

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1 Agency Position No.  
**R3-52**

2 Reason for Submission:  Redescription,  Reestablishment,  Other  
 3 Service:  New,  Detail,  Field  
 4 Employing Office Location: **Twin Cities, MN**  
 5 Duty Station: \_\_\_\_\_  
 6 CSC Certification No.: \_\_\_\_\_

7 Fair Labor Standards Act:  Exempt,  Nonexempt  
 8 Employment/Financial Stmt Required:  Yes,  No  
 9 Subject to IA Action:  Yes,  No  
 10 Position Status:  Competitive,  Exempt (Specify) \_\_\_\_\_  
 11 Position is:  Substantive,  Managerial,  Non-career  
 12 Sensitivity:  1-Non-Sensitive,  2-Noncritical Sensitive,  3-Critical Sensitive,  4-Special Sensitive  
 13 Competitive Level: \_\_\_\_\_  
 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	<b>Social Services Assistant</b>	<b>GS</b>	<b>186</b>	<b>5</b>	<i>APL</i>	<i>11/24/82</i>
e. Recommended by Supervisor or Initiating Office	<b>Social Services Assistant</b>	<b>GS</b>	<b>186</b>	<b>5</b>		

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**  
 19a. First Subdivision: **U.S. Fish and Wildlife Service**  
 19b. Second Subdivision: **Region 3**  
 19c. Third Subdivision: \_\_\_\_\_  
 19d. Fourth Subdivision: \_\_\_\_\_  
 19e. 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: **Bonita B. Schiras, Classification Officer**  
 Signature: *Bonita B. Schiras* Date: *11/24/82*  
 22 Standards Used in Classifying/Grading Position: **Standard Position Description R3-52, 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 FLSA 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 is a Social Services Assistant for a group of five to ten YCC enrollees, Region 3, U. S. Fish and Wildlife Service. Duties include:

A. Major Duties:

- Leads A group of enrollees in a variety of land resource improvement projects, stream and water improvements, fish and wildlife habitat improvement projects. etc.
- Provides guidance and direction in all phases of work projects to ascertain proper performance, to satisfactorily answer enrollees questions about projects and to provide a learning experience to enrollees.
- Assigns duties to enrollees to provide an even coverage and distribution of experience.
- Reports adverse social and discipline problems to Camp Director. --Maintains a constant alert for unsafe situations to avoid injuries, pointing out hazards to enrollees.
- Reports enrollees time, work progress and overall performance to Camp Director.
- Counsels enrollees on personal and/or group matters.

B. Factors:

1. Knowledge Required by the Position:

- Knowledge of purpose, policies, and procedures of the YCC program in order to accomplish the objectives of the program.
- Knowledge of the methods, procedures, and techniques as may be acquired through substantial education or related field experience in the area of safety, administration, clerical, biological, ecological, and environmental education in order to instruct and assist enrollees and communicate with co-workers.
- Skill in working closely with 15 - 18 year olds to provide detailed instructions and counsel to enrollees.
- Skill in operating motorized vehicle.

## 2. Supervisory Controls:

Incumbent is supervised by the Project Leader who provides and outlines assignments, project objectives and general policies. Work assignments involving concepts and methods with which the incumbent is familiar are made in terms of objectives. Supervisor provides technical assistance on non-routine assignments as necessary. Incumbent is responsible for developing day-today work plans and carrying them out independently, and for resolving problems of a routine nature. Non-routine problems may be referred to supervisor. Routine assignments are reviewed upon completion, non-routine assignments are reviewed closely upon completion for technical adequacy and adherence to instructions. Incumbent is expected to make suggestions to improve methods and procedures used.

## 3. Guidelines:

Guidelines are available in the form of YCC and agency program, policy, and procedural guidelines and specifications, and established standards and precedent actions. Incumbent uses judgement to select, apply, and adapt guidelines when deviations from guidelines are slight. Significant deviations are referred to supervisor.

## 4. Complexity:

Work consists of numerous varied sequences of tasks which are not standardized or prescribed to provide group leadership to enrollees in field projects designed to illustrate natural resource conservation practices. Incumbent must use a background of knowledge of conservation practices based on substantial experience or training in adapting methods and procedures to field conditions. Operations may involve dangerous or controversial situations. Successful performance requires coordination with other camp employees.

## 5. Scope and Effect:

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

## 6. Personal Contacts:

Contacts are with co-workers, enrollees and the general public.

## 7. Purpose of Contacts:

Contacts are to provide education to enrollees in the area of natural environment and fish and wildlife resources to disseminate and receive instructions and information, to present interpretive material and to obtain and explain compliance with regulations.

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 enrollees safety in mind.