

POSITION DESCRIPTION							
1. Position Number			2. Explanation (show any positions replaced)				
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other							
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)						
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk		
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:				
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1:                      #2: --                      #3: --	17. Competitive Area Code: Competitive Level Code:			
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial	Date
a. Department, Bureau, or Office							
b. Second Level Review			--		--		
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)				
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision				
a. Bureau/First Subdivision			d. Fourth Subdivision				
b. Second Subdivision			e. Fifth Subdivision				
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature		Date	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				
Typed Name and Title of Official Taking Action							
Signature		Date					
25. Position Review	Initials	Date	Initials	Date	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.		
a. Supervisor							
b. Classifier							
26. Remarks							

1316 Hydrologic Technician, GS-02  
PD #SPD0002

INTRODUCTION

This position is an entry level position designed to provide training in the techniques, processes, and principles of hydrologic technician work. The incumbent of the position performs technical work under the close supervision and guidance of more senior hydrologic technicians. Assignments are straight-forward and narrowly focused.

A standard Position Description (PD) covers similar positions in multiple locations of an organization. Use of a Standard Position Description does not diminish management's responsibilities to adhere to position management principles and DOI/USGS policies.

MAJOR DUTIES (include percentages of time equal to 100%)

Using established methods, performs simple measurements of stage and discharge, water levels, and/or water quality parameters such as temperature, specific conductance, and pH. Observes and notes various hydraulic or environmental conditions. \_\_\_\_\_%

Performs simple data compilation and computation assignments designed to prepare material for publication and entry into various databases. \_\_\_\_\_%

Performs developmental assignments such as plotting discharge measurements on rating curves and/or hydrographs, plotting, drafting, or sketching surveying field notes, and computing and checking measurements for analyses and computation. \_\_\_\_\_%

Enters, manipulates, edits, and retrieves in standard format, hydrologic data using basic functions of software programs and databases used by USGS to collect and disseminate data. \_\_\_\_\_%

Following established procedures and protocols, inventories and performs simple maintenance on hydrologic instrumentation and analytical equipment. Assists in minor repairs and the construction of gages. Performs routine safety inspection of equipment and work area. \_\_\_\_\_%

Participates as member of a field party performing various developmental assignments such as recording notes for leveling parties, flagging high-water marks, and collecting, processing, and packing routine water quality, sediment, and geologic field samples. Assists in field work activities such as routine collection of surface-water, ground-water, or water quality data from gaging stations, wells, or QW monitoring stations. \_\_\_\_\_%

Assists in performing laboratory analysis of water samples to determine specified sediment, chemical, or biological concentrations or physical characteristics. \_\_\_\_\_%

Operates a Government vehicle as an incidental driver.

Operates and/or maintains motorized watercraft.

Factor Statements

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-2, 200 points)

Knowledge of basic hydrologic data collection and office computation methods, procedures, and techniques in order to perform a few repetitive tasks. Ability to follow standard sequential procedures in order to collect and compute hydrologic data and obtain accurate results.

Fundamental computer skills necessary to enter and retrieve hydrologic data from various databases.

Knowledge of basic electronic technology and equipment mechanics in order to operate, maintain, and service

simple hydrologic instrumentation and analytical equipment.

**FACTOR 2 - SUPERVISORY CONTROLS (Level 2-1, 25 points)**

Works under the close direction of the supervisor or higher-graded employee. All assignments are provided with specific detailed instructions. The incumbent works as instructed and refers all issues not covered by instructions to the supervisor.

Work is closely checked in progress and reviewed in detail upon completion for accuracy, adequacy and conformance with instruction.

**FACTOR 3 - GUIDELINES (Level 3-1, 25 points)**

Guidelines include a series of manuals on techniques of water resources investigations (TWRI), agency procedural directives, oral and written instructions and demonstrated methods of operating, servicing, and installing equipment and instrumentation. Most instructions are readily memorized and any deviations from instructions must be referred to the supervisor for decision.

**FACTOR 4 - COMPLEXITY (Level 4-1, 25 points)**

Work assignments contain a few directly related tasks. The employee can easily discern required action.

**FACTOR 5 - SCOPE AND EFFECT (Level 5-1, 25 points)**

The purpose of the work is to provide basic technical support to professional and technical employees in the collection and analysis of hydrologic data.

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

Personal contacts are with employees in the immediate office.

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

Contacts are to obtain advice and direction and to exchange information related to the daily work.

**FACTOR 8 - PHYSICAL DEMANDS**

(Level 8-1, 5 points) Work of the position takes place mostly in an office or laboratory setting. No special physical effort is required.

(Level 8-2, 20 points) The position requires moderate periods of standing and sitting while in the office. While in the field, considerable walking, lifting, bending, climbing, stream wading, or working in motorized watercraft is necessary to collect data.

(Level 8-3, 50 points) The work regularly requires considerable dexterity, agility, and strenuous physical exertion such as: climbing and/or working from tall ladders and scaffolding; work in areas where footing is treacherous such as slippery or icy river banks, steep rocky terrain, cableways, or fast-moving water; lifting heavy objects weighing 23 kilograms (50 pounds) or more, or crouching or crawling in restricted areas.

**FACTOR 9 - WORK ENVIRONMENT**

(Level 9-1) The work takes place in office and laboratory settings with adequate heat, light, and ventilation.

(Level 9-2, 20 points) Office conditions do not require special safety precautions; field conditions may include extreme heat or cold, rain or snow; hazardous conditions such as ice or flooding; or exposure to irritant or toxic chemicals. Work may require the use of personal protective equipment such as masks, coats, boots, goggles, respirators, or life jackets.

**TOTAL POINTS - 340-370 GRADE CONVERSIONS - GS-02**

**CLASSIFICATION STANDARD(S) USED**

Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300, August 2002; Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 December 1991

Positions with a field work component require a pre-employment medical exam to ensure the technician can perform the essential duties of the position, with or without accommodation. (Replaces PD S0214)

<b>Series Determination</b>	The 1316 series covers one-grade interval technical positions that perform nonprofessional work that requires practical knowledge of the methods, procedures, and instrumentation used in hydrologic studies. Hydrologic technicians gather information on the quantity, quality, availability, movement, and distribution of ground water and surface water. They also evaluate water samples and data and carry out related duties that support professional work in hydrology. Work in this series does not require full professional knowledge of hydrology	
<b>Evaluation Summary</b>		<b>Points</b>
<b>Knowledge Required by the Position</b>	Like level 1-2 the position requires knowledge of basic hydrologic data collection and computational methods.	<b>200</b>
<b>Supervisory Controls</b>	Work is closely controlled by the supervisor or higher graded employee. Level 2-1	<b>25</b>
<b>Guidelines</b>	Guidance is specific and easily followed. No deviations are made without specific direction to do so. Level 3-1	<b>25</b>
<b>Complexity</b>	Work tasks involve closely related simple procedures. Level 4-1	<b>25</b>
<b>Scope and Effect</b>	Like level 5-1, position provides basic technical support to higher graded technical and professional positions.	<b>25</b>
<b>Personal Contacts</b>	Contacts are within the immediate office.	<b>30</b>
<b>Purpose of Contacts</b>	Contacts are to exchange information related to daily work.	
<b>Physical Demands</b>	Varies – see check boxes on PD	
<b>Work Environment</b>	Varies – see check boxes on PD	
<b>Total Points</b>	340-370	
<b>Points Range</b>	255-450	
<b>Final Grade</b>		<b>02</b>
<b>Official Title</b>	Hydrologic Technician	
<b>Standard(s) used to evaluate the position</b>	Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300, August 2002; Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 December 1991	
<b>Comments:</b>		

*Tamara Lamb-Ghenee, 4/16/20*