

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

1. Agency Position No. **R398062**  
 6. OPM Certification No.

2. Reason for Submission <input type="checkbox"/> Redescription <input 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		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 type="checkbox"/> Employment and Financial Interests		13. Competitive Level Code	
				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 type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	

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	<i>Park Ranger</i>	<i>GS</i>	<i>025</i>	<i>12</i>	<i>Per</i>	<i>4/22/98</i>
e. Recommended by Supervisor or Initiating Office	Park Ranger	GS	0025	12		

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

Signature of Employee (optional)

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

*Supervisory Certification. I certify that this is an accurate statement of 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.*

20. Typed Name and Title of Immediate Supervisor

21. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

22. 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 R398062**  
**Park Ranger Series, GS-025 HRC-4, 12/97**

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. Typed Name and Title of Official Taking Action  
**Robb Morin**  
**Personnel Officer**

Signature *Robb Morin* Date *4/22/98*

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

24. Remarks Full Performance Level

- \_\_\_\_ Supervisor Copy
- \_\_\_\_ Employee copy
- \_\_\_\_ OPF(L) Copy
- \_\_\_\_ Classification Copy

Park Ranger, GS-025-12

A. Major Duties:

Incumbent is responsible for all aspects of planning and management of day to day public use on a Refuge, or Refuge Complex, with a highly visited, highly complicated, and highly visible public use program. Manages public use programs which are viewed as Regional and Service models for innovation and professionalism.

- Directs a public use program that encompasses a full range of environmental education, interpretation, and other wildlife dependent recreation opportunities, including hunting, fishing, wildlife observation and photography.
- Formulates budgetary and administrative plans related to public uses and oversees the implementation for all aspects of a refuge's public use program.
- Provides comprehensive and expert direction to refuge comprehensive management planning, and oversees step down management planning, involving public use management, and public involvement.
- Directs a variety of specialized programs including but not limited to: refuge law enforcement, volunteers, community and friends group partnerships, local land use planning and impact assessment, cooperating associations, concessions, eco-tourism partnerships, and the protection of the station's historic and archeological resources.
- Directs a comprehensive refuge public awareness and public outreach program involving news media, congressional offices, state and local officials, conservation groups, and community liaisons.
- Directs the operation of a visitor or learning center facility, with responsibilities for assuring appropriate staffing, maintenance, exhibitry, and operational decisions.
- Supervises a staff of Park Rangers or other public use staff who are responsible for the day to day delivery of visitor services, visitor protection and public use.
- Directs the development of new facilities and programs which have intense public interest and the potential for controversy, and which require substantial planning and coordination with contractors, and other state and Federal personnel.

- Is frequently relied upon by the Region or other Refuges to provide expert advice on public use management issues and for making recommendations for improving public use at other stations.
- Initiates new projects and activities in response to major changes in policies or programs coming from regional or national levels, often without fully developed national or regional policies or procedures.
- Frequently serves as the Refuge spokesperson, representing the Refuge before the media or before community or special interest groups.

B. Factors:

1. Knowledge Required by the Position:

- Comprehensive knowledge of Service policies and procedures, and applicable Federal legislation and regulations governing the management of public uses on Service lands.
- Knowledge and understanding of natural resource management practices with extensive experience in the development, management and coordination, and planning of comprehensive public use programs.
- Broad knowledge of the use of all educational and interpretive media, skill and experience with developing interpretive plans, educational curricula, publications, films, exhibits and related educational activities and tools.
- Ability to craft innovative partnership agreements with federal, state, local and private organizations regarding wise use, protection and enjoyment of the Refuge.
- Knowledge of economics, sociology and other social sciences sufficient for gathering and interpreting public use data, trends in visitor interests and needs, demand for programs and facilities, and field station capability to implement assigned programs.
- Highly developed skill in solving problems covering a diverse array of public use issues and interests, reflecting an understanding of conflict resolution and natural resource impacts.
- Skill in oral, written, and graphic communications and experience working with a variety of audiences and public groups using a full range of media.

- Ability to coordinate and supervise employees and to deal with the public, as well as contractors and other agency representatives on interpretive, recreational and environmental education related activities and projects.

2. Supervisory Controls:

Incumbent enjoys marked freedom from technical control and is expected to independently select techniques, establish methods and procedures for studying and resolving particular problems, handle conflict situations, and otherwise carry assignments through to completion.

Incumbent is supervised by the Project Leader and is given assignments in terms of broad general objectives and relative priorities. Little or no technical guidance is provided. The incumbents decisions and recommendations are rarely changed by higher authority.

3. Guidelines:

Guidelines exist in the form of general agency policy statements, regulations, laws, and Service manuals or handbooks. Guidelines are often inadequate to deal with the more complex or unusual problems, or problems concerned with novel, undeveloped, or controversial aspects of the refuge public use program. The incumbent is expected to use initiative in developing operational procedures and instructions which deviate from traditional methods or when developing new methods.

4. Complexity:

Incumbent carries out assignment involving diverse and complex technical or administrative problems and considerations. Incumbent regularly encounters interdependent resource and socio-economic issues which require flexibility, innovation, and sound judgement to resolve. Solutions to problems often require in-depth analysis and evaluation of alternatives, and original, resourceful thinking. The assignments often require the ability to negotiate and resolve controversial refuge and public use management conflicts.

5. Scope and Effect:

Employee develops essentially new or significantly improved techniques or procedures in order to devise solutions to problems. Incumbent provides supervisory, planning, or review on specific public use or resource utilization problems. The work affects the initiation or completion of refuge and Service objectives. The results of the work directly influence the effectiveness and acceptability of agency goals, programs, or activities.

The incumbents decisions and actions have long lasting ramifications to the ability of the refuge to meet its goals, and to the perception of the Service throughout the community.

6. Personal Contacts:

Contacts are with government officials, professional and technical people, and private individuals with wide-ranging interests throughout the local area and surrounding zone of station influence. Frequently contacts are with high level representatives of conservation agencies and organizations, with influential community leaders, media, congressional staffs, or others who can influence the success of the Refuge or perceptions of the Service. Contacts often occur in unstructured, sometimes hostile settings which may require spontaneous but carefully stated positions, strong communication skills, fluency with issues, and persuasiveness in style.

7. Purpose of Contacts:

Contacts are to influence, motivate, and negotiate controversial issues with various parties in a manner that will obtain agency objectives. Persons being contacted maybe skeptical or uncooperative. Employee meets and deals persuasively with local officials, contractors, visitors, and representatives of state, local and Federal agencies who may have conflicting views and interests in the use of Service lands. Employee may also serve as spokesperson for the Refuge or Complex on public use program issues.

Typical contacts may also involve the enforcement of laws and regulations including interrogations and apprehension which may result in hostile confrontations with persons who are fearful or dangerous.

8. Physical Demands:

The work involves both sedentary activities and physical exertion such as walking over rough, wet, uneven or rocky terrain, bending, crouching, stooping, lifting, reaching or other similar activities. Average agility and dexterity is required.

9. Work Environment:

The job requires both office and outdoor work. The office is adequately heated, lighted and ventilated. Temperature and weather extremes may be encountered in the performance of outdoor work. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in the Service Manual. Incumbent is required to obtain and properly wear uniform components within Class A, B, and C.