

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-69

Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment		3 Service <input type="checkbox"/> Mgmts <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 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) SES (Gen) <input type="checkbox"/> SES (CR)		11 Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Member	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	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	7		
d. First Level Review	Fishery Biologist Wildlife Biologist	GS GS	482 486	7	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

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 R3-69
Position Classification Standard for GS-482/486 TS-101, dated 1/91

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										

Remarks

Full Performance Level: _____

Personnel Folder Copy _____

Supervisor's Copy _____

Employee's Copy _____

Classification Copy _____

Interdisciplinary Position

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Fish and Wildlife Biologist, GS-401-07
Fishery Biologist, GS-482-07
Wildlife Biologist, GS-486-07

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:

- The incumbent plans the approach and collects the data to carry out less complex studies or portions of larger investigations to assist higher grade biologists in planning, analyzing, and reporting on complex investigations in order to determine the impact of various land and water development projects on the fish and wildlife resources of an area.
- The incumbent reviews and reports on permit applications under the Corps of Engineers and the Environmental Protection Agency or State permit programs.
- The incumbent conducts private land wetland restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc., and prepares management plans for restored areas.
- The incumbent assists in the consultation process pursuant to Section 7 of the Endangered Species Act of 1973.
- The incumbent should possess a knowledge of environmental laws, executive orders, regulations, and policies so as to ensure that legal standards are met in the review of water resource development projects.
- The employee also plans the approach and inspects existing projects which are less complex to insure that legal standards and other requirements are met and implemented in a manner most beneficial to the fish and wildlife resources of an area.
- The employee performs data analysis and writes objective reports to evaluate findings.
- The incumbent is responsible for attending public meetings and hearings to discuss proposed or existing development projects.
- The incumbent prepares correspondence pertaining to technical aspects of the work.

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- Assists in preparing and reviewing biological implications of environment assessment/impact statements or comprehensive resource planning reports to evaluate environmental consequences of proposed actions on Federal projects.
- Assists in developing comprehensive wildlife management plans to insure preservation, protection, and enhancement of wildlife and wildlife habitat for a geographic area having a variety of habitat conditions. This requires the ability to develop, coordinate, or review plans that may encompass any and all programs that affect wildlife and its habitat conditions including, but not limited to, fire management, moist soil management, cooperative farming, wetland management, water quantity/quality, timber/forestry, or grassland management and/or restoration.
- 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.
- Assists in developing, directing, and ensuring completion of program objectives and associated documentation on a continuing basis in accordance with established program directives. Conducts on-going analysis of program and analyzes results of special studies or investigations. Drafts or prepares reports with recommendation for changes, elimination, or improvement of operations and program plans.
- 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 further good relations with local, State and Federal agencies and communities and to inform and educate the general public with the goals of the program/office of the Service.
- Reviews new or proposed legislation or regulations, and provides comments on their impact on natural resource management or Service within the Region.
- Prepares and delivers presentations on various aspects of the Fish and Wildlife 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.
- 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 resources, to read and write reports, etc.
- Skill in mathematics to perform data analysis.
- Skill in presenting data and its analysis to write objective reports requiring a minimum of review and editing.
- Skill in planning to develop work procedures and schedules.
- Skill necessary to evaluate special problems of limited scope and complexity related to field work.
- Skill in operating small motorized watercraft.
- Skill in operating motorized vehicles.
- Limited knowledge of Federal regulations, laws, Department/Service policies. Skill and judgement in the use of fundamental principles, concepts, techniques, standards, guides to determine/evaluate and apply appropriately.
- 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.
- Ability to independently identify information needed to solve problems and select techniques for carrying out assignments.
- Skill in oral and written communication including ability to organize and present evaluations and findings to all levels of management, employees, the media, and the general public.

2. Supervisory Controls:

The incumbent discusses the purpose, general objectives and problems to be encountered and or anticipated with the supervisor. Detailed instructions are provided on assignments of an unusual nature. The incumbent selects, applies and adapts standard techniques or procedures to carry out work. The supervisor reviews recommended work plans in detail and spot checks work in progress to insure adequacy of methods and procedures and to give advice should new or unusual problems arise. Completed work is reviewed in detail for adherence to instructions, completeness, and technical accuracy. Since this is the advanced trainee level, special emphasis is placed on insuring that the incumbent understands the appropriate uses and limitations of procedures and techniques and has grasped the scientific concepts of the field.

3. Guidelines:

Detailed and directly applicable guidelines are available in the form of land and water development project manuals, administrative manuals, the statutory provisions of applicable legislation, precedent reports, various journals and papers, policy memoranda, etc. The incumbent uses judgement to select and adapt guidelines where deviations from guidelines are slight. Significant deviations are referred to the supervisor.

4. Complexity:

Furthermore, within a specified assignment designed to determine the impact of a land or water development project on fish and wildlife resources, the incumbent formulates detailed work plans, implements them, and reports on findings. Assignments generally consist of less complex studies or portions of larger investigations, wherein the incumbent deals with standard problems, a limited number of variables, and clear objectives. The incumbent has a higher degree of responsibility for fact finding than for fact interpretation. The factors to be considered vary with each assignment. Additionally, the incumbent must select and interpret existing methods or develop new methods in formulating specific work plans. The incumbent uses judgement to insure that tests, measurements, and observations used meet scientific and operating requirements and will yield valid results.

5. Scope and Effect:

The purpose of the work is to plan and perform some of the less complex research to determine the impact of land and water development projects on fish and wildlife resources. 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 professionals and technicians in the fields of engineering, biology, etc., land and water development agencies, Federal and state agencies, private landowners, and the general public.

7. Purpose of Contacts:

Contacts are for conducting research activities; explaining well-established policies, requirements, or standards; discussing findings; and making recommendations.

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 ____.