

POSITION DESCRIPTION (Please Read Instructions on the back)					Cybersecurity Category 00	1. Agency Position No S13998		
2. Reason for Submission NEW		3. Service FIELD	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	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	8	C . S	05/21/2015
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				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)				

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		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 1300T	
Typed Name and Title of Official Taking Action Cindi Steinheimer Human Resources Specialist (Classification/Policy)		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 Cindi Steinheimer /s/	Date 05/21/2015		

25. Position Review	Initials	Date								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

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

POSITION DESCRIPTION SUMMARY

PD Tracking 79755
Series, Title and Grade 1399 Student Trainee (Hydrology) GS-08
Department U.S. GEOLOGICAL SURVEY

Introduction Statement

S13998

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

Surface Water: Performs a wide variety of stage and discharge measurements using appropriate techniques, equipment and protocols. Resolves varied hydrologic problems in performing complex discharge measurements at all stages. Observes and makes detailed notes of various hydraulic or environmental conditions which may have a bearing on discharge. Computes, checks, and reviews surface-water records from field data where hydrologic conditions are varied. Develops and reviews stage-discharge, velocity index curves and/or other complex ratings such as those used at culverts, gates, pumps, etc. Writes clear and understandable analyses describing the procedure used to compute records. Performs statistical and/or technical analyses of hydrologic data collected in the field. Prepares material for publication, including maps, tables and other illustrative material. Prepares plots, drafts, or sketches from surveying notes. Performs general office review and/or district quality-assurance review for complex surface-water records checking methods and accuracy of computation, plotting and analyzing differences in hydrographs and making necessary changes to correct inconsistencies in data. Assures accuracy, uniformity, and compliance with technical standards. Trains technical staff on accepted data collection and analysis methods.

Ground Water: Performs wide variety of water-level and discharge measurements from wells and springs selecting appropriate techniques, equipment and protocols. Observes and notes various hydraulic or environmental factors and conditions. Computes, checks, and reviews varied groundwater records. Tasks involve analyzing possible courses of action, techniques and procedures. Performs statistical and/or technical analyses of hydrologic data collected in the field. Prepares material for publication such as maps, tables, and other illustrative material. Conducts quality assurance review of ground-water records to assure accuracy, uniformity, and compliance with technical standards. Instructs technical staff regarding accepted data collection and analysis methods. Documents procedures used to compute records. Operates and records findings from well logging instrumentation. Plans and conducts aquifer tests. Computes and analyzes data for interpretation and review. Collects, compiles and reviews pertinent well location and characteristic data.

Water Quality: Performs field measurements such as water temperature, specific conductance, pH, dissolved oxygen and alkalinity. Collects, processes, and prepares for lab analysis, a wide variety of samples using the most appropriate technique and protocol depending upon field conditions. Computes, checks, and reviews various water-quality monitoring records. Performs and reviews statistical and/or technical analysis of the hydrologic data collected. Prepares summaries and basic data reports of results of field activities, including the preparation of

materials for publication, such as tables of data, map, and other illustrative material. Documents procedures used to compute records. Applying seasoned judgment, conducts quality-assurance review of water-quality records and data summaries to ensure accuracy, uniformity, and compliance with technical standards. Instructs technical personnel regarding field and laboratory methods and procedures.

Sediment: Collects representative samples and processes varied suspended sediment, bedload and bed material samples. Computes, checks and reviews varied measurements for analyses and computation. Utilizes transport curves and other methods to estimate when sample data are lacking. Performs and reviews statistical and/or technical analysis of the hydrologic data collected. Enters sediment data into the water-quality and/or daily-values file using automated systems. Assembles and prepares data for tabulation and subsequent publication. Writes analysis describing the procedure used to compute records. Uses sediment computation programs to process varied sediment load data. Applies quality-assurance techniques and makes corrections based on review of the sediment data.

Instrumentation: Installs, maintains, services, and assists in the configuration of a variety of sensing, recording, and communications equipment and instrumentation. Troubleshoots a variety of hydrologic instrumentation in the office. Maintains a detailed inventory of hydrologic instrumentation. Maintains detailed repair logs on hydrologic instrumentation. Calibrates meters and analytical equipment. Determines appropriate equipment for field or laboratory activities depending upon data collection needs and field conditions.

Infrastructure: Leads a team in the simple construction of a variety of gages and supporting structures. Identifies and procures materials for construction and repair jobs. Schedules and/or obtains appropriate vehicles, equipment, and supplies. Performs safety inspection of equipment and work area.

Datums/Altitude/Elevation: Leads a team in routine surveys to establish vertical and horizontal datums using appropriate survey and geo-stationary reference techniques. Flags high-water marks and documents their reliability. Measures and records crest-stage gage high-water marks. Determines cross-sections for indirect measurements of flow and/or area ratings.

Operates a government motor vehicle as an incidental driver.

Factor Levels

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

- Extensive practical knowledge of hydrologic principles and programs. The ability to sequentially plan assignments applying a wide range of standard and non-routine hydrologic field and office procedures in order to collect, compile, compute, and analyze hydrologic data. Ability to modify procedures and identify alternative methods in order to obtain and interpret accurate results.

- Ability to compile, customize, and make routine and non-routine interpretations of hydrologic data. Data compilation and computation activities include, but are not limited to, applying datum corrections, plotting and analyzing hydrographs, transferring data to maps and reconstructing inconsistent or missing records.

- Knowledge of and ability to follow field and laboratory safety procedures.

- Knowledge of one or more computer systems and databases in order to enter, retrieve, and manipulate a wide variety of hydrologic data; to perform basic database administration; to operate computerized instrumentation; to generate a variety of reports; and, to respond to a wide range of hydrologic data requests. Knowledge of web programming and maintenance to display hydrologic data.

- Practical knowledge of electronic technology, equipment mechanics, and programming to the extent necessary to plan, select or develop approaches to technical problems, in addition to installing, operating and maintaining a variety of electronic equipment and a wide range of hydrologic data-measuring instrumentation.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-3, 275 points)

Works under the general direction of the supervisor or a higher graded employee. Assignments involving prescribed or standard methods are given in terms of objectives to be achieved. The employee uses initiative to independently accomplish such assignments with the supervisor providing assistance in solving unfamiliar technical problems. Methods applied by the technician in performing tasks are not normally reviewed. Completed work is reviewed for accuracy and technical adequacy.

FACTOR 3 - GUIDELINES (Level 3-3, 275 points)

Guidelines include a series of manuals on techniques of water resources investigations (TWRI), WRD Data Reports Preparation Guide, agency procedural directives, oral instructions, standard accepted recording forms, protocols and previously established methods. The employee locates and selects the appropriate guideline or procedure; however, the guidelines may not be completely applicable to the assignment or contain gaps in specificity. The employee independently resolves technical problems by deviating from or adapting guides. The technician formulates and recommends revised approaches and procedures. Situations involving significant deviation from established guidelines are generally discussed with the supervisor for additional guidance.

FACTOR 4 - COMPLEXITY (Level 4-3, 150 points)

Work consists of the full range of data collection and computation duties that typically involve the application of differing and unrelated technical approaches and procedures to complete an assignment. The work requires the employee to consider and select from several possible courses of action, methods, and techniques. The technician displays initiative, resourcefulness, and judgment to adjust work methods and procedures to accommodate unusual conditions found at the worksite and to identify and resolve anomalies or inconsistencies in data.

FACTOR 5 - SCOPE AND EFFECT (Level 5-3, 150 points)

The purpose of the work is to perform conventional assignments involving the collection, computation and compilation of hydrologic data that affect the understanding of the hydrologic environment and to disseminate hydrologic data through reports and other mediums. Work efforts have an impact on the accuracy and adequacy of field, office and/or laboratory processes and

methods used, the data and resulting reports, and/or data-resource management decisions.

FACTOR 6 - PERSONAL CONTACTS (Level 6-2, 25 points)

Primary contacts are with personnel within the District. On occasion, contacts may be made with personnel from higher level organizations, State or local governments, or other Federal agencies. Contacts with the general public occur during the performance of routine field or office activities.

FACTOR 7 - PURPOSE OF CONTACTS (Level 7-2, 50 points)

Contacts are chiefly to clarify or exchange information, provide advice, plan or coordinate work activities, resolve technical problems, and provide technical assistance or training.

FACTOR 8 - PHYSICAL DEMANDS

(Level 8-2, 20 points)

{ } The work requires some physical exertion such as: long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activity; or recurring lifting of moderately heavy items weighing less than 23 kilograms (under 50 pounds) such as lifting and carrying stream gauging weights, data collection and monitoring devices, or sample trays.

Or

(Level 8-3, 50 points)

{ } The work regularly requires considerable dexterity, agility, and strenuous physical exertion such as that needed to: climb, or work from, tall ladders or scaffolding; work in areas where footing is treacherous such as on slippery river banks, in steep or rocky terrain, and in fast-moving water; lift heavy objects weighing 23 kilograms (over 50 pounds) or more; crouch or crawl in constricted areas; and defend oneself or others against physical attack.

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

The work regularly involves moderate risks or discomforts associated with visiting field sites with limited access, under adverse weather or flooding conditions, or exposure to irritant or toxic chemicals. Work may require the use of special clothing or gear such as masks, coats, boots, goggles, respirators, or life jackets.

TOTAL POINTS: 1715

GRADE CONVERSION: GS-8

Position Classification Standards Used

GS-1300T, JFS for Technical Work in the Physical Sciences Group 08/02
Rev 8/2004