

Department of the Interior, U.S. Fish and Wildlife Service Job Analysis

Title: Refuge Operations Specialist Series: 485 Grade: GS-5 Org Code: Position Number: R3-90

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Conducts wildlife and habitat surveys and evaluations and analyzes data.	Knowledge of wildlife identification, survey, and census techniques, such as waterfowl banding, trapping, data collection, and/or analysis.	Yes	No	1	Required for this position
Performs public relations activities, including preparing news release and conducting walks and tours with groups or the general public.	Ability to effectively communicate both orally and in writing.	Yes	No	1	Required for this position
Assists with land use activities within the District.	Knowledge of wildlife management practices.	Yes	No	1	Required for this position
Assists in implementation of refuge operations and maintenance programs; as directed, participates in all refuge programs.	Ability to apply laws, regulations, policies, and/or procedures as they relate to technical/administrative functions of a natural resource area.	Yes	No	1	Required for this position