

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

1 Agency Position No  
**R3-54**

2 Reason for Submission <input checked="" type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4 Employing Office Location <b>Twin Cities, MN</b>		5 Duty Station		6 OPM Certification No							
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 <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		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	Student Trainee (Biology)	GS	499	4	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Student Trainee (Biology)	GS	499	4		

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**

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

b. Second Subdivision  
**Region 3**

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

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 R3-54**  
**Grade Level Guide for Aid & Technician Work,**  
**GS-400, TS-111, 12/91**

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.

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

Signature *J. Westberg* Date **4/27/92**

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

Remarks

Supervisors Copy \_\_\_\_\_

Employee Copy \_\_\_\_\_

OPF Copy \_\_\_\_\_

Classification Copy \_\_\_\_\_

Introduction

Incumbent of this position serves as a student trainee under a Student Career Experience Program agreement with a participating college or university. The student performs a variety of duties in support of professional biologists. Assignments are designed to orient and expose the student to the mission and work of the U.S. Fish and Wildlife Service and to the benefits and conditions of Federal employment.

Major Duties:

- Receives on-the-job instruction, work assignments, and reading assignments which supplement academic training in the major area of study.
- Carries out census efforts; collects and records information on habitat conditions, weather data, water level, gauge readings and visitor use.
- Drafts simple interpretive material such as species lists and basic information on various sites of interest to the public.
- Answers routine questions from visitors, provides directions, and may be called upon to conduct tours of the station.
- Participates occasionally in facility maintenance duties such as cleaning, painting, mowing, and routine maintenance.
- Prepares routine reports and covers project office during brief periods of absence of office staff.

Wildlife:

- Conducts population surveys and collects and/or identifies specimens of birds, small mammals, reptiles, amphibians, and plants found locally.
- Keeps track of YCC Camp supplies, materials and tools and ensures their availability at the proper site and time.
- Participates as an observer in habitat management planning, food crop planting, and law enforcement activities.

Fisheries:

- Participates in varied technical activities related to the fish production program. Duties may involve preparation of food and feeding of fish, handling of fry and fingerlings, disease control, utilization of water supply, manipulation of fish stock, fertilization of ponds, preparing fish for delivery, distribution to assigned waters, and other related aspects of production and distribution activities.

Factors:

1. Knowledge Required by the Position:

- General knowledge of fish and/or wildlife biology and knowledge of the operational routines and procedures used in this area to perform a variety of tasks.
- Knowledge of technical terminology used in the fields of fish and wildlife biology to understand detailed assignments and communicate with co-workers.
- Knowledge and skill in taking scientific measurements, performing simple mathematical calculations, and keeping detailed and precise records in order to collect and assemble data from field surveys or investigations.
- Ability to perform a variety of repetitive tasks involving several work steps.
- Ability to meet and deal with people effectively.

2. Supervisory Controls:

Receives supervision from the project leader or designated professional biologist. Supervisor outlines assignments and objectives and provides specific instructions. Completed work is reviewed for acceptability of results, compliance with instructions and grasp of procedures and techniques. Incumbent is generally expected to independently accomplish assigned tasks but opportunity exists for periodic discussion with supervisor or other professional to answer questions on procedures used when unfamiliar or unusual techniques or procedures are involved.

3. Guidelines:

Guidelines are in the form of specific oral instruction relating to the station work assignments and will include reading assignments which supplement academic training in the major area of study. Incumbent will perform the work according to the guidelines, deviations must be authorized by the supervisor.

4. Complexity:

Assignment includes primarily routine tasks designed to prepare the student for professional biological work. Varied and more difficult assignments are phased in as incumbent gains experience and additional education. Incumbent assists others by doing simpler portions of daily work operations and by working independently on other operational tasks which are repetitive in nature.

5. Scope and Effect:

Work effort enhances appearance of the physical site, facilitates the technical and professional mission of the project and provides on-the-job preprofessional training for students in their particular biological field.

6. Personal Contacts:

Personal contacts are with employees within the immediate work unit and the general public.

7. Purpose of Contacts:

Contacts are for the purpose of receiving work assignments, receiving instructions, reporting progress or problems and reporting on completed work. Provide routine information to the public.

8. Physical Demands:

The work involves standing, bending, walking and a moderate amount of physical exertion. The incumbent may be required to lift containers weighing up to 25 pounds in performance of assigned duties. Incidental operation of Government-owned or leased vehicles is required.

9. Work Environment:

The incumbent works indoors in an office or workshop setting and/or outdoors, where the incumbent may encounter variable weather conditions.