

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0295

2. Reason for Submission NEW	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No
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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	
	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	Biologist	GS	0401 (31)	11	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)
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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, Acting Deputy Director	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature /s/ Mark Sogge	Signature
Date 07/30/2015	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
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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 11/25/2002	

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

26. Remarks

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

Major Duties

Plans and conducts studies and investigations concerning biological, chemical, and physical processes that affect biology resources. Deploys data-collection systems and manipulates and analyzes data from these systems. Analyzes and resolves complex conventional problems. Writes comprehensive reports on study findings and recommendations.

Modifies and adapts standard techniques, processes, and procedures; assesses, selects, and applies precedents; and devises strategies and plans to overcome significant resource problems related to ecology, fishery, and/or wildlife habitat restoration.

Analyzes data, performs scientific tests, and conducts studies on the impact of existing or proposed management or public practices on biology resources.

Develops plans for biology projects including estimates of personnel, equipment, materials, and schedules required to carry out plans. Recommends modifications to project objectives and associated documentation in accordance with established directives. Conducts analyses, and reviews results of studies or investigations. Writes reports that include recommendations for changes, elimination, or improvement of operations and program plans.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-7, 1250 points)

Professional knowledge of biology theories, concepts, and principles and a working knowledge of related disciplines in order to conduct complex biological studies and investigations.

Knowledge of specialized equipment used in biological studies to plan, conduct and modify varied and complex scientific tests and compile valid and reliable data.

Ability to analyze complex biological science data, and utilize specialized computer software in order to evaluate varied ecological conditions and diverse scientific processes.

Ability to plan and conduct complex scientific projects and write comprehensive written study reports.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-4, 450 points)

The supervisor sets the overall objectives, priorities, and deadlines. The scientist is responsible for independently planning own work, coordinating this work with other scientists, and resolving technical problems. The scientist keeps the supervisor informed of progress and unusual conditions, adverse reactions or publicity that might arise from study findings or conclusions. The individual's analysis, recommendations, and conclusions are relied upon as being technically correct. Completed work is reviewed for adherence to overall program policies, compatibility with other work, and attainment of study objectives and deadlines.

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 4-4, 225 points)

Assignments involve resource issues that require in-depth analysis and evaluation of alternatives, and the resolution of environmental problems and conflicts. The work involves identification of the boundaries of problems involved, the kinds of information needed to solve problems encountered, and the criteria and techniques to be applied in meeting assignment objectives. The incumbent must apply many different biological concepts, demonstrate flexibility in approaching problems, relate new work situations to precedent situations, and extend or modify existing techniques or develop compromises.

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 3b 110 points)

Contacts are with bureau employees and with individuals and groups outside the bureau such as biologists and managers from other agencies, contractors, or the general public.

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; and 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 2500

GRADE CONVERSION GS-11

