

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-92

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 checked="" type="checkbox"/> Exempt <input 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 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						
d. First Level Review	(51) Refuge Operations Specialist	GS	485	9	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Refuge Operations Specialist	GS	485	9		

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	

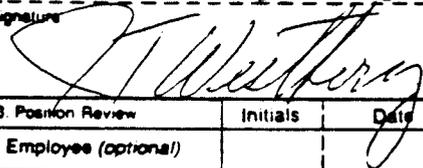
19 Employee Review—This is an accurate description of the major duties and responsibilities of my position. _____
Signature of Employee (optional)

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 R3-92
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**

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										

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

Incumbent serves as Refuge Operations Specialist in Refuges and Wildlife, Region 3, U.S. Fish and Wildlife Service. Duties include:

Major Duties:

- Plans, organizes and implements technical biological work and/or habitat preservation and development work for the station. Prepares reports on progress and completion of studies, uses data to assist in the formulation of future programs and effect improvements in the station's management practices.
- Plans and schedules operations and maintenance projects. Trains and instructs lower-grade employees, maintenance staff, or YCC enrollees assigned to the station.
- Plans, coordinates, and/or administers one or more activities specific to the station's resource program, such as farming, trapping, depredation control, grazing, hunting, etc.
- Performs public relations activities, conducts talks, tours with groups or the general public. Required to represent the Service in official contacts with public and private organizations.
- Performs administrative duties incident to the primary program such as maintenance of station records and fiscal accounts, procurement of supplies, services, equipment, and disposal of surplus property.
- Depending on the station assigned, may be required to perform law enforcement duties.

Factors:

1. Knowledge required by the Position

- Professional knowledge of theories, principles, practices, and techniques of wildlife biology and refuge management.
- Working-knowledge of methods, procedures, the techniques as applied in areas of wildlife biology and refuge management.
- Skill in applying and adapting established biological, agricultural or ecological, and natural resource management methods, procedures and techniques and in exercising independent judgement in order to make day-to-day decisions.
- Skill in making close observations to study wildlife and wildlife habitat and to recognize problems, draw sound conclusions on basis of observations, and prepare reports for technical and administrative use.

- Skill in verbal and written communications including skill in presenting data and its analyses, and to write objective reports requiring a minimum of review and editing.
- Skill in operating small motorized watercraft and automotive equipment.
- Depending on the station assignment, may be required to obtain and possess law enforcement authority.
- Ability to meet and deal effectively with station cooperators, general public, and employees of other agencies with whom employee has business dealings.

2. Supervisor Controls:

Incumbent is supervised by the Project Leader who outlines assignment in general terms, specifying end results. Incumbent may perform work on-site, or several miles distant from the supervisor. Plans work in advance and submits general plans for review. Incumbent is responsible for seeing that the program, management plan, and operations of the station are developed and carried out properly. A higher-grade employee is available to discuss unusual or controversial problems. Supervisor spot-checks work in progress and reviews completed work for general adequacy and completeness.

3. Guidelines:

Well-defined guidelines are available in the form of PPBE and program manuals, administrative manuals, the statutory provisions of applicable legislation, policies specified in correspondence, and interchange with other resource managers and biologist. Incumbent uses judgment to make frequent and considerable interpretation and adaptation of guidelines. Significant deviations are referred to supervisor.

4. Complexity:

Incumbent plans, directs and carries out the work program or specifically-assigned activities at a fully-operating field station. Administrative operation and related programs may be varied and cover the general range of the station activities. Most assignments have some aspects which require the incumbent to select, adapt, or interpret existing methods, practices, and instructions; to generalize from existing guidelines and techniques in carrying out specific activities; and to solve somewhat complex problems.

5. Scope and Effect:

The purpose of the work is to develop and administer the management and operating program of a natural resource field station. Work affects the progress and direction of the station's program and the adequacy of station activities as they relate to preservation, protection, and/or propagation of our nation's natural resources.

6. Personal Contacts:

Contacts are with co-workers, members of the local community, landowners, cooperators, local conservation organizations, cooperating State and Federal agencies, and the general public.

7. Purpose of Contacts:

Contacts are for the purpose of discussing work assignments, providing work direction to lower-graded employees, explaining and disseminating information to groups and individual, exchanging data and information, and establishing cooperative relationships.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces, bending, crouching, stooping, stretching, reaching, climbing, 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 lit, heated and ventilated. Temperature and weather extremes may be encountered in the performance of 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.

Conditions of employment is the wearing of a uniform of the type and in a manner prescribed by regulations set forth in Section 3 AM 3 of the FWS Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Classes ____ and ____.