

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R398116

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		5. Duty Station		6. OPM Certification No.	
Explanation (Show any position 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		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input 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 type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Social 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	Interdisciplinary Position					
b. Department, Agency or Establishment	Fish & Wildlife Biologist	GS	401	9		
c. Second Level Review	Fishery Biologist	GS	482	9		
d. First Level Review	Wildlife Biologist	GS	486	9	W	8/27/98
e. Recommended by Supervisor or Initiating Office	Private Lands Biologist (Interdisciplinary)	GS	401,482,486	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 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.

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)

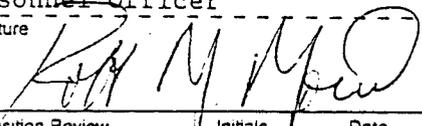
Signature _____ Date _____

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 R398116
Position Class Standard for GS-482/486
HRC4-4, 12/97

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

Signature  Date 8/27/98

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

1 Performance _____

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

Interdisciplinary Position

R398116

Fish and Wildlife Biologist (Private Lands), GS-401-9
Fishery Biologist (Private Lands), GS-482-9
Wildlife Biologist (Private Lands), GS-486-9

Introduction:

This is an interdisciplinary position. The incumbent serves as a Fish and Wildlife Biologist, Fishery Biologist or Wildlife Biologist at a U.S. Fish and Wildlife Service (Service) field station and is involved with all aspects of resource protection on Private Lands within the local area of responsibility.

A. Major Duties:

- Provides technical assistance to state and other Federal agencies that administer Farm Bill and related agricultural programs.
- Proposes, designs, and conducts habitat improvement projects on privately-owned lands with emphasis on stream, wetland, riparian and upland restoration and enhancement. Obtains landowner approval, completes the necessary agreement documents and successfully oversees project construction.
- Prepares management plans adequate to ensure preservation, protection, and enhancement of fish and wildlife habitat on project sites. This requires coordination and review of plans that may encompass any and all programs that affect fishery and wildlife resources. These include, but are not limited to, fire management, moist soil management, grazing management, wetland restoration and management, water quality and quantity concerns, forest management, or grassland restoration and management.
- Develops and field tests methods to restore hydrology and/or plant communities to altered sites.
- Assesses and evaluates methods used for technical assistance and habitat restoration to assure methods are efficient, selective, and based on sound biological and ecological principles.
- Prepares station reports and submits accomplishment data regarding the progress of technical assistance and habitat restoration activities.
- Provides information on status of activities to station Project Leader and State Private Lands Coordinator.
- As directed by station objectives develops priority areas to conduct restoration activities that focus on endangered species of wildlife, migratory birds, certain finfish, and other Federal Trust resources, including lands in the National Wildlife Refuge System.
- Enlists conservation partners for support of restoration efforts within the local area of responsibility.
- Represents the Service in discussion with private landowners and agencies involved with Farm Bill program implementation.
- Coordinates and integrates the private lands program with other Service programs and offices within the local area of responsibility.

B. Factors:1. Knowledge Required for the Position: Factor level 1-6 950 Points

Professional knowledge of established scientific methods and techniques of fishery or wildlife biology to perform recurring assignments of moderate difficulty (i.e., the methods and techniques are well established, apply to most situations encountered, and do not require significant deviation from the established methods) in the Private Lands program. Assignments are limited by such characteristics as:

- Unusual or difficult problems are screened out or discussed with the supervisor before carrying out the assignment.
- The fish or wildlife resource affected is amenable to a variety of standard treatments and proven techniques.
- Assignments are relatively noncontroversial in terms of methodologies that are used, are associated with past and planned use, do not influence resource depletion, and they support existing protection, avoidance, or restoration.

A general knowledge and understanding of agency, state, or tribal policies, procedures, statutes, and regulations affecting the conservation, preservation, propagation, and utilization of the resource and its environment sufficient to execute established fishery or wildlife resource programs is required.

Knowledge of environmental laws, executive orders, regulations and policies to insure that legal standards are met in formulating habitat development projects and restoration activities.

Basic knowledge or understanding of the applications of related disciplines such as agronomy, grassland and forest management, hydrology, plant taxonomy, soil classification, and ecology is applied in activities such as land use survey, wetland and riparian restoration, reforestation, prairie reestablishment, stream improvement, or field investigations.

Knowledge of contracting procedures and skill in oversight requirements are sufficient to assist in the administration of contracts, cooperative agreements, and/or special leases or permits related to fishery or wildlife resources activities. This includes conducting on-site inspections and identifying problems such as site preparation, design specification or selection of materials and recommending corrective actions.

Assignments consist of a variety of professional activities such as: (a) preparing land and water restoration and management planning reports involving conventional or straight-forward biological concerns; (b) drafting conventional short-range management plans or assigned portions of annual work plans and operating guides, followed by preparation of written reports for management use.

Other assignments involve: (a) carrying out all aspects of a fish or wildlife survey including tasks such as: performing water chemistry, measuring physical characteristics, collecting

representative flora and fauna, recording data, and preserving specimens; (b) identifying and selecting sites suitable for habitat restoration; (c) monitoring and maintaining contact with participating landowners; (d) promoting land use practices that benefit fish and wildlife resources, and/or (e) participating in interdisciplinary teams providing specialized review and recommendations on plans, policies, and/or procedures affecting fish/wildlife management.

2. Supervisory Controls: Factor level 2-3 275 Points

The objectives of the assignment, priority, and required deadlines are specified by the supervisor.

The biologist is expected to plan and carry out the assignment independently in accordance with proven techniques, methods, practices, and previous experience. On assignments that involve, or may potentially involve, controversial use of approaches or modification of standard procedures, the biologist typically will discuss the issues and possible approaches with the supervisor before carrying out the assignment.

Completed work is reviewed for adequacy, technical soundness, and accomplishment of specified objectives.

3. Guidelines: Factor level 3-3 275 Points

A number of general guidelines are available, such as engineering handbooks, restoration guides, evaluation methodologies and broad objectives have been established.

Although the guidelines that are available may not be completely applicable to the work situation, the biologist uses judgment in determining which appropriate alternatives should be used. The biologist uses judgment interpreting and adapting guidelines for application to specific situations or problems. In cases where guidelines lack specificity, the biologist makes generalizations from several guidelines in carrying out work efforts, analyzes results, and recommends changes. The biologist determines when problems require additional guidance.

4. Complexity: Factor level 4-3 150 Points

The work is characterized by the application of different and unrelated processes and methods (e.g., wetland delineation, watershed assessment and habitat restoration). The work requires analyses and evaluations of environmental conditions, and ecological systems and the impact of proposed construction projects on fishery or wildlife resources.

The biologist must make decisions which include considerations about private property land use and the interrelationships of fishery or wildlife resources. Information which may affect the decision making process include: (a) competing resource values, practices, or techniques; (b) conflicting public and land use demands; (c) controversial biological practices or techniques; (d) changing habitat conditions; and (e) limited alternatives, solutions, and coordination problems caused by interference or conflicts with other resource uses or functions.

Actions taken require the biologist to select and apply conventional approaches and precedent solutions according to specific conditions which exist in each assignment.

5. Scope and Effect: Factor level 5-3 150 Points

The purpose of the work is to investigate and analyze (or, through contracts, monitor and evaluate) conventional fishery and wildlife resources problems and/or environmental conditions on private property. Typically, the biologist identifies watershed conditions, habitat alterations, or the impact of land use decisions. Ultimately, the biologist will recommend or implement habitat restoration and management solutions that satisfy resource management objectives.

The work affects the adequacy of production, development, protection, management, and use of fish and wildlife resources by assessing conditions and notifying others about the need to study apparent problems.

6. Personal Contacts: Factor level 3

Individuals or groups from outside the employing agency such as biologists and managers from other agencies, contractors, or representatives of professional organizations, the news media, private landowners, or public action groups. The work may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad hoc or other irregular basis. In many cases the contacts may be on an ad hoc basis and the role of each party is established and developed during the course of the contact.

7. Purpose of Contacts: Factor level b 110 Points

To plan, coordinate, or advise on work efforts and solve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who may have basically cooperative attitudes.

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

The work requires some physical exertion such as long periods of standing, walking over rough, muddy, uneven, swampy, or mountainous terrain, recurring periods of bending, crouching, stooping, stretching, reaching, or similar activities, and recurring lifting of moderately heavy items weighing up to 50 pounds.

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

The job 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. Incumbent is required to obtain and properly wear uniform components within Class ____ and ____.