

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0304

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

9. Subject to IA Action
YES

10. Position Status

11. Position is
NON-SUPERVISORY

12. Sensitivity
1 - Nonsensitive/Low

13. Competitive Level Code

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	Wildlife Biologist	GS	0486 (31)	9	L . P	11/25/2002
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)

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, Deputy Director, USGS

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature Date
/s/ Mark Sogge 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-482/486, Fishery/Wildlife Biology Series

Typed Name and Title of Official Taking Action
Lorilee Penn Human Resources Specialist

Signature Date
Lorilee Penn /s/ 11/25/2002

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	TLG	6/8/2016								

26. Remarks

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

0486, Wildlife Biologist, GS-09

PD Tracking Number 0000762

Major Duties

Participates in the planning and execution of complex studies and investigations concerning biological, chemical, and physical processes that affect wildlife communities and ecosystems. Conducts routine field experiments to test scientific hypotheses. Deploys remote data-collection systems and manipulates and analyzes data from these systems.

Performs assignments in planning the approach and collecting data needed to carry out less complex studies or portions of larger wildlife investigations. Performs data analysis and writes reports to evaluate findings.

Plans, organizes, and implements limited biological investigations that affect wildlife resources and their habitat conditions. Prepares reports on progress and completion of studies.

Recommends minor modifications to program objectives and associated documentation in accordance with established program directives. Conducts limited program analyses, and reviews results of small studies or investigations. Drafts sections of reports that include minor recommendation for changes, elimination, or improvement of operations and program plans.

Gathers, organizes, and interprets a wide variety of biological, ecological, pathological, public use data or other information pertinent to scientific studies or investigations. Develops and maintains computer databases; and gathers, analyzes, tabulates and summarizes programmatic and budgetary data.

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

Professional knowledge of wildlife biology theories, concepts, and principles and a working knowledge of related disciplines to conduct conventional aspects of ecological investigations.

Knowledge of techniques to gather, analyze, and present scientific data.

Ability to conduct scientific tests and compile valid and reliable data.

Knowledge of computer software and mathematics to perform data analysis.

Knowledge of techniques to plan work procedures and develop schedules.

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

The supervisor outlines program objectives and the material, money, and personnel available for conducting project studies. The scientist, supervisor, and other staff scientists or project team members consult on work plans and objectives as required. The scientist independently plans the steps and techniques necessary to complete the assignments in accordance with established biological practices and techniques. Where unusual or unconventional study conditions are

encountered, or where problems require modification of established methods or procedures, the incumbent generally discusses the action he/she plans to take beforehand with the supervisor or project chief, as appropriate. Completed work is reviewed for technical adequacy and soundness, as well as accomplishment of overall objectives for assigned project responsibilities.

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

Guidelines include policy, procedural, and technical manuals and handbooks; standard professional practices; published research results and related scientific reports; and annual work plans that do not always address specific sets of problems or circumstances encountered. As a result, periodic departure from standardized procedures or conventional study approaches for completion of assignments is required. The scientist modifies existing methods or procedures and makes or recommends compromises required by technical considerations.

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

Assignments typically involve conventional, previously studied, or well-defined scientific processes and conditions. The scientist plans and carries out relatively limited projects and studies, and makes recommendations/decisions regarding straightforward problems.

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

The purpose of the work is to investigate and analyze conventional biological science conditions and problems. The work affects the protection, management, and use of biological resources.

FACTORS 6 & 7 NATURE AND PURPOSE OF CONTACTS (Level 2B 75 points)

Contacts are primarily with the supervisor and coworkers, and with employees in other USGS organizations.

Purpose of contacts is to coordinate work efforts, solve problems, or provide advice on non-controversial issues.

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.

TOTAL POINTS 1915

GRADE CONVERSION GS-09