

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-71

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"/> Hdqrs <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 checked="" type="checkbox"/> Exempt <input 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) 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 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13 Competitive Level Code
15 Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code

a U.S. Office of Personnel Management					
b Department Agency or Establishment	Interdisciplinary Position				
c Second Level Review	Fish & Wildlife Biologist (94)	GS	401	11 -	
d First Level Review	Fishery Biologist Wildlife Biologist	GS GS	482 486	11 11	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	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 R3-71
Position Classification Standard for GS-482/486 TS-101, dated 1/91

23 Typing 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 _____

Fish and Wildlife Biologist, GS-401-11

Fishery Biologist, GS-482-11

Wildlife Biologist, GS-486-11

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:

- Plans and conducts a wide variety of complex investigations to determine the impact of land and water development projects upon the wildlife resources of an area.
- Reviews and reports on permit applications under the Corps of Engineers, Environmental Protection Agency, or state permit programs.
- Plans and conducts complex inspections of existing projects to insure that legal standards and other requirements are met and implemented in a manner most beneficial to wildlife resources.
- The incumbent conducts private land wetland restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc., and prepares management plans for restored areas.
- Responsible for 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.
- Develops 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.
- Plans, organizes and implements 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.

- Develops, directs, and ensures 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.
- Gathers, organizes and interprets 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.
- Reviews new or proposed legislation or regulations, and provides comments on their impact on Natural Resource Management.
- 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.
- Performs data analyses and writes reports to evaluate findings and make recommendations for alternative projects or subsequent action.
- Attends public meetings and hearings to discuss proposed or existing development projects.
- Trains lower-grade professional or nonprofessional personnel.
- Prepares or guides preparation of correspondence pertaining to technical aspects of work.
- Conducts consultations pursuant to Section 7 of the Endangered Species Act of 1973, as amended.

Factors:

1. Knowledge Required by the Position:

- Sound professional knowledge of scientific, biological, and ecological principles, methodologies and practices sufficient to apply a wide range of techniques and procedures to the solution of problems affecting the natural resources.
- Professional knowledge of the principles, concepts and theories in wildlife biology and a working familiarity with related disciplines to determine the effect of land and water development projects on the wildlife resources of an area.

- Knowledge of agricultural and engineering terms, data, structures, facilities, and procedures necessary for working with professionals and technicians in these fields, and to assess impact of proposed projects on resources.
- Highly developed skill in problem solving to be able to recognize critical trends in natural resources to assess, select, and make optimal use of precedents and available data, and to draw sound conclusions as to the action to be recommended.
- Skill and diplomacy in coordinating activities with other agencies and organizations; ability to deal effectively with the general public; and ability to exercise tact and diplomacy in official association with Federal, State, local agencies, and with private and national organizations.
- 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.
- Skill in applying and adapting biological methods, procedures, and techniques and in exercising independent judgment in order to make day-to-day decisions where standard methods and procedures do not apply.
- Skill in verbal and written communications, including skill in presenting data and its analyses, to write objective reports requiring a minimum of reviewing and editing.
- Skill in operating small motorized watercraft and motorized vehicles.

2. Supervisory Controls:

The supervisor provides general direction in terms of program goals, objectives and available resources. Incumbent has wide latitude for independent judgment and decisions.

Incumbent is required to develop work plans and carry them out independently. Only those work plans involving questions of a highly complex or controversial nature are referred to a supervisor or higher-graded employee. Supervisor also provides assistance in the formative stages of major projects and in the more-important personal contacts, otherwise, incumbent works under general guidance. Incumbent is responsible for professional execution of a wide variety of complex problems, and work is relied upon as technically accurate.

Work is occasionally reviewed through discussion, conference, or on-site observation for overall adequacy, feasibility and adherence to programs, Service policies and directives; and for feasibility, recommendations and/or proposals.

3. Guidelines:

Guidelines are in the form of land and water development manuals, policy updates, statutory legislation, and policies and procedures specified in correspondence. Guidelines are general in nature, but give the incumbent sufficient information to undertake and resolve complex and interrelated situations that have a considerable number of variables and solutions. Sound professional judgment is required to interpret, assess, select, and make optimum use of available guides and data in the accomplishment of the Service's objectives. The incumbent is frequently faced with the need to modify existing guidelines and devise solutions that depart from standardized practices to assess and solve problem situations.

4. Complexity:

Incumbent plans, conducts, and reports on investigations to determine the effect of land and water development projects on the wildlife resources of an area, and makes recommendations concerning these projects. Assignments typically involve a variety of complex features and a wide variety of variables and factors to be considered vary with each assignment. Incumbent must use a high degree of judgment to make frequent and considerable modification or adaptation of guidelines. Incumbent must insure that tests, measurements and observations, which may be new or difficult, meet scientific requirements and yield valid results.

5. Scope and Effect:

The purpose of the work is to determine the impact of land and water development projects on the fish and wildlife resources of an area. Resources of outstanding public value are frequently at stake. Recommendations made by the incumbent may result in decisions to oppose or modify major land and water development plans.

6. Personal Contacts:

Contacts are with professional or technical subject matter specialists in the same or related disciplines, representatives of other levels of the Service, State Department of Natural Resources, occasionally Congressional staff members, various local and state conservation groups, special interest groups and the general public.

7. Purpose of Contacts:

The purpose of the contacts are for training and inspecting the work of others, conducting research, resolving immediate and long-range problems, exchanging information and

obtaining information about new developments and techniques having application to programs and problems existing in assigned area; representing the Service in presenting controversial or special programs requiring considerable skill, professionalism, knowledge of the subject and communicating this to others. Incumbent must deal with a variety of individuals, organizations, and agencies effectively.

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 wear uniform components within Class ___ and ___.