

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-37

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 Twin Cities, MN		5. Duty Station		6. OPM Certification No	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" 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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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		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						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Biological Science Aid	GS	404	2	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Biological Science Aid	GS	404	2		

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		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

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 R3-37
Grade Level Guide for Aid & Technician Work,
GS-400, TS-111, 12/91

Typed Name and Title of Official Taking Action
J.T. Westberg
Personnel Management Specialist

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

24. Remarks
Full Performance Level _____

Supervisors Copy _____
Employee Copy _____
OPF Copy _____
Classification Copy _____

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

Introduction

Incumbent of this position serves as a Biological Aid in support of programs conducted by Region 3, U.S. Fish and Wildlife Service.

Major Duties:

Typical, but not all-inclusive, duties of the position are illustrated by performance of any combination of the following:

Laboratory:

- Prepares routine media, solutions, and stains by weighing or measuring constituents according to established methods.
- Uses common laboratory equipment and apparatus such as autoclaves, sterilizers, centrifuges and homogenizers.
- Prepares labels for specimens.
- Maintains simple worksheets or data cards for experiments conducted and for files records.
- Maintains work area in a neat and orderly manner and may acid-clean glassware or sterilize, wash, or clean other laboratory equipment.

Field:

- Performs simple, repetitive tasks incidental to biological projects.
- Assists in biological census work and bird banding projects.
- Participates in specimen processing for analysis and/or storage.
- Makes obvious biological observations and records such data.
- Assists in other closely-related duties.

Factors:

1. Knowledge Required by the Position:

- Knowledge of elementary laboratory techniques and procedures to perform simple tasks involved in biological research.
- Dexterity and coordination required to handle small objects, laboratory tools and equipment, and live laboratory animals, and to make rough measurements.
- Ability to learn laboratory routine and to remember simple procedures.
- Ability to profit from training and instruction offered.

-- Skill in keeping simple records to record results of experiments and to prepare simple worksheets or data cards.

2. Supervisory Controls:

The supervisor provides detailed instructions, observes work performance, and carefully checks results for accuracy, quality, and adherence to instructions. As routine tasks recur, supervision diminishes to the point where work is spot-checked in progress and upon completion. Employee handles routine tasks independently but refers all unusual situations to supervisor.

3. Guidelines:

Detailed guidelines are available and fully applicable in the form of administrative manuals, technical guides, and policy memoranda. All unusual situations are referred to supervisor.

4. Complexity:

Incumbent works in a training capacity performing a few simple, repetitive tasks incidental to biological projects. There is little choice in determining what is to be done. Tasks are simple and repetitive and require little originality. Incumbent may have to make observations of a very obvious nature.

5. Scope and Effect:

The purpose of the work is to perform some of the simpler technical tasks involved in laboratory or field projects. Work promotes the overall efficiency of the unit and the Service.

6. Personal Contacts:

Incumbent has contact with the supervisor and co-workers.

7. Purpose of Contacts:

Contacts are for the purpose of receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems, etc.

8. Physical Demands:

The work involves bending, walking, and a moderate amount of physical exertion. Incumbent may be required to lift containers and packages weighing up to 25 pounds.

9. Work Environment:

Incumbent works indoors in an office and laboratory setting, and/or outdoors. The indoor work area has adequate light, heat, and

ventilation. When working outdoors, incumbent is subject to variable weather conditions.

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 _____.