

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

1 Agency Position No  
**R3-68**  
6 OPM Certification No

Reason for Submission:  Redescription,  Reestablishment  
 New,  Other  
 3 Service:  Hdqtrs,  Field  
 4. Employing Office Location: **Twin Cities, MN**  
 5. Duty Station: \_\_\_\_\_  
 7. Fair Labor Standards Act:  Exempt,  Nonexempt  
 8. Financial Statements Required:  Executive Personnel Financial Disclosure,  Employment and Financial Interests  
 9. Subject to IA Action:  Yes,  No  
 10. Position Status:  Competitive,  Excepted (Specify in Remarks)  
 11. Position is:  Supervisory,  Managerial,  Nemer  
 12. Sensitivity:  1-Non-Sensitive,  2-Nominal-Sensitive,  3-Critical-Sensitive,  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	<u>Interdisciplinary Position</u>					
c. Second Level Review	Fish & Wildlife Biologist (94)	GS	401	5		
d. First Level Review	Fishery Biologist Wildlife Biologist	GS GS	482 486	5 5	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office						

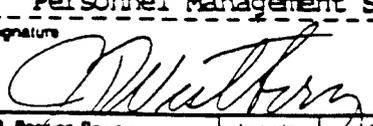
16. Organizational Title of Position (if different from official title) \_\_\_\_\_  
 17. Name of Employee (if vacant, specify) \_\_\_\_\_

18. Department, Agency or Establishment: **Department of Interior**  
 19. First Subdivision: **U.S. Fish and Wildlife Service**  
 20. Second Subdivision: **Region 3**  
 21. Employee Review—This is an accurate description of the major duties and responsibilities of my position \_\_\_\_\_  
 22. 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.

23. Typed Name and Title of Immediate Supervisor: \_\_\_\_\_  
 24. 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 R3-68**  
**Position Classification Standard for GS-482/486 TS-101, dated 1/91**

23. Typed Name and Title of Official Taking Action: **J.T. WESTBERG**  
**Personnel Management Specialist**  
 Signature:  Date: **4/27/92**  
 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										

Remarks: **Full Performance Level: \_\_\_\_\_**  
**Personnel Folder Copy \_\_\_\_\_**  
**Supervisor's Copy \_\_\_\_\_**  
**Employee's Copy \_\_\_\_\_**  
**Classification Copy \_\_\_\_\_**

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

Fish and Wildlife Biologist, GS-401-05  
Fishery Biologist, GS-482-05  
Wildlife Biologist, GS-486-05

Introduction

This is an interdisciplinary position. The incumbent serves as a Fish and Wildlife Biologist/Fishery Biologist and/or Wildlife Biologist in Fish and Wildlife Enhancement Region 3, U.S. Fish and Wildlife Service. Representative but not all inclusive duties of this position are illustrated by performance of any combination of the following:

Major Duties:

- Collects basic data from field investigations of land and water development projects and makes observations in which biological conditions are readily identifiable. Reports observations in field notes for use of higher grade-level employees.
- The incumbent conducts private land wetland restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc., and prepares management plans for restored areas.
- Prepares graphs and charts.
- Searches published technical sources for information on designated topics and prepares digests for reference of others in the unit.
- Assists biologists of higher grade in studying and preparing reports on proposals of planning agencies, to recognize probable effects on fish and wildlife resources.
- Receives cross-training in the interdisciplinary areas of biology to recognize the effects of development projects on fish and wildlife resources.
- The employee performs data analysis and writes reports.
- The incumbent prepares correspondence pertaining to technical aspects of the work.
- Helps plan, organize and implement biological work and/or habitat preservation and development work. Prepares reports on progress and completion of studies, uses data to formulate future programs and effect improvements in management practices.
- Helps gather, organize and interpret biological, ecological, pathological, public use, or other pertinent information to insure management plans are current. Assists with implementation of management plans, studies and investigations required for species

propagation/production, resource protection, ecological factors, public information, and other aspects of natural resource management.

- Provides assistance in carrying out programs to ensure good relations with local, State and Federal agencies and communities and to inform and educate the general public with the goals of the program/field office of the Service.
- Responds to written, telephone and in-person inquiries from the public and the news media, obtaining and providing requested information within established guidelines of the office and in conformance with agency and Departmental policy.

Factors:

1. Knowledge Required by the Position:

- Knowledge of theory, principles and methods of fish and wildlife biology/fishery biology and/or wildlife biology and a working familiarity with related disciplines, such as would be obtained through a college major in the appropriate discipline or its equivalent, and additional professional work experience or professional education in the appropriate discipline, in order to determine the effects of land and water development projects on the fish and wildlife resources of an area.
- Basic knowledge of agricultural and engineering terms, data, structures, facilities and procedures to be able to work with professionals and technicians in these fields, to recognize probable effects on the resources, to read and write reports, etc.
- The incumbent needs to possess skill in presenting data and its analysis to write objective reports requiring a minimum of review and editing.
- Skill in mathematics to perform data analysis is necessary.
- Skill in operating small motorized watercraft.
- Skill in operating motorized vehicles.
- Knowledge and skill sufficient to deal with technical and/or administrative problems.
- Knowledge in applying precedents, pertinent policies and procedures, and in modifying standard procedures and programs.
- Skill in oral and written communication including ability to organize and present evaluations and findings to all level of management, employees, the media, and the general public.

2. Supervisory Controls:

At this level, this is the beginning trainee developmental stage. The supervisor provides detailed instructions of work to be performed. Biologists of higher grade provide detailed instructions as to practices to be followed, outline objectives of each work operation, check the work closely during progress, and review completed work in detail. The incumbent is expected to perform independently those tasks which include simple and direct application of acquired learning. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to the supervisor. As tasks recur, the incumbent performs them under greater independence and less controlled guidance from the supervisor.

3. Guidelines:

Detailed and directly applicable guidelines are available in the form of land and water development manuals, administrative manuals and policy memoranda. The incumbent must be capable of using judgement to select appropriate guidelines. Significant deviations are referred to the Supervisor.

4. Complexity:

The work consists primarily of a variety of well-defined tasks in which the incumbent directly applies the principles and methods of wildlife and/or fishery biology to assist higher grade biologists in determining the impact of land and water development projects on fish and wildlife resources. Assignments are for training purposes and are characterized by standard problems, a limited number of variables, and clearly specified objectives. The factors to be considered vary with each assignment. Additionally, the incumbent must use judgement in selecting and interpreting guidelines.

5. Scope and Effect:

The purpose of the work is to perform simple research tasks involved in field investigations designed to determine the impact of land and water development projects on the environment. The work affects the efficiency of the unit and also may affect the activities of land and water development agencies.

6. Personal Contacts:

Contacts are with the supervisor, co-workers, and the public subject to the coaching of a biologist of higher grade.

7. Purpose of Contacts:

Contacts are to receive assignments and instructions, obtain or provide factual information, report on progress or problems, etc.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity.

9. Work Environment:

The work 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. The incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_ and \_\_\_\_.