

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No
R3-90

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		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 <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical 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	(51)					
d. First Level Review	Refuge Operations Specialist	GS	485	5	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Refuge Operations Specialist	GS	485	5		

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

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

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position. _____
Signature of Employee (optional)

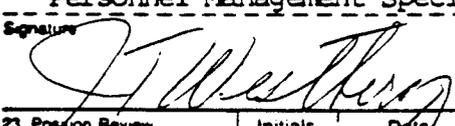
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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	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 R3-90
Position Classification Standard for GS-485, TS-96, dated 5/90

23. Typed Name and Title of Official Taking Action
J.T. WESTBERG
Personnel Management Specialist

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

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 _____

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

Introduction

The incumbent serves as a trainee Refuge Operations Specialist at a National Wildlife Refuge in Region 3. Duties include:

Major Duties:

- Completes training program under the guidelines specified in the Refuge Employee Trainee Orientation Program, to include participation in all refuge programs.
- Assists in implementation of refuge operations and maintenance programs, as directed.
- Assists with land use programs using management techniques designed to improve wildlife habitat within the Management District, as directed.
- Assists with Private Lands activity within the Management District including the review, and management of conservation easements and title-transferred lands; wetland restoration, and SCS/ASCS consultations, as directed.
- Assists in public-use programs, to include preparing and giving presentations to school groups, etc.
- Collects and assembles data on refuge programs such as public-use farming, fire and water management.
- Conducts wildlife and habitat surveys and evaluations and analyzes data.
- Drafts reports, correspondence and news releases, as directed.
- Participates in staff safety meetings to ensure a positive safety program at the station.
- Supports the Equal Opportunity programs as specified in national, regional and local affirmative action plans.
- Operates passenger vehicles and trucks, watercraft, and equipment.
- Performs boundary posting, fencing, pest plant control, and seeding activities.

Factors:

1. Knowledge Required by the Position:

- Basic professional knowledge of wildlife management, agriculture, biology, botany, zoology, mammalogy, ornithology, plant and animal ecology.

- Skill in making close observations to study wildlife, wildlife habitat, etc.
- Skill in verbal and written communications.
- Skill in mathematics to perform data analyses.
- Skill in operating motorized vehicles and watercraft.
- Knowledge of safe hand-tool operation.
- Familiarity with computers.

2. Supervisory Controls:

This is a trainee level position. Refuge Operation Specialists of higher grade provide detailed instructions as to practices to be followed, outline objectives of each work operation, check the work closely during progress, and review completed work in detail. Incumbent is expected to perform independently those tasks that required simple and direct application of acquired knowledge. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to supervisor. As tasks recur, incumbent performs them under greater independence.

3. Guidelines:

Detailed and directly-applicable guidelines are available in the form of Refuge handbooks, administrative manuals, and policy memoranda. Incumbent uses judgment to select appropriate guidelines from a large number of guidelines.

4. Complexity:

Work consists of a variety of well-defined tasks in which the incumbent carries out and studies the effects of refuge management activities by applying standard principles and methods of wildlife biology and related disciplines. Assignments are given for training purposes and are characterized by standard problems, a limited number of variables, and clearly-specified objectives. The factors to be considered by the incumbent vary with each assignment.

5. Scope and Effect:

The purpose of the work is to gain familiarity with standard refuge system operations and procedures, to assess the potential and desire of the incumbent to remain within the Wildlife Refuge Management Job Series, as well as to perform basic tasks involved in refuge management. Work affects the efficiency of the unit.

6. Personal Contacts:

Contacts are with supervisor, co-workers, and with the public, subject to the coaching of a employee of higher grade.

7. Purpose of Contacts:

Contacts are to receive assignments and instructions, obtain or provide factual information, report on progress or problems, etc.

8. Physical Demands:

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

9. Work Environment:

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

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. The incumbent is required to obtain and properly wear uniform components within Classes ____ and ____.