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

1. Agency Position No.

2. Reason for Submission: [ ] Redescription [ ] Reestablishment [ ] New [X] Other

3. Service: [ ] Hdqtrs [X] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*
NPS Standard Position Description
Resources Careers

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

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

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 [ ] 4--Special Sensitive

13. Competitive Level Code

14. Agency Use: *R20

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Botanist	GS	0430	11		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*
Botanist

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
National Park Service

b. Second Subdivision

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
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
J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER
Signature Date JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position
See Classification Evaluation Statement for Standards Used to Grade this Position.

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 *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

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

NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION

Botanist
GS-430-11

Introduction

The incumbent serves as a technical advisor for one or more parks in botany and vegetation management. The botanist is responsible for the development and implementation of resources programs dealing with the management and protection of flora, plant communities, and landscapes that are pertinent to the parks resources and themes.

Major Duties (80-100%)

Develops and prepares major sections of the park resources management plan dealing with vegetation management. Prepares specific action plans needed to manage the flora component of natural systems and managed landscapes, and controversial, sensitive, endangered or exotic species.

Represents the superintendent when working with others on botanical matters. Develops and maintains liaisons and effective working relations with related groups and individuals, agencies, and the public in order to encourage and facilitate cooperative regional management strategies. Attends management and professional conferences and other events for the purpose of exchanging information, presenting technical and policy information, and advancing advocacy for park stewardship.

Coordinates the park's vegetation management strategies and programs with those on adjacent lands for the purposes of achieving broad ecosystem protection strategies and preventing human impacts.

Negotiates cooperative and interagency agreements and other cooperative instruments needed to effectively carry out resource stewardship goals.

Identifies research needs, prepares requests for proposals or statements of work, and provides oversight for research projects. Serves as Contracting Officer's Technical Representative for projects conducted through contracts, interagency agreements, and cooperative agreements. Evaluates research results for management implications.

In cooperation with appropriate staff, researchers, and partners, the botanist designs, develops, tests, and implements protocols to identify, evaluate, and do long-term monitoring of flora. This includes conducting inventories to determine statistically valid plot distributions and design. Writes new monitoring documents that define monitoring techniques and develops methods for future refinements of protocols.

Based on results of inventories, in-depth studies, and monitoring, the incumbent develops and conducts scientifically credible protection, mitigation, and restoration

projects needed to restore and/or maintain the integrity of critical habitats, native plant communities, managed landscapes, and physical resources and to minimize human activities that impact resources.

Develops and carries out statistically valid data collection protocols for the monitoring of plant communities and the results of protection, mitigation, and restoration projects. Performs data collection using advanced technology such as electronic data collectors when appropriate. Performs data entry and carries out quality control checks on data collection and entry performed by others. Conducts analysis of complex data. Determines and documents the significance of findings.

Prepares management and scientific reports regarding the results of protection, mitigation, restoration, inventory, monitoring, and research activities. Summarizes new and conventional information for use by scientists, managers, park staff, cooperators, and partners.

Incorporates appropriate GIS technology into job to provide comprehensive and scientifically sound answers to inquiries from managers and others. Uses automated methods of data collection, analysis or illustration. Inputs data into digital form and uses computer applications for data analysis, manipulation, and presentation.

Prepares environmental assessments (EAs) for projects in compliance with the National Environmental Policy Act. Evaluates EAs and environmental impact statements prepared by other federal agencies or groups for impacts on park resources.

Works closely with the park education staff to incorporate new information into park and partner education programs.

Acquires and maintains equipment and supplies necessary to conduct field activities.

Prepares and maintains botanical specimens in the park herbarium. Maintains records on the collection.

Resources Careers

May carry out program management duties by developing work plans and schedules, scopes of work, cost estimates, and proposals and/or grants to justify funding requests and accomplish goals. May administer and track project funds and prepare accomplishment reports, as needed. Maintains awareness of applicable funding sources within NPS and outside.

May represent park on NPS regional task groups or similar organizations. Makes presentations in parks, public gatherings, and professional meetings.

May supervise seasonal, temporary, permanent, VIP, and other personnel, but less

than 25% of the time.

Factor 1. Knowledge Required by the Position **Level 1-7; 1250 points**
Knowledge of NPS planning and management requirements and guidelines so that plans result in programs that provide adequate long-term protection for resources.

Professional knowledge of both endemic and exotic plant species of the park and surrounding lands in order to design, test, and effectively implement inventory and monitoring programs. An in-depth knowledge of plant taxonomy is required so that the incumbent is able to identify species using a

variety of keys. This knowledge is also necessary in order to be able to interpret the findings from the analysis of long-term data sets and define the significance of population and ecological changes that are occurring.

Knowledge of the biological characteristics, conditions, and interrelationships of vegetation resources and ecological systems to define program needs and evaluate results of management programs.

Knowledge of laws, regulations, and NPS policies and guidelines regarding the management and monitoring of flora, including endangered and exotic species, in order to assure that program goals and objectives meet legal requirements and reflect national priorities and policies.

Basic knowledge of program management and administration of budgets, contracts, and personnel.

Knowledge of principles and techniques associated with measuring plant communities. This knowledge is needed to be able to determine which techniques should be used to acquire the desired information and achieve needed accuracy; and to adapt or modify new techniques and methods when careful analysis indicates that existing techniques are not satisfactory.

Skill to plan and carry out complex management and science programs so that the resource stewardship needs of the park are met in a cost effective, efficient, timely, and professional manner.

Knowledge of scientific data acquisition and analysis standards, methods, and recording techniques so that the incumbent can efficiently manage the collection and summation of data, and accomplish data analysis in a way that is highly credible and meets scientifically acceptable standards.

Knowledge of NPS guidelines, procedures, and techniques required for the preservation, mounting, labeling, storage, and cataloguing of specimens in order to insure that specimens are adequately preserved and properly accessioned into the

park's natural history collection.

Knowledge of computer hardware, software, and application so that information, primarily field data, can be processed, summarized, and reports generated.

Skill in oral and written communication in order to insure that plans are well written and easily understood, scientific reports and journal articles are of high scientific credibility, pertinent information is shared effectively with others, and oral presentations are well designed, informative, and clearly convey the intended message.

Factor 2. Supervisory Controls Level 2-4; 450 points
The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent is expected to plan, design, implement, and manage the program with a minimum of direct supervision. The incumbent resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. Independent judgement is required on a regular

basis in developing, testing, and refining procedures and methods, and in the application of these methods in the field. The incumbent is expected to independently design and carry out specific projects and assignments to their completion. The incumbent keeps the supervisor informed of progress, potentially controversial problems, and concerns, issues or other matters having far-reaching implications. The supervisor evaluates the completed work based on general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

Factor 3. Guidelines Level 3-3; 275 points
Guidelines include laws, regulations, policies, practices, scientific protocols, plans, procedures, and any additional directions given and defined by the supervisor. Although available, they are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines for specific cases or problems, then analyzes results to recommend changes.

Sound judgement must be exercised in the performance of duties where gaps in specificity or conflicts among guidelines occur. The incumbent uses judgement in determining which appropriate alternatives should be used, and in interpreting and adapting guidelines for application to specific situations or problems. The incumbent is expected to know when work is precedent setting, affects policy, and requires supervisory review, or needs review at a higher level of expertise within the relevant discipline.

Factor 4. Complexity Level 4-4; 225 points
National park units are often complex landscapes containing a diversity of natural

communities and cultural resources. The variety of knowledge and ability required to effectively carry out the program is extensive and requires the incumbent to adopt a highly creative approach to program management that utilizes the expertise of a wide range of cooperators. The work includes varied duties that require many different and unrelated process and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. Many decisions are made concerning such things as interpretation of considerable data, planning the work or refinement of the methods and techniques to use.

Natural resources issues are often publicly controversial and require substantial initiative and skill in building consensus and obtaining public and cooperating agency support. The design, testing, implementation, and analysis of identification, evaluation, preservation, monitoring, and mitigation programs are very complex and highly scientific endeavors. Duties frequently require the evaluation of alternative methods and competing priorities to determine the best approach to program and project development. Factors and conditions differ according to the tasks and procedures being completed and phase of work being done. In-depth analysis and evaluation of data is required to interpret complex data sets. Meeting program goals involves resolving issues often complicated by conflicting interests and public and political sensitivity.

The position requires the botanist to relate new work situations to precedent situations, extend or modify existing techniques, or develop compromises that require substantial effort to overcome resistance to change when it is necessary to modify an accepted method or approach. The incumbent must apply strict quality control measures to assure credibility of findings.

Resources Careers

Factor 5. Scope and Effect **Level 5-3; 150 points**
The core long-term mission of the agency in all NPS units is the preservation and effective management of the natural and cultural resources for which the park was established. The successful accomplishment of the duties of this position affects the quality and effectiveness of resources management programs designed to protect park resources. The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The product or service affects the design or operation of programs, and the adequacy of activities such as field projects or research conclusions.

The work is to develop and implement plans and strategies to protect resources and resolve problems with solutions that achieve management objectives. Information is gained through research, inventory, and monitoring to provide the scholarly and professionally credible basis for management decisions, there directly affecting the current and future integrity of the resources.

Factor 6. Personal Contacts **Level 6-3; 60 points**
Contacts are made with botanists, resources managers, and subject matter experts of other agencies and tribes, researchers and other members of the scientific community, science and management staff of other parks, non-government conservation organizations, the media, the general public, and other park staff. Contacts typically are not established on a routine basis, and the role and authority are identified and developed during the course of the contact.

Factor 7. Purpose of Contacts **Level 7-2; 50 points**
The purposes of the contacts are to provide professional advice to managers and other staff; to exchange information; to provide instruction and services; to coordinate and advise on mutual work efforts and research; to insure compliance with laws and regulations; to train; to procure supplies and materials; and to secure cooperation for park programs from other agencies, individuals or interest groups.

Factor 8. Physical Demands **Level 8-2; 20 points**
The position may require strenuous physical activity including periods of standing, walking, climbing, and lifting and carrying heavy objects. Some activities will occur in physically dangerous areas or settings. Documentary research and report writing work is sedentary, which entails the ability to concentrate and write for long periods of time.

Factor 9. Work Environment **Level 9-2; 20 points**
Work is performed both indoors and outdoors in all types of weather. Assignments may be performed in potentially hazardous areas including steep slopes, rocky terrain, volcanoes, caves, firelines, arctic environments, swamps, deserts, and forests. Flying in fixed-wing aircraft and helicopters is possible.

Total Points 2500