

<b>POSITION DESCRIPTION</b>								1. Agency Position No <b>S0311</b>			
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 100		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		Ecologist				GS	0408 (31)	5	L . P	11/02/2004	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
18. Organizational Title of Position ( <i>if different from official title</i> )						19. Name of Employee ( <i>if vacant, specify</i> )					
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 ( <i>optional</i> )					
<p>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.</p>											
a. Name and Title of Supervisor  Mark Sogge, Acting Deputy Director, USGS						b. Typed Name and Title of Higher-Level Supervisor or Manager ( <i>optional</i> )					
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  GS-482/486, Fishery/Wildlife Biology Series					
Typed Name and Title of Official Taking Action  Lorilee Penn Human Resources Specialist						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  Lorilee Penn /s/			Date  11/02/2004								
25. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee ( <i>Optional</i> )											
b. Supervisor											
c. Classifier											
26. Remarks											
27. Description of Major Duties and Responsibilities ( <i>See Attached</i> )											

0408, Ecologist, GS-05

Based on PD Tracking Number 0002198

PD Tracking Number 0002229

#### Major Duties

Performs basic trainee assignments in collecting basic data from field investigations and making observations in which ecological conditions are readily identifiable. Reports observations in field notes for use of higher grade-level employees. Searches published technical sources for information on designated topics and prepares summaries for reference by others in the unit.

Assists scientists of higher grade in studying and preparing sections of reports on ecological investigations.

Prepares samples and performs data analysis in an office or laboratory and drafts assigned portions of reports. Prepares graphs and charts.

Prepares correspondence pertaining to technical aspects of the work.

Participates in minor phases of planning, organizing, and implementing of ecology investigations. Prepares reports on progress and result of studies.

Receives training in gathering, organizing, and interpreting ecological, biological, botanical, zoological, or other information pertinent to the research studies and/or scientific investigations.

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

Professional knowledge of ecology theories, concepts, and principles and a working knowledge of related disciplines, such as would be obtained through a bachelors degree program in the biological sciences and/or equivalent work experience sufficient to perform trainee duties.

Knowledge of techniques to gather and analyze scientific data.

Knowledge of techniques to prepare laboratory samples and perform experiments.

Knowledge of computer software and mathematics to perform data analysis.

#### FACTOR 2 - SUPERVISORY CONTROLS (Level 2-1, 25 Points)

The supervisor assigns work in detail and fully reviews work in progress. The incumbent consults

with the supervisor on all matters that are not covered by specific guidelines and instructions. Completed work is reviewed for compliance with instructions and to assure the quality of work.

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

Guidelines include technical manuals, administrative manuals, policy memoranda, and oral instructions that are detailed and directly applicable to assignments. The incumbent must be capable of using judgment to select appropriate guidelines. Deviations are referred to the supervisor.

#### FACTOR 4- COMPLEXITY (Level 4-2, 75 points)

The work consists primarily of a variety of well-defined tasks in which the incumbent directly applies the principles and methods of biology to assist higher-grade scientists in research or project activities. Assignments are for training purposes and are characterized by standard problems, a limited number of variables, and clearly specified objectives. The factors to be considered vary with each assignment.

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

The purpose of the work is to perform basic support tasks involved in scientific studies. The work affects the quality of scientific data generated by the project supported.

#### FACTORS 6 &7 - NATURE AND PURPOSE OF CONTACTS (Level 1a 30 points)

Contacts are primarily with the supervisor and coworkers.

The purpose of contacts is to receive assignments and instructions, obtain or provide factual information, and report on progress or problems.

#### FACTOR 8 - PHYSICAL DEMANDS (Level 8-2, 20 points)

The field 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 970

GRADE CONVERSION GS-05

Ecology Series, GS-408, 06/77

Fishery Biology/Wildlife Biology Series, GS-482/486, 01/91