

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. S0237	
2. Reasons for Submission ↑Redescription New		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
↑Reestablishment ↑ Other Explanation (Show any positions replaced)				7. Fair Labor Standards Act Exempt x Nonexempt		8. Financial Statement Required ↑Executive Personnel Financial Disclosure ↑Employment & Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
				10. Position Status xCompetitive ↑Excepted (Specify in Remarks) ↑SES (Gen.) ↑SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive ↑3-Critical ↑2-Noncritical Sensitive ↑4-Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	Grade	Initial	Date
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Student Trainee (Civil Engineering)				GS		899	05	lp	01/01/2002
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment U.S. Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Geological Survey						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. 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 our 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. Typed 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 7/30/2015			Signature			Date		
21. 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.						22. Position Classification Standards Used in Classifying/Grading Position Civil Eng. Series GS-810					
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist						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.					
Signature Lorilee Penn /s/			Date 01/01/2002								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)											
b. Supervisor											
c. Classifier		CS	08/20/13								
24. Remarks Changed SCEP to Pathways											

Standard PD S0237

Introduction

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

This trainee position performs duties directed toward the acquisition and analysis of basic data and the development of professional competence in the area of civil engineering and hydrology. Duties may include, but are not limited to the following:

FIELD WORK

Assists in conducting field surveys involving measurement of surface-water flow, water levels, sediment characteristics, and flood profiles.

Provides assistance in collecting samples and performs analyses of surface water, ground water, and chemical data.

Participates in the selection of field coefficients and assists in the design and installation of structures for measuring surface-water flow and water levels.

Provides assistance with drilling and pumping tests to determine hydraulic characteristics and properties.

Operates surveying instruments during normal leveling and direct-measurement work.

OFFICE WORK

Under the direct supervision of senior modelers, applies established digital modeling and numerical analysis methods to answer specific hydraulic and hydrologic questions.

Prepares illustrations or brief sub-sections of reports.

Inspects, maintains, and repairs data recorders of various types.

Operates a government motor vehicle.

Factor Statements

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

- A professional knowledge of the basic theories, principles, practices, and techniques of civil engineering to be used in obtaining hydrologic and hydraulic data.

- A general knowledge of computer hardware and general application software.

- Skill in written and oral communication.

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 consist of technical manuals, published standard procedures and instructions that are detailed and directly applicable. The incumbent works in strict adherence to the guidelines and any deviations are referred to the supervisor.

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

Assignments require the use of a variety of standard principles, methods, and practices in order to solve limited engineering problems. Duties require the consideration of factors and conditions that are apparent and readily available.

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

Project work at this level typically provides basic engineering and hydrologic information. Work assignments have an impact on project results and facilitate the work of others in the organization.

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

Personal contacts are typically limited to within the immediate organization.

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

Contacts external to the organization are limited to obtaining and exchanging information of a factual nature.

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

Field work is physically demanding and includes walking, bending, climbing and lifting of

equipment up to 100 lbs., and is often performed during adverse weather conditions. Office work is sedentary.

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

Office conditions are normal; field conditions may include extreme heat, cold, rain, or snow, and hazardous conditions such as ice and flooding.

Select the appropriate statement:

____ The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

____ The U.S. Geological Survey has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

____ The U.S. Geological Survey has determined that telework is required for this position and is a condition of employment. The selectee is expected to telework ____ day s a week and must be eligible to telework under the 2010 Telework Act.

TOTAL POINTS - 970

GRADE CONVERSION - GS-05

GS-810, Civil Engineering Series, 06/66

General Grade Evaluation Guide for Nonsupervisory Professional Engineering Positions, 06/71

(Source Document Std PD S0237)