

POSITION DESCRIPTION (Please Read Instructions on the Back)

Agency Position No.
R398073

2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment (Show any positions replaced)	3 Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4 Employing Office Location	5 Duty Station	6 OPM Certification No.
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) <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 1-Non-Sensitive <input checked="" type="checkbox"/> 1-Office Sensitive <input type="checkbox"/> 3-Office Sensitive 2-Non-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	Fishery Biologist (94)	GS	482	9	SMK	7-27-94
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

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

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 R398073
Fishery/Wildlife Biology Series, GS-482/486
TS-101, 1/91**

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. Typed Name and Title of Official Taking Action
**Sandra M. Kemper
Personnel Management Specialist**

Signature *Sandra M. Kemper* Date **7/27/94**

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

Remarks

Full Performance Level: _____

Personnel Folder Copy _____
 Supervisor's Copy _____
 Employee's Copy _____
 Classification Copy _____

Introduction

Incumbent serves as a Fishery Biologist under the general direction of the Project Leader, in a Fishery Resources Office, Region 3, U.S. Fish and Wildlife Service. Typical but not all inclusive duties include:

A. Major Duties:

- Conducts biological surveys of waters for the preservation and development of fisheries on Federal properties under jurisdiction of the U.S. Fish and Wildlife Service, the U.S. Department of Defense, Veterans Administration, U.S. Forest Service, Tribal governments, Great Lakes and/or Large Rivers and states.
- Conducts studies of all factors affecting fish populations, such as food conditions, population balance, chemical and biological factors, quality of spawning areas and other elements that may enter into planning fishery management programs on public lands.
- Uses automated data processing equipment to enter, process, and summarize fishery data for reports.
- Prepares reports summarizing the results of biological surveys.
- Prepares and presents papers of general value to the field of fishery literature, particularly in the specialty of fish populations and fishery management techniques.
- Prepares Fisheries Management Plans for Nationally depleted fishery resources of the Great Lakes and Large Rivers Region.
- Assists in the development of fish stocking schedules for the waters involved in the program.
- Responsible for and keeps alert to maintenance and repair needs of vehicles, boats, outboard motors, electrofishing gear, and other specialized fishery management equipment assigned to the station.
- Responsible for fishery technical assistance on areas under the jurisdiction of U.S. Fish and Wildlife Service, Tribal governments, Department of Defense, Veterans Administration, the U.S. Forest Service, National Park Service, and other agencies and cooperators.

B. Factors:1. Knowledge Required by the Position:

- Detailed knowledge of application of fish population sampling techniques such as electrofishing, gill netting, trapping and seining.

- Professional knowledge and experience in fishery biology and a working familiarity with related disciplines in order to develop sound fishery management proposals and make sound judgments regarding the direction and effect of management activities.
- Knowledge of theory, principles, and methods of fishery biology and a working familiarity with related disciplines, such as would be obtained through a college major in fishery biology or its equivalent, and additional professional work experience or professional education in fishery biology.
- Knowledge of fishery biology and life history, chemistry, physics, limnology, geology, botany, and soil.
- Skill in operating automated data processing equipment for entering and processing fishery data.
- 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 sound work procedures and schedules.
- Skill necessary to evaluate special problems of limited scope and complexity related to field work.
- Skill in operating motorized watercraft and vehicles.
- Ability to work independently for long periods of time without supervision, to plan work from day to day on the basis of general guidelines.
- Ability to become certified in the use of electrofishing gear as required by section 24AM13 of the U.S. Fish and Wildlife Service Safety Manual within three weeks of entering on duty.

2. Supervisory Controls:

Incumbent is supervised by the Project Leader. The supervisor defines the problem and discusses the objectives to be met. Incumbent selects, applies and adapts existing methods, and develops new methods, to formulate work plans and carry out work. Incumbent is responsible to see that work is performed satisfactorily in its entirety and that successful application of a broad range of standard methods, procedures and techniques is accomplished. The Project Leader is available to provide guidance should a new or unusual problem arise. Supervisor reviews recommended work plans and spotchecks work in progress to insure adequacy of methods and procedures. Completed work is reviewed for general adequacy, completeness and validity of conclusions reached.

3. Guidelines:

Guidelines exist in the form of Fish and Wildlife Service manuals, textbooks, plans, correspondence, various journals and papers and interchanges with the supervisor and other fishery biologists. Incumbent uses judgement to select, apply and adapt guidelines where deviations from guidelines are slight. Significant deviations are referred to the supervisor.

4. Complexity:

Incumbent plans, conducts and reports on investigations and prepares and follows up on Fisheries Management Plans for the National Wildlife Refuge System, Department of Defense, and other cooperators and makes broad and specific recommendations regarding these plans. Assignments are of moderate complexity. The factors to be considered vary with each assignment. Incumbent must use a high degree of judgement to select and interpret appropriate methods from a broad range of standard techniques and procedures, or to develop new methods when formulating specific work plans. Incumbent must use judgement to insure that tests, measurements, and observations used to meet scientific and operating requirements will yield valid results.

5. Scope and Effect:

The incumbent collects and processes biological data which will be used to develop, implement and evaluate Fisheries Management Plans on Federal lands. Work effects the quality of these plans and evaluations, and subsequently the quality of fisheries on Federal lands. Work effects the efficiency of the unit and may also effect the activities of cooperators.

6. Personal Contacts:

Contacts are with co-workers, local conservation organizations and groups, cooperating State and Federal agencies, and general public.

7. Purpose of Contacts:

Contacts are required for the purpose of providing work directions to and training co-workers, explaining and disseminating information to groups and individuals and exchange of information. Contacts with cooperators are for determining the needs of cooperators, explaining the need for sound planning, encouraging the implementation of plans, and determining how best to serve our clients.

8. Physical Demands:

The work requires considerable physical exertion such as walking over wet, muddy, uneven, or rocky surfaces; bending, crouching, stooping, stretching, reaching, lifting, seining and netting. The work requires average agility and average to above average dexterity.

9. Work Environment:

The work includes both office and outdoor locations. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes will 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.

Is responsible for the safety and health of all persons and operations under his/her direction. Provides complete safety instructions to co-workers (including YCC, Work-Study, and assisting cooperators) prior to assignment of duties, enforces all safety rules and regulations, inspects area for unsafe practices and conditions, and takes corrective actions to eliminate any hazards. Incumbent will be trained in electrofishing and will be expected to take and pass the Electrofishing Certification examination. Incumbent is required to obtain and properly wear uniform components within Class __ and __.