

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-50

2 Reason for Submission
 Reestablishment
 Reassignment
 New
 Other
 Expiration (Show any positions replaced)

3 Service
 Civil
 Field

4 Employing Office Location
Twin Cities, MN

5 Duty Station

6 CSC Certification No

7 For Labor Standards Act
 Exempt
 Nonexempt

8 Employment/Financial Status Required
 Yes
 No

9 Subject to IA Action
 Yes
 No

10 Position Status
 Competitive
 Exempt (Specify)

11 Position is
 Supervisory
 Managerial
 Neither

12 Sensitivity
 1-High
 2-Medium
 3-Cross
 4-Special

13 Competitive Level Code

14 Agency Use

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Social Services Aid	GS	186	3	<i>APJ</i>	11/24/90
e. Recommended by Supervisor or Instating Office	Social Services Aid	GS	186	3		

16 Organizational Title of Position (if different from official title)

17 Name of Employee (if vacancy, specify)

18 Department, Agency, or Establishment
Department of Interior

a. First Subdivision
U.S. Fish and Wildlife Service

b. Second Subdivision
Region 3

c. Third Subdivision

d. Fourth 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 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 _____

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action
**Gonita B. Schiras
Classification Officer**

Signature _____ Date **11/24/90**

22 Standards Used in Classifying/Grading Position
**Standard Position Description R3-50
Position Classification Standard for GS-186
TS-66, dated 10/82**

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 Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLEA is available from the personnel office or the Commission.

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

24 Remarks

Full Performance Level: _____

Personnel Folder Copy _____
 Supervisor's Copy _____
 Employee's Copy _____
 Classification Copy _____

Introduction

Incumbent serves as a Social Services Aid, Region 3, U.S. Fish and Wildlife Service.

Major Duties:

- With detailed instruction from higher-graded employee, provides practical applications of wildlife management and control techniques to enrollees studying natural resource conservation.
- Assists enrollees in field work projects designed to illustrate conservation practices.
- Maintains simple records of enrollees' accomplishments.
- Schedules and participates on a rotating basis recreation activities conducted during enrollees' off-duty hours in residence.
- Assists in maintaining a safe work environment for enrollees.

Factors:

1. Knowledge Required by the Position:

- Ability to learn methods, procedures, and techniques as may be required in the areas of safety, administration, clerical, biological, ecological, and environmental education to instruct and assist enrollees in field work projects.
- Skill in working closely with 15-18 year-Olds to instruct and assist enrollees.
- Skill with simple hand tools such as garden rake, shovel, axe, hammer, wire brush, etc. to work on field projects.
- Skill in maintaining simple records to record enrollees' accomplishments.
- Skill in operating motorized vehicles.

2. Supervisory Controls:

Work direction and guidance is provided by the Project Leader. Tasks are typically assigned with specific instructions and performed independently with review upon completion. The supervisor is readily available to provide assistance with problems. Less routine tasks are observed in progress and reviewed closely for technical adequacy and adherence to instructions; routine tasks are reviewed upon completion.

3. Guidelines:

Specific guidelines are available in the form of YCC and agency program

procedures and specifications. The employee uses judgement in locating, selecting, and applying the most appropriate guidelines. The employee refers unusual situations to the supervisor.

4. Complexity:

Work consists of a variety of simple, related tasks which involve group leadership of enrollees in field work projects designed to illustrate natural resource conservation practices. In determining what is to be done, incumbent follows supervisor's instructions and standard procedures. Assignments require knowledge of detailed procedures which are established or repetitive or specified by supervisor, or easily-acquired knowledge based on experience. Successful performance requires coordination with other camp employees.

5. Scope and Effect:

The purpose of the work is to provide an educational experience for a group of enrollees while accomplishing conservation objectives of the Service. Incumbent's work directly affects enrollee education and safety, and affects the overall efficiency of the field unit.

6. Personal Contacts:

Contacts are with co-workers and enrollees.

7. Purpose of Contacts:

Contacts are mainly for the purpose of receiving and disseminating instructions and facilitating camp operations in completion of assignments.

8. Physical Demands:

The work requires physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, climbing or similar activities. Work requires average agility and dexterity.

9. Work Environment:

The majority of the work is performed outdoors. Temperatures and weather extremes may be encountered in the performance of outdoor work. Incumbent must conduct duties in a safe and orderly manner so as not to injure self, fellow workers, enrollees, or property with which entrusted. All work projects are completed with enrollee safety in mind.