

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R398104

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|---|--|---|--|--|--|---|--|--|--|
| 2. Reason for Submission <input type="checkbox"/> Reassignment <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. | |
| 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 | | 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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input 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 | |
| 16. U.S. Office of Personnel Management | | 17. Department, Agency or Establishment | | 18. Second Level Review | | 19. First Level Review | | 20. Recommended by Supervisor or Initiating Office | |
| | | (51) | | Supervisory Fishery Biologist | | GS 482 13 | | M-8/12/98 | |
| | | Fishery Biologist (Management) | | GS 482 13 | | | | | |

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.

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 R398104
Fishery/Wildlife Biology Series, GS-482/486
TS-101, 1/91, GSSG

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.

Type Name and Title of Official Taking Action
Robb M. Morin
Personnel Officer

Signature *Robb M. Morin* Date 8/12/98

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

FPL: GS-13

- ____ Supervisor Copy
- ____ Employee copy
- ____ OPF(L) Copy
- ____ Classification Copy

Supervisory Fishery Biologist, GS-482-13

INTRODUCTION

This is one of the Region's lead fish production and fish health biologists under general supervision of the Assistant Regional Director (ARD). The incumbent serves as project leader for a complex National Fish Hatchery responsible for coordinating fish production and health elements with other project leaders. The position has lead responsibilities for directing those elements and ensuring the provision of administrative and technical support to the hatchery staff who are responsible for professional and scientific work associated with the daily production of fish. The incumbent has direct responsibility for implementing Regional policies, station operating plans, evaluation of methods and administrative procedures for the National Fish Hatchery and its associated fish health program.

Work is accomplished principally through personal leadership in motivating a staff of professionals and technicians. Typical, though not all inclusive duties are:

A. Major Duties

Must meet one or more of the following in this first group;

- Directly responsible for production/care of brown trout broodstock/eggs as part of the National Broodstock Program. This is essential to maintenance of a genetic stock that would replace stocks nationally in the event that another facility incurs disease or die-off. Without this hatchery the effort nationally would be jeopardized. Responsible for development of Mussel Culture Techniques to save threatened and endangered mussels. The manager is responsible for administering the national Triploid Carp Certification Program.
- Provides the only lake and costal trout broodstock hatchery for preservation of remaining genetic stocks of this native Great Lakes species.. This duty requires that the manager understand the complexities of rotating year classes to maintain genetic strength and viability, understand fish health policies and those of State and Canadian agencies as partners in restoration efforts. Failure of the program would jeopardize the continued restoration of lake trout.
- Fishery complex serving as a primary egg collection/production facility for the Superior Marquette Domestic, Superior Apostle Island Wild, Green Lake Wild, Seneca Lake Wild, and Lewis Lake Wild strains of lake trout. This hatchery, working with a variety of lake trout strains, provides a major contribution in the lake trout program.

- Serves as an isolation facility for future broodstock from wild strains of lake trout and coaster brook trout for future restoration efforts in the Great Lakes. In addition, the hatchery is a mussel refugia to protect and hold Mississippi River mussels due to exotic zebra mussel invasion. This is an essential component of the restoration of threatened and endangered populations.
- Provides offshore stocking efforts and management of M/V Togue. This involves scheduling to meet the needs of several hatcheries; several different research and other study efforts by State, Tribal and Service organizations; and closely related lake trout assessment activities and broodstock replacement activities. Involved is negotiation with all above named agencies. Canadian waters operations are in the planning stage. The requirement to obtain replacement broodstock from Great Lakes waters has required additional scheduling and operational planning for the current isolation protocol for broodstock (i.e. lake trout and coaster brook trout). Consequences of this part of the fishery program will be felt for decades in the future and will play a significant role in the ultimate success of our mission to restore native lake trout.

Overall responsibilities of the Region 3 Fish Hatcheries

- Plans, executes and evaluates public outreach activities associated with the National Fish Hatchery in the surrounding community, with other agencies, and local Congressional delegations.
- Prepares strategic plans for the implementation of production, stocking and distribution of difficult to culture species, prevention of disease outbreaks, and maintenance of facilities at the National Fish Hatchery, in context of national and Region 3 fishery program policy and guidance.
- Responsible for daily adherence to regional policy and guidance relative in the conduct of program activities at the National Fish Hatchery.
- Analyzes changing situations or new developments to determine their impact on primary goals and objectives that have been established for the protection, conservation, management, and propagation of fishery resources, and develops operational recommendations for implementation through all facets of Region 3 fisheries program operations.

Supervisory Fishery Biologist, GS-482-13

3

- Coordinates National Fish Hatchery and fish health policy, administration and technical issues with the Regional Office staff, other project leaders, states, tribal governments and non-governmental organizations.
- Keeps abreast of fishery research to provide technical leadership and guidance to fisheries field station staff in the effective conduct of fish propagation and fish health activities, coordinating issues and activities between states, stations and inter-regionally when necessary, and helping to establish policy or plans in fishery resource management.
- Provides technical leadership and guidance to fisheries field station staff concerning the provision of technical assistance to partners within and outside of the Service, coordinating issues and activities on an inter-program and interagency basis as necessary.
- Coordinates the development, funding and completion of construction, rehabilitation, and maintenance projects at the incumbents National Fish Hatchery.
- Responsible for supplying information to the Fish and Fish Egg Request System, coordinating requests with cooperators, Fishery Resource Offices, National Wildlife Refuges, other Service field stations, Washington Office staff, other Service regions, State contacts, and Native American governments.
- Represents Region 3 at fish cultural meetings and technical committee meetings upon request of Regional Office management. Primary duties are involved with the Fish Technical Committee of the Great Lakes Fishery Commission related to fish stocking needs, policy, and changes in species to be cultured. Related groups are state partnership activities through the Upper Mississippi River Conservation Committee.
- Evaluates hatchery's operations in terms of the resulting benefits to natural resources and the public, prepares written reports with management recommendations for action and ensures follow up to recommendations tendered.
- Coordinates and consults with other Service geographic area and program staff, and with ecosystem coordinators, on administrative, scientific and technical matters associated with fish propagation and fish health, and on joint activities addressing resource management goals and priorities.
- Coordinates the National Fish Hatchery's activities directly with Native American tribal governments, States, other Service programs, and a wide array of non-governmental organizations.

B. Factors:1. Knowledge Required By The PositionFactor level 1-8
1550 points

- Mastery of fishery biology to apply new scientific findings and techniques to the solution of fish production and fish health issues relating to the management of extensive fishery resources throughout the north central United States.
- Comprehensive professional knowledge of fish culture techniques utilized in the culture of a variety of species, fish physiology, fish health management, fish pathology, fish behavior, fisheries biology and fisheries and wildlife management to provide expert technical leadership and coordination within the Service and to outside entities, including states and tribal entities and Canadian agencies.
- Interdisciplinary knowledge of other life sciences, physical sciences, and engineering sufficient to understand and coordinate a variety of natural resource conservation and management activities.
- Comprehensive and extensive working knowledge of the laws, regulations, policies, and procedures of the Service, and various other state, national, and international agencies with which the Service works, including resource related citizen/public interest groups.
- Comprehensive knowledge of resource planning principles and practices and their application in the development of long range resource management plans in context of fish production and fish health program activities and national priorities.
- Ability to administer a large and varied program of work, including management of staff, budget, facilities, property, and outside resources such as volunteers, establish and continuously evaluate program priorities and activities, apply precedents, pertinent policies and procedures, and to modify or develop new approaches.
- Highly developed written and oral communication skills to convey information about the federal fisheries program; present clear and concise data on hatchery operations; develop an effective outreach effort; and communicate accurate information to Congress, interested groups, and state and tribal partners.
- Ability to independently identify information needed to solve problems, and to select techniques and establish processes for

Supervisory Fishery Biologist, GS-482-13

5

carrying out a broad variety of challenging and precedent setting assignments.

2. Supervisory Controls: Factor level 2-5 650 points

The incumbent performs as an expert in fish culture and fish health and is expected to perform work with a high degree of independence and latitude for judgement. Supervision is received from the Fishery Supervisor under the ; Assistant Regional Director (ARD). Supervisory guidance and control is exercised in context of broad, general objectives and policies approved for the National Fish Hatchery and fish health program components. Incumbent operates within the context and constraints of national legislation, Service policy, and objectives pertinent to the management of fishery resources, to independently determine the validity of programs and plans and to direct programs, projects, and technical activities.

The incumbent is expected to resolve most conflicts and coordinate work with others. The incumbent's work, recommendations, and decisions, are considered technically authoritative and are normally accepted without significant change. Work is reviewed primarily in relation to existing policy requirements and administrative controls. Recommendations from the incumbent for new projects and alterations of objectives are evaluated relative to availability of funds, broad program goals, or national priorities.

3. Guidelines: Factor level 3-4 450 points

Guidelines exist in terms of Public Law, Federal statutes, general policy statements, manuals, management plans, and historical records on National Fish Hatchery and fish health program activities. In many cases, guidelines are in a form that requires extensive interpretation. A high degree of judgment is required in adapting available guidelines to given work situations, particularly in those situations where guidelines or precedents are at variance with a particular approach. The incumbent is required to interpret guidelines and develop new or modified techniques for special situations in order to arrive at approaches, methods and conclusions appropriate to actual resource problems.

4. Complexity: Factor level 4-5 325 points

The incumbent provides the Region's primary level of leadership in the administration, management, and technical operations of the National Fish Hatchery dealing with a variety of duties problem solving skills. The work is highly varied requiring many different and unrelated processes that often include outside involvement of external partners including states, management compacts, Native

Supervisory Fishery Biologist, GS-482-13

6

American governments, and a variety of non-governmental organizations. Work outputs are often under close scrutiny by special interest groups with contrasting objectives. This function requires exercising broad judgement and substantial experience. An unusually high degree of professional knowledge, originality and creativity is required.

The work is highly analytical and requires problem solving related to highly complex biological issues where state-of-the-art techniques are applied. The application of these techniques requires the incumbent to have a personal knowledge and training to implement these techniques. The employee must be alert to changing situations, conflicting objectives and controversy surrounding the operations of the hatchery.. Some program issues are precedent setting, highly controversial, or require sensitive treatment. Therefore, the employee must be versatile and innovative in identifying and defining problems, and selecting and implementing approaches.

5. Scope and Effect: Factor level 5-4 225 points

Incumbent independently directs, controls, and appraises the effectiveness of fisheries program operations on a daily basis. Coordination and daily communication of activities are essential to assure internal consistency. Employee's decisions and recommendations have considerable impact on Regional programs and management of the fisheries resources in the assigned area. Results of employee's work directly and extensively influence the effectiveness and acceptability of Regional goals, programs, and activities.

The work requires the employee to solve critical and unusual problems, to determine the validity of cultural activities, provide administrative and technical leadership to subordinate staff. Decisions affect the outcome of fish stocking programs and subsequent fishery management efforts, which has substantial economic importance to states and tribal governments. The ability to fulfill stocking requests has broad implications for national and international policy and impacts a larger segment of the public or special interest groups.

6. Personal Contacts: Factor levels 6 & 7 - 3c 180 points

Persons contacted are with other Service employees, representatives of other Federal agencies, members of Congress, Native American tribal governments, States, universities, private individuals, and non-government agencies. Contacts may involve spokespersons for nationwide conservation groups, newspaper and radio people and similar groups.

Supervisory Fishery Biologist, GS-482-13

7

7. Purpose of Contacts:

Contacts are maintained for the purpose of exchanging information and ideas, coordinating work efforts and plans, assessing adequacy of plans and activities, and providing technical advice, directions, assistance and guidance in such settings as conferences, negotiating sessions, and meetings. The incumbent represents the Service on National Fish Hatchery and fish health program operations in dealing with local units of government and adjoining landowners on matters pertaining to such items as water discharges, water use, and conflicting public opinions.

8. Physical Demands: Factor level 8-2 20 points

Work requires both indoor and outdoor work. There may be occasions where the work requires some physical exertion; such as, walking over wet, rough, uneven, or slippery surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity. Frequent travel is required.

9. Work Environment: Factor level 9-2 20 points

The work is usually performed in an office setting. Some exposure to discomfort (e.g., extreme heat or cold) may be encountered in field trips. The incumbent is expected to conduct duties in a safe and orderly manner so as to not endanger self, fellow workers, or property with which entrusted.