

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No
R3-39

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	
		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Biological Science Aid	GS	404	3	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Biological Science Aid	GS	404	3		

16. Organizational Title of Position (if different from official title) _____ 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

Signature of Employee (optional) _____

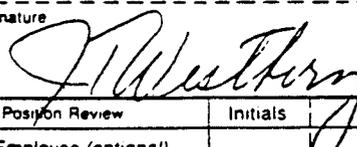
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	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
**STANDARD POSITION DESCRIPTION R3-39
Grade Level Guide for Aid & Technician Work,
GS-400, TS-111, 12/91**

21. Typed Name and Title of Official Taking Action
**J.T. Westberg
Personnel Management Specialist**

Signature:  Date: **4/27/92**

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.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks
Full Performance Level _____

Supervisors Copy _____
Employee Copy _____
OPF Copy _____
Classification Copy _____

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

Introduction

Incumbent of this position serves as a Biological Science Aid in support of programs conducted by the U.S. Fish and Wildlife Service. Typical, but not all inclusive, duties of the position are illustrated by the following:

Major Duties:

- Collects wildlife and habitat data and prepares routine reports and records involving simple tabulation.
- Assists refuge personnel in wildfowl census and banding projects.
- Puts up or replaces boundary fences and signs.
- Performs minor maintenance on buildings and grounds.
- Conducts tours on the refuge and interpretive trails for schools or special interest groups.
- May be required to operate passenger vehicles, light trucks, and tractors.
- May participate in prescribed burning activities.

Factors:1. Knowledge Required by the Position:

- General knowledge of the types of biological work performed on wildlife refuges to perform a variety of simple, repetitive tasks in this area.
- Skill in using simple hand tools such as hammer, axe, saw, etc., to perform minor maintenance and to repair fences.
- Skill in keeping simple records to collect data and prepare routine reports.
- Skill in communicating with others in order to conduct tours and give information to school groups or special interest groups.
- Skill in operating and maintaining motorized vehicles and specialized equipment.

2. Supervisory Controls:

Specific instructions are provided on a task-by-task basis. Incumbent performs tasks independently and completed work is reviewed for accuracy, quality, and adherence to instructions. Some tasks are assigned for training purposes and are performed under greater supervision. Incumbent is not responsible for conducting entire experiments or for altering established methods or procedures.

3. Guidelines:

Detailed and fully applicable guidelines are available in the form of administrative manuals, policy memoranda, etc. Little or no judgment is required in applying the guidelines. The employee works in strict adherence to the guidelines, referring needed deviations or those with a lack of clarity to the supervisor.

4. Complexity:

Incumbent performs a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work necessary to the general maintenance and upkeep of a wildlife refuge, and assists other refuge personnel in various biological work. In determining what is to be done, incumbent follows specific instructions or established procedures, or makes obvious observations. Incumbent keeps records that may be fairly detailed and essential to the success of the project.

5. Scope and Effect:

the purpose of the work is to perform some of the simpler tasks incidental to the biological activity at the wildlife refuge, and to perform minor maintenance at the refuge. Incumbent's work increases the overall efficiency of the unit.

6. Personal Contacts:

Incumbent has contacts with supervisor, co-workers, and refuge visitors.

7. Purpose of Contacts:

Contacts are for the purpose of receiving assignments, getting instructions, receiving or giving information, conducting tours, reporting on progress or problems, etc.

8. Physical Demands:

The work involves bending, walking, and a moderate amount of physical exertion. Incumbent may be required to lift objects weighing up to 25 pounds and to use all types of simple hand tools when performing general maintenance.

9. Work Environment:

Work is performed both indoors and outdoors. Incumbent is subject to minor cuts, burns, bruises, etc. The indoor work area has adequate light, heat, and ventilation. Temperature and weather extremes will be encountered in the performance of outdoor work. Incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components with Class _____ and _____.