

1. Position Description:  New,  Other

2. Service:  Hours,  Field

4. Employing Office Location: TWIN CITIES

5. Duty Station: \_\_\_\_\_

6. Control Number: R398044

7. Fair Labor Standards Act:  Exempt,  Nonexempt

8. Financial Statements Required:  Executive Personnel Financial Disclosure,  Employment and Financial Interests

9. Subject to IA Action:  Yes,  No

10. Position Status:  Competitive,  Excepted (Specify in Remarks),  SES (Gen.),  SES (CR)

11. Position is:  Supervisory,  Managerial,  Member

12. Sensitivity:  1-Non Sensitive,  2-Critical Sensitive,  3-Noncritical Sensitive,  4-Social Sensitive

13. Competitive Level Code: \_\_\_\_\_

14. Agency Use: \_\_\_\_\_

Reviewed by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency, or Establishment						
c. Second Level Review						
d. First Level Review	Wildlife Biologist	GS	486	12	M	3/31/98
e. Recommended by Supervisor of Inviting Office						

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: \_\_\_\_\_

19. 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 R398044, Fishery/Wildlife Biology Series, GS-482/486, TS-101, 1/91

Typed Name and Title of Official Taking Action: REGIONAL PERSONNEL OFFICER

Signature: [Signature] Date: 3/31/98

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.

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

24. Remarks: \_\_\_\_\_

Supervisor Copy \_\_\_\_\_

Employee copy \_\_\_\_\_

OPF(L) Copy \_\_\_\_\_

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

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

Introduction

The incumbent serves as a Wildlife Biologist at a generally complex, high profile unit of the National Wildlife Refuge System and is responsible for the design, coordination, and operational aspects of the station's biological program.

These stations generally involve several of the following which impact the scope and complexity of the incumbent's duties: large size and a variety of high priority/profile fish and wildlife species; reproducing threatened or endangered species populations; a wide diversity of habitat types; controversial land use disputes; often conflicting urban or agricultural use surrounding the unit; serious contaminant or pollution issues; designated wilderness and natural areas; and a variety of cooperative research or monitoring projects on wildlife and habitat. Incumbent generally reports directly to a GS-13 or higher Refuge Manager.

A. Major Duties

- Provides leadership for the design and implementation of a comprehensive biological program.
- Proposes, designs, and conducts studies or monitoring protocols to determine fish, wildlife and plant population status, trends, and problems in relation to station objectives and planned or ongoing habitat management, flyway or other geographic-based plans, recovery plans, and various laws dealing with Federal trust species.
- Prepares comprehensive wildlife management plans to ensure preservation, protection, and enhancement of wildlife and wildlife habitat on the Refuge. This requires coordination and review of plans that may encompass any and all programs that affect wildlife and its habitat. These include, but are not limited to, fire management, moist solid management, cooperative farming, wetland management, water quality and quantity, forest management, or grassland management and restoration.
- Conducts ongoing analysis of program and analyzes results of special studies or investigations. Drafts or prepares reports with recommendation for changes, elimination, or improvement of operations and program plans.
- Provides assistance in carrying out programs to further good relations with local, State and Federal agencies and communities and to inform and educate the general public with the goals/objectives of the Refuge, the National Wildlife Refuge System and the Service.
- Develops and negotiates cooperative agreements with public and private landholders or conservation organizations to provide funds and services for biological monitoring and investigation.

- Prepares and delivers presentations on various aspects of the Refuge and the Fish and Wildlife Service.
- Responds to written, telephone and in-person inquiries from the public and the news media.

B. Factors

1. Knowledge Required for the Position 1250 points

- Professional knowledge of wildlife biology as it applies to an intensive management program on a large and complex National Wildlife Refuge or Wetland Management District.
- Knowledge and skill in modifying or adapting standard biological techniques and processes to overcome significant resource problems related to fish and wildlife species production, protection, and habitat restoration and construction.
- Skill in collecting and analyzing scientific data in the preparation of reports and recommendations.
- Knowledge and skill in preparing and executing long-range management plans for a large National Wildlife Refuge or complex of refuges. Plans prepared include wildlife monitoring, habitat management, disease control, and population recovery plans. Execution includes estimates of personnel, equipment, materials and schedules.
- Highly developed knowledge and skill in oral and written communications. Ability to communicate information in a variety of forums including professional publications or meetings, groups of biologists, and the media.
- Skill in the use of biological program technology including radio and satellite telemetry equipment, computer models and software, Global Positioning Systems, and various habitat monitoring tools.
- Knowledge of agency policies and procedures and applicable Federal statutes and legislation governing the management of resources on a unit of the National Wildlife Refuge System.
- Knowledge of administrative management procedures to allow the effective planning and execution of a variety of biological programs.

2. Supervisory Controls 650 points

Direction is received in terms of broad, general objectives and policies related to wildlife and refuge/wetland management district management. The incumbent and supervisor, in consultation, develop general objectives, projects, work to be done, and deadlines that accomplish the biological program.

The incumbent works independently to design, plan and execute assignments. The incumbent is expected to resolve problems and controversies that arise through adaptation of policy, coordination with station staff and experts from other agencies, and negotiation with outside interests affected by wildlife and habitat management programs or decisions.

Completed work is reviewed by the Refuge Manager but is considered to be technically authoritative. Recommendations and decisions are normally accepted without significant change.

3. Guidelines 450 points

Broad guidance is available in the Service and Refuge manuals but is usually inadequate in dealing with species or habitat-specific issues that arise. Incumbent must often deviate from standard protocol due to the unknown life history or limiting factors of many species, and develop new methods or techniques of monitoring, capture, and data analysis to solve unforeseen operational problems.

4. Complexity 225 points

The design and execution of various biological studies and monitoring protocols on large refuges often entails a full range of professional activities and multiple biological concepts including carrying capacity, limiting factors, species life history and behavior, nutrient flow and cycles, and migrational patterns beyond the station. As such, in-depth analysis and evaluation of alternative courses of action are more routine than the exception. Some assignments affect and involve conflicting interest groups ranging from consumptive users such as hunters and tribal members, to non-consumptive users such as birdwatchers and photographers. Alternatives considered must also take into account often conflicting missions of states, the Service, and other Federal agencies.

Problems also arise since biological programs by nature usually involve outside technical experts in other agencies, landowners due to the mobile nature of most wildlife species, and the general public due to their innate interest in wildlife. These problems require in-depth analysis and evaluation of alternatives, many of which can have serious implications for the general public, and agriculture or

other commercial enterprises around the refuge. Many species such as waterfowl and big game also carry political and socio-economic ramifications both on and off the station.

The work may require the extension or modification of existing biological techniques, a high level of difficulty in applying techniques, and original thinking to overcome resistance to change, both internally and externally.

5. Scope and Effect 325 points

The purpose of the work is to isolate and define unknown limiting factors affecting wildlife and to resolve often critical population declines due to unknown causes by developing new operational approaches. The work is critical to ensuring the health and productivity of hundreds of species of fish and wildlife which inhabit the refuge. As such, the work directly affects the mission of the National Wildlife Refuge System, legal purposes of the station, and the station's goals and objectives.

The work usually involves species of regional, national, and even international importance since refuges and wetland management districts provide critical habitat and are key links to national flyway or recovery plans. For some threatened and endangered species, their continued existence may rest upon the research, monitoring, and protection derived from sound biological programs. Due to the regular application of innovative and adaptive techniques in wildlife biology, the work often has a cumulative effect beyond the station and the region as other biologists adopt the techniques.

6. Personal Contacts 3

Contacts are with managers, biologists, contractors and representatives from professional organizations from outside the Service, as well as biologists and managers from inside the Service. Many outside contacts are with higher level researchers at major colleges and universities, and research stations of the U.S. Geological Survey. The incumbent is also in frequent contact with the media due to the compelling nature of, and public interest in, wildlife management issues.

7. Purpose of Contacts C 180 points

Contacts are designed to inform or persuade, and to coordinate joint biological programs or negotiate agreements for biological work. Although most contacts are with persons or groups with mutual resource goals, some contacts with skeptical or fearful landowners or others affected by refuge resource decisions may prove hostile. Sound judgement, care, and human relations skills will need

to be applied in these cases.

8. Physical Demands 20 points

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, and loading and unloading large boats, air boats and ATVs. The work requires average agility and dexterity and the ability to lift moderately heavy items of up to 50 pounds on a regular basis.

9. Work Environment 20 points

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Exposure to temperature and weather extremes is regular and recurring in the performance of the outdoor work. The incumbent is also exposed to various hazards common in wild habitats such as biting insects and working with potentially dangerous sedated or restrained wildlife during marking, banding or tagging efforts.

A condition of employment is the wearing of the official Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class B and C.

Total 3120 points = GS-12