direction.

## FACTOR 8 - PHYSICAL DEMANDS

Work is physically demanding and includes walking, bending, climbing and lifting of equipment up to 100 pounds when in the field, sometimes during adverse weather conditions. Work performed in the office is sedentary.

## FACTOR 9 - WORK ENVIRONMENT

The work is primarily performed outdoors, and involves moderate or sometimes extreme exposure to the discomforts of rain, cold/hot weather, and rapidly running or icy streams and rivers. Special safety precautions are required in many cases, and the employee typically wears life jackets, special safety boots, waders, and reflective rain gear.

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.

GS-1316, Hydrologic Technician Series, 04/71

Introduction to the Position Classification Standards

(Source Document Std PD S0233)