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

1. Agency Position No. 02058

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any position replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Twin Cities, MN

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [X] 1-Non Sensitive [ ] 2-Noncritical 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						
c. Second Level Review						
d. First Level Review	Fishery Biologist (51)	GS	482	11	DW	12-20-02
e. Recommended by Supervisor or Initiating Office	Fishery Biologist	GS	482	11		

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

a. First Subdivision: US Fish and Wildlife Service

b. Second Subdivision: Region 3

c. Third Subdivision: ARD - Fisheries

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

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

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.*

Typed Name and Title of Official Taking Action
Darla A. Wenger
Human Resources Specialist

Signature: Darla A. Wenger | Date: 12-2-02

22. Position Classification Standards Used in Classifying/Grading Position

Fishery Biologist Series/Wildlife Biologist Series, GS-0482/0486; Jan. 1991, TS-101.

STANDARD POSITION DESCRIPTION

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

24. Remarks

FPL:
Uniform Required

_____Supervisor Copy
_____Employee copy
_____OPF(L) Copy
Classification Copy

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

Standard Position Description
Fishery Biologist GS-482-11

Introduction

Incumbent serves as a Fishery Biologist in a National Fish Hatchery, Fishery Resources Office, or Fish Health Center of Region 3, U.S. Fish and Wildlife Service. Duties may include but are not limited to the following:

A. Major Duties

--Develops and reviews comprehensive hatchery/fishery/fish health management plans and coordinates with other fishery programs that affect biological resources including, but not limited to: fish culture, hatchery quality control, fishery management assistance, sampling for exotic species, assessing fish populations, recommending habitat restoration/management, fish health management, and fish disease control.

--Plans and conducts a wide variety of complex investigations including the design, collection, and analysis of biological data to determine the effects of various fish culture techniques, the impact of land and water, development practices upon the fishery resources of an area, or fish health management strategies and fish disease control technologies.

--Plans, organizes, and implements biological activities that affect fish culture, fishery resources, and fish health. Prepares reports on progress and completion of activities and formulates recommendations that guide future programs and influences the improvements in hatchery/management/fish health practices.

--Plans and conducts inspections of existing projects to insure that legal standards and other requirements are met and implemented in a manner most beneficial to fishery resources.

--Develops plans and recommendations for cooperative restoration and management of Federal trust species.

--Reviews and analyzes biological implications of environmental assessments or comprehensive resource planning reports to evaluate environmental consequences of proposed actions on Federal projects.

--Reviews new or proposed legislation or regulations and provides comments to the supervisor on their impact to the hatchery/office/center biological program.

--Responds to written, telephone, and in-person inquiries from the public and news media, obtaining and providing requested information within established guidelines of the office and in conformance with agency and Departmental policy.

--Maintains a high level of technical skill and knowledge that are necessary to assure that recommendations for the hatchery/station/center biological program are consistent with current published literature and other professionally endorsed practices.

--Attends public meetings and hearings to discuss proposed or existing practices that affect hatchery/office/center biological resources.

--Supervises and/or trains lower-grade professional or nonprofessional personnel.

B. Factors

1. Knowledge Required by the Position: Level 1 -7 1250 Points

--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 difficult and complex problems affecting natural resources.

--Professional knowledge of the principles, concepts, and theories in fishery biology and a working familiarity with related disciplines to determine the effect of various fish culture techniques, land and water development projects, and fish health on the fishery resources of an area.

--Highly developed skill in problem solving to enable recognition of critical trends in natural resources and 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 private landowners and 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 implementation of biological programs.

--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, and to write objective reports requiring a minimum of reviewing and editing.

--Skill in operating small motorized water craft and motorized vehicles.

-Ability to supervise and train lower graded employees and volunteers.

2. Supervisory Controls Level 2-4 450 Points

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 certain 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 Service programs, policies, and directives, and for feasibility, recommendations, and/or proposals.

3. Guidelines Level 3-3 275 Points

Guidelines are available in the form of fishery and administrative manuals, statutory provisions of applicable legislation, policies, and procedures specified in correspondence, scientific literature, and communications with other professional biologists. Incumbent must have the ability to exercise good judgement in interpreting and applying guidelines. Significant deviations are referred to the supervisor. Incumbent is frequently faced with the need to modify existing guidelines and devise solutions that depart from standardized practices of assessing and solving problem situations.

4. Complexity Level 4-4 225 Points

Incumbent plans, conducts, and reports on investigations to determine the effect of projects on the fishery resources of an area, and makes recommendations concerning these projects. Assignments typically involve a variety of complex features and a wide variety of variables. Factors to be considered vary with each assignment. Incumbent must use a high degree of judgement 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 Level 5-3 150 Points

The purpose of the work is to provide technical expertise and to determine the impact of specific projects on the fish culture/fishery resources/fish health of an area. Resources of outstanding public value are frequently at stake. The work affects the initiation and completion of hatchery/office/center and/or Region wide programs/projects.

Recommendations made by the incumbent may result in decisions to oppose or modify major management plans.

6. Personal Contacts Level 3

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

7. Purpose of Contacts Level C 180 Points

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 effectively deal with a variety of individuals, organizations, and agencies.

8. Physical Demands Level 8-2 20 Points

The work requires recurring physical exertion such as walking over wet and rough or uneven surfaces, bending, crouching, stooping, stretching, reaching or similar activities. The work may require lifting containers weighing up to 50 pounds. Average agility and dexterity and physical coordination may be involved in fine and precise work, delicate adjustments or exact measurements.

9. Work Environment Level 9-2 20 Points

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 the Administrative Manual. The incumbent is required to obtain and wear uniform components within Class B and C.

2570 Total Points GS-11