

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission ☐ Redescription ☐ Reestablishment ☒ New ☒ Other		3. Service ☐ Hdqtrs ☒ 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 ☐ Exempt ☒ Nonexempt	8. Financial Statements Required ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest	9. Subject to IA Action ☒ Yes ☐ No	
		10. Position Status ☒ Competitive ☐ Excepted (Specify in Remarks) ☐ SES (Gen.) ☐ SES (CR)	11. Position Is ☐ Supervisory ☐ Managerial ☒ Neither	12. Sensitivity ☒ 1-Non-Sensitive ☐ 2-Noncritical Sensitive ☐ 3-Critical ☐ 4-Special Sensitive	13. Competitive Level Code
					14. Agency Use *R54

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	Biological Science Technician	GS	0404	06		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) Biological Science Technician	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision National Park Service	d. Fourth Subdivision
b. Second 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)
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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)
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Signature	Date	Signature	Date
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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
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Typed Name and Title of Official Taking Action

**J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER**

Signature *J. Lynn Smith* Date **JUN 30 1999**

Grade Level Guide for Aid and Technician Work in the Biological Sciences, GS-400, 12/91
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. 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**

**Biological Science Technician
GS-404-06**

Introduction

This position is located in a National Park Service organization. The purpose of the position is to perform uncomplicated technical biological science tasks common to natural resource management.

Technician work is typically associated with and supportive of a professional field; work may involve substantial elements of the work of the professional field, but requires less than full knowledge of the field involved. This position is intended to report to a specialist or resources manager in the same or a related field. If the incumbent is not supervised by a professional specialist (i.e., a professional biologist), then technical direction must be obtained from a specialist in a central office or center.

The incumbent of this position performs primarily routine functions, but with more independence than positions performing similar work at the GS-05 level.

Major Duties (80-100%)

Implements established natural resource management projects. Following instructions and standardized procedures, collects and organizes field data. Ensures adequate quality control of data collected. Performs routine and recurring testing of collected samples. Records all data collected and provides preliminary assessment and classification of the information. While standard methods, practices, and procedures are available to reference, the incumbent is frequently required to use judgment to make adjustments.

Makes field observations of natural resource conditions. Evaluates observed conditions and problems, and makes preliminary determinations on the cause of problems noted. Provides results to higher-level specialists for analysis along with suggestions for protection, mitigation, etc.

Assists in the preparation of reports, plans, and guidelines. Draft project reports may include literature research, descriptions of methods, preparation of graphs and charts, and summary of findings.

Provides logistical support and area orientation for contract or cooperating scientists; provides technical information, ensures quality control, and solves logistical or operational problems within the scope of the incumbent's knowledge and authority.

Installs, operates, and maintains resource management equipment (e.g., tools, traps,

and sampling, monitoring, photographic, and laboratory equipment). Inventories equipment, evaluates quality assurance compliance, and calibrates equipment as necessary. Orders replacement parts, new equipment, and supplies.

Provides advice, assistance, and training to students, student conservation assistants, and volunteers involved in resource management projects and field research.

Utilizes a variety of computer programs to compile, reduce, store, retrieve, analyze, and report data and other resource management information, including research and long-term monitoring projects. Maintains and organizes computer databases.

Provides information to other employees and visitors about the natural resource management program. May develop and present related interpretive programs to the public.

Factor 1. Knowledge Required by the Position Level 1-4; 550 points

Knowledge of established practices, procedures, and techniques of one or more of the biological sciences.

Knowledge of routine NPS natural resource management practices, methods, and procedures, and basic knowledge of related regulations.

Knowledge of data collection techniques, including installation, operation, and maintenance of testing and sampling equipment.

Ability to follow detailed sampling and laboratory procedures, train others to accurately follow procedures, and recognize departures from established quality control/quality assurance guidelines.

Basic understanding of natural resource management principles and techniques to support, understand, and relate results to the broader natural resource function.

Ability to communicate information in a clear and concise manner, including the ability to develop reports and present information.

Knowledge of database management, word processing, and specialized software programs essential to resource management activities.

Factor 2. Supervisory Controls Level 2-3; 275 points

The supervisor defines objectives, priorities, and deadlines for assignments, and provides assistance on the more complex assignments. The incumbent is given latitude for planning and accomplishing work and is expected to exercise initiative and judgment. Completed work is reviewed for appropriateness and technical soundness. Methods are not typically reviewed in detail.

Factor 3. Guidelines Level 3-2; 125 points

Available guidelines include reference materials, precedents, and accepted techniques and methodology. Guidelines apply to most situations, but the incumbent must use judgment to select the most appropriate guide from several alternatives and to make minor deviations to meet specific situations, as appropriate.

Factor 4. Complexity Level 4-2; 75 points

Duties involve a variety of related technical assignments that support the organization's natural resource management function. Decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among a few easily recognizable situations.



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Factor 5. Scope and Effect Level 5-2; 75 points

The incumbent performs routine natural resource management tasks. The work performed affects the accuracy, reliability, and acceptability of further processes.

Factor 6. Personal Contacts Level 6-2; 25 points

Contacts are with co-workers and at times employees of other parks and central offices as well as with the general public, cooperators, and partners.

Factor 7. Purpose of Contacts Level 7-1; 20 points

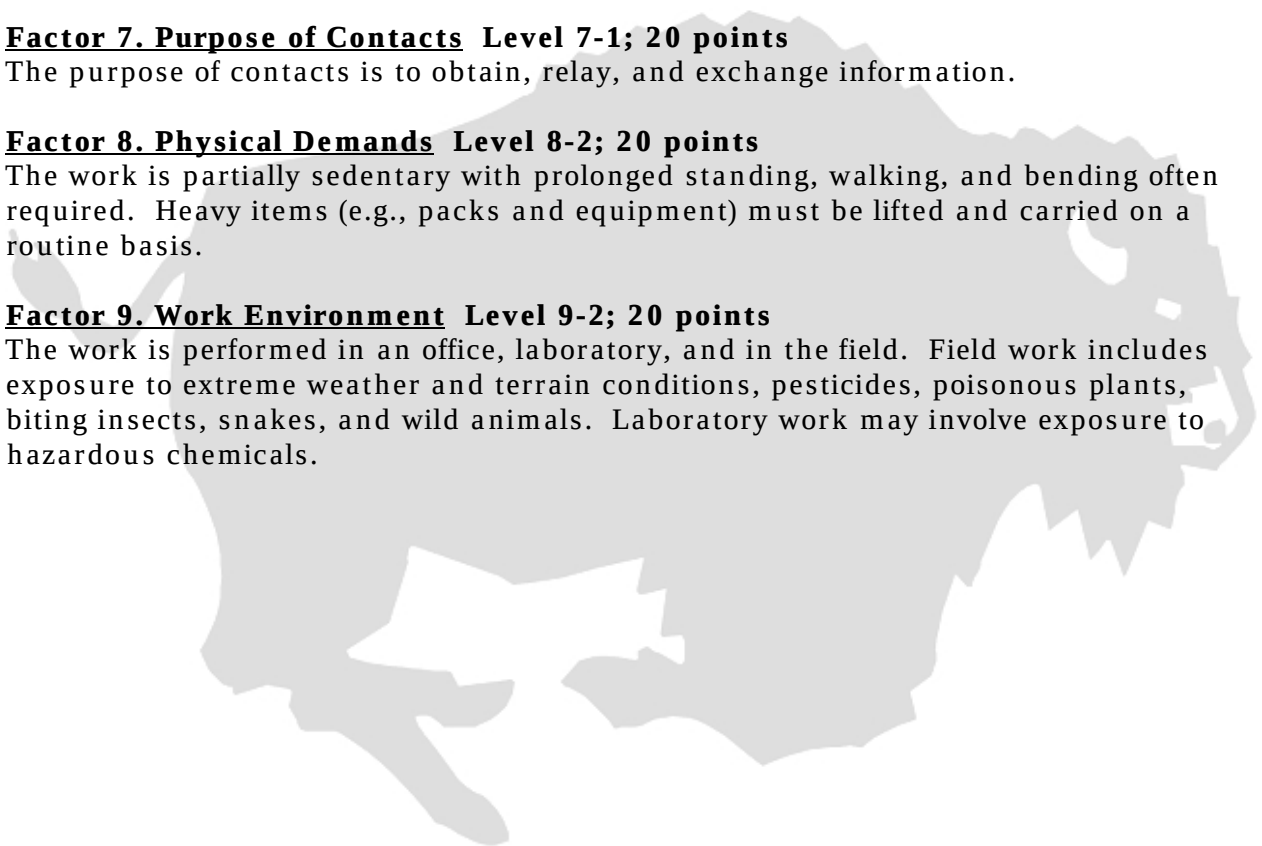
The purpose of contacts is to obtain, relay, and exchange information.

Factor 8. Physical Demands Level 8-2; 20 points

The work is partially sedentary with prolonged standing, walking, and bending often required. Heavy items (e.g., packs and equipment) must be lifted and carried on a routine basis.

Factor 9. Work Environment Level 9-2; 20 points

The work is performed in an office, laboratory, and in the field. Field work includes exposure to extreme weather and terrain conditions, pesticides, poisonous plants, biting insects, snakes, and wild animals. Laboratory work may involve exposure to hazardous chemicals.



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POSITION EVALUATION STATEMENT

Title, Series, and Grade: Biological Science Technician, GS-404-06

Standard Used: Grade Level Guide for Aid and Technician Work in the Biological Sciences,

GS-400, 12/91

EVALUATION FACTORS	POINTS ASSIGNED	FACTOR LEVEL	COMMENTS
1. Knowledge Required	550	1-4	Knowledge of the technical methods and procedures for a work area to carry out a variety of technical duties; knowledge required to operate complex equipment systems.
2. Supervisory Controls	275	2-3	Supervisor outlines objectives, priorities, and deadlines and provides guidance for unique situations; incumbent independently plans and carries out steps and uses established techniques to resolve problems; work is reviewed for appropriateness, technical soundness, and conformity to policy.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; makes minor deviations.
4. Complexity	75	4-2	Work involves performing related technical tasks of limited scope or difficulty; employee selects from among clearly recognizable alternatives; actions taken are similar, although the specific pattern of actions may differ.
5. Scope and			Work involves the

Effect	75	5-2	execution of specific rules, regulations, or procedures; work products affect the accuracy, reliability, or acceptability of further procedures, processes, or services.
6. Personal Contacts	--	2	Contacts with general public in moderately structured setting.
7. Purpose of Contacts	45	A	Exchange information.
8. Physical Demands	20	8-2	Prolonged standing, bending, lifting.
9. Work Environment	20	9-2	Encounters moderate risks which require safety precautions.
TOTAL POINTS	1185		
Grade Conversion	GS-06		

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Optional Specializations: Please check the program areas that this position is involved in; there may be more than one. If there is one predominant focus, the specialization may also be added to the basic position title as a parenthetical, which will aid in recruiting for this position, e.g., **Biological Technician (Wildlife)**.

_____ **WILDLIFE:** Positions concerned with research, conservation, and management of wildlife; the control of wildlife; or the determination, establishment, and application of the biological facts, principles, methods, techniques, and procedures necessary for the conservation, management, and control of wildlife.

_____ **FISHERIES:** Positions involved with research, conservation, production, and management of fishes, fishery resources, or in the determination, establishment, and application of biological facts, methods, techniques, and procedures necessary for research, conservation, and management of fishes and other aquatic animals, such as crustaceans and mollusks, where the work does not principally involve management responsibility for the operation of fish hatcheries.

_____ **PLANTS:** Positions concerned with carrying out field studies on plants and plant ecology, inventorying and monitoring exotic plants; leading field crews in exotic plant eradication; protecting plants by building and maintaining fences; conducting grazing monitoring studies; developing improved methods of controlling weeds and plant diseases; and similar work usually concerned with higher plant life.

_____ **INSECTS:** Positions involved in the classification, anatomy, physiology, habit and life history, and response studies of insects and related animal forms such as spiders and mites; studies of the measures used to control insects injurious to agricultural crops, animals, or humans; development and testing of more effective insecticides, formulations, biological controls, etc.; evaluation of plant varieties for resistance to insect attack; development of methods for conducting insect surveys to establish criteria for forecasting outbreaks; utilization of parasites, predators, and diseases for controlling destructive insects; and the use of insects to control weeds.

_____ **SOILS:** Positions concerned with the physical, chemical, and microbiological properties of soils, and the similar processes that take place in the soils; the response and behavior of plants to physical, chemical, and biological soil properties, climatic factors, etc.; and research and developmental efforts to improve cropping, cultural, and mechanical practices used in agricultural work through the study of soil and water.

_____ **BIOCHEMISTRY:** Positions concerned with the techniques and equipment peculiar to chemical analysis of biological substances or to the study of biochemical relationships. Such work may include, for example, chemical and DNA analysis of blood, urine, and other body fluids and substances; procedures for testing the chemistry of food, drugs, or other material; or methods for studying physiological

relationships.



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Other Specializations: Please check if this position is involved in any of these program areas. Because other series and/or standard position descriptions exist to cover the following types of work, none should be the primary focus of the position. Further, it is NOT recommended that any of these specializations be used as a parenthetical to the basic title.

_____ **WATER RESOURCES:** Positions concerned with watershed management and subsurface water; monitors water quality and recommends methods and programs to maintain quality; monitors and/or recommends mitigating actions for land uses.

_____ **AIR QUALITY:** Positions concerned with monitoring and recording air quality data; monitoring and maintenance of testing and data collection equipment; and coordinating data exchange with the EPA and the state.

_____ **FORESTRY:** Positions concerned with forest rehabilitation, reforestation, propagation, and planting; conducts resource inventories; monitors the park's hazard tree and disease programs; monitors and makes recommendations for managing disease and insect infestations, especially non-native species.

_____ **GIS:** Positions concerned with mapping, simple data analysis, and some data development using Geographic Information Systems and related equipment.

_____ **BACKCOUNTRY AND WILDERNESS MANAGEMENT:** Positions concerned with monitoring, collecting, and organizing field data and ecological impacts at backcountry campsites and other sites; develops field reports and recommendations for management.

_____ **FIRE FIGHTING:** Positions concerned with wildland fire suppression activities; this requires that the incumbent maintain fire fighter qualifications.

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