

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

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 ☐ 3-Critical
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

*R55

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	07		
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)

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

Signature of Employee (optional)

19. 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.

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

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-404-07**

Introduction

This position is located in a National Park Service organization. The purpose of the position is to perform a wide variety of complex biological science technical support functions. Principle functions are noted below; specific program areas in which the incumbent may be involved are attached to the end of this document.

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.

This position is distinguished from similar positions at the GS-06 level in the following ways: assignments require that the incumbent have greater knowledge, experience, and judgment in order to complete a variety of conventional projects of relatively limited scope; independently resolve problems for which precedents exist; select, from several alternatives, the most appropriate course of action for planning and executing work; and apply a wide range of conventional methods and solutions to new situations. As a result, the position has a broader scope and effect; unlike lower-graded positions, this position directly affects the design, operation, and adequacy of natural resource activities.

Major Duties (80-100%)

Organizes, schedules, and executes a wide variety of established natural resource management projects. Plans field projects, independently choosing from among several possible courses of action at different stages of each project (e.g., selects site locations, sampling techniques, appropriate equipment, logistics, etc.). Collects and organizes field data using standardized data collection procedures and equipment; uses judgment to apply precedents and established techniques to new situations. Ensures adequate quality control of data collected. Performs field and laboratory analysis of collected samples. Records all data collected and provides preliminary analysis and classification of the information.

Makes field observations of natural resource conditions. Evaluates observed conditions and problems, and interprets variables, trends, correlations, and interrelationships among data and conditions. Recommends management actions based on prescribed guidelines in existing park plans.

Prepares draft project reports which include literature research, descriptions of methods, preliminary data analysis, graphs and charts, results, and recommendations for planning, protection, and mitigation activities. Provides written comments on environmental assessments, resource management plan reviews, and park planning documents.

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 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 1-5; 750 points

Substantial practical and technical knowledge of the methods, procedures, and technology of one or more of the biological sciences, and the skill to apply that knowledge with only general supervision in order to solve practical problems in a wide range of functions.

Knowledge of data collection techniques, including operation of testing and sampling equipment, biological and physical analysis methods, etc.

Knowledge of NPS objectives, practices, policies, and procedures for the management of natural resources, as well as knowledge of related regulations.

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

Ability to recognize, record, and adapt to unusual conditions or data encountered in the normal course of work.

Basic understanding of resource management principles and techniques to support 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 relied upon to use cumulative experience and training in making judgments and in planning phases of work, and is expected to exercise initiative and independent 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

Guidelines include regulations, administrative policies, objectives, goals, specific project statements and plans, and field and laboratory procedures. The incumbent uses considerable judgment in selecting and applying the proper guidelines to be used, and must modify or improvise to adapt to unusual situations. The incumbent also makes recommendations to modify guidelines, procedures, and methodologies to improve the efficiency of the organization.

Factor 4. Complexity Level 4-3; 150 points

The work involves performing a variety of technical duties (e.g., collecting, summarizing, and interpreting widely disparate types of data from biological, chemical, and physical sampling programs), each of which involves different and unrelated procedures and methods. Each function may involve a variety of possible actions. The incumbent evaluates each situation and identifies and considers interrelationships in order to select the most appropriate methodology from among several alternatives.

Factor 5. Scope and Effect Level 5-3; 150 points

The purpose of the position is to perform complex resource management support work. The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

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, partners, and cooperators.

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

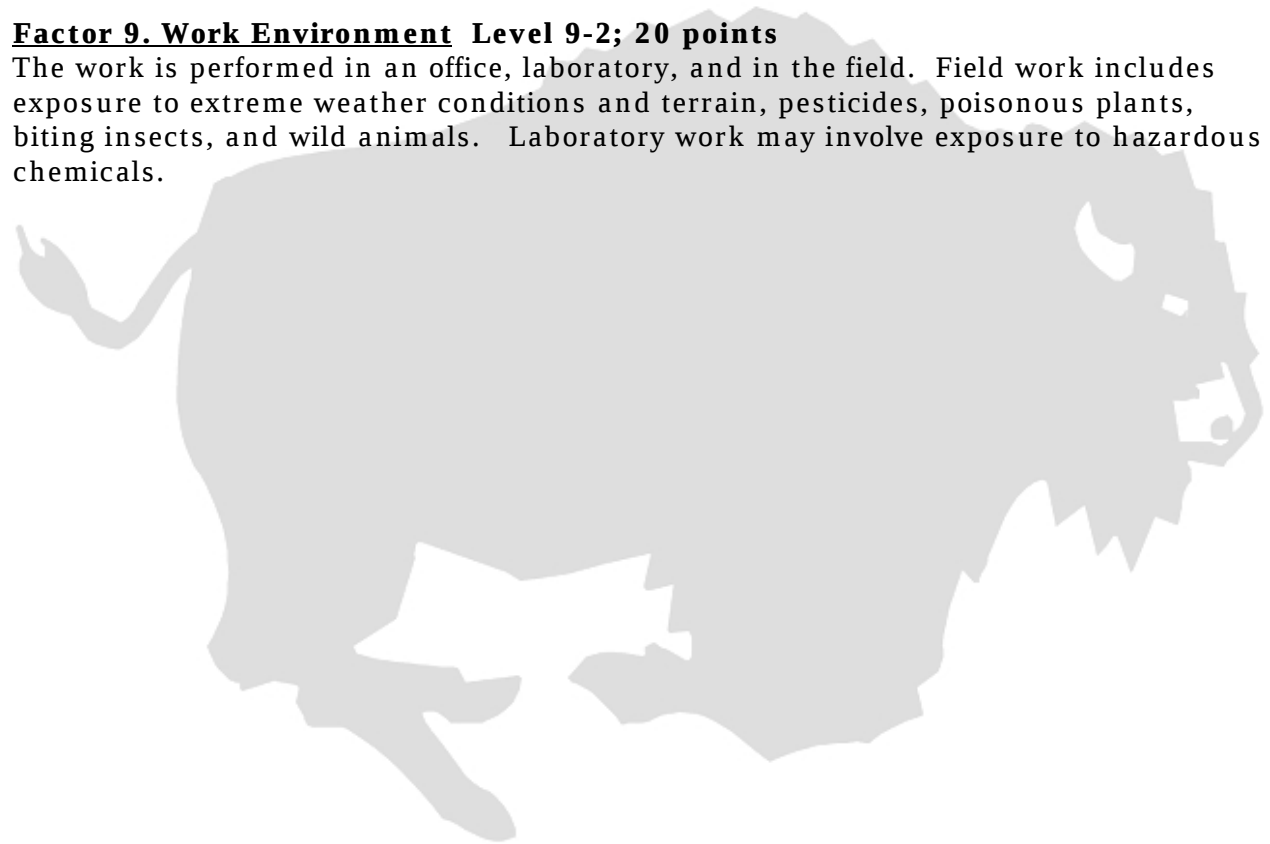
The purpose of contacts is to obtain, relay, and exchange information.

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., equipment and packs up to 50 pounds) 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 conditions and terrain, pesticides, poisonous plants, biting insects, and wild animals. Laboratory work may involve exposure to hazardous chemicals.



Resources Careers

POSITION EVALUATION STATEMENT

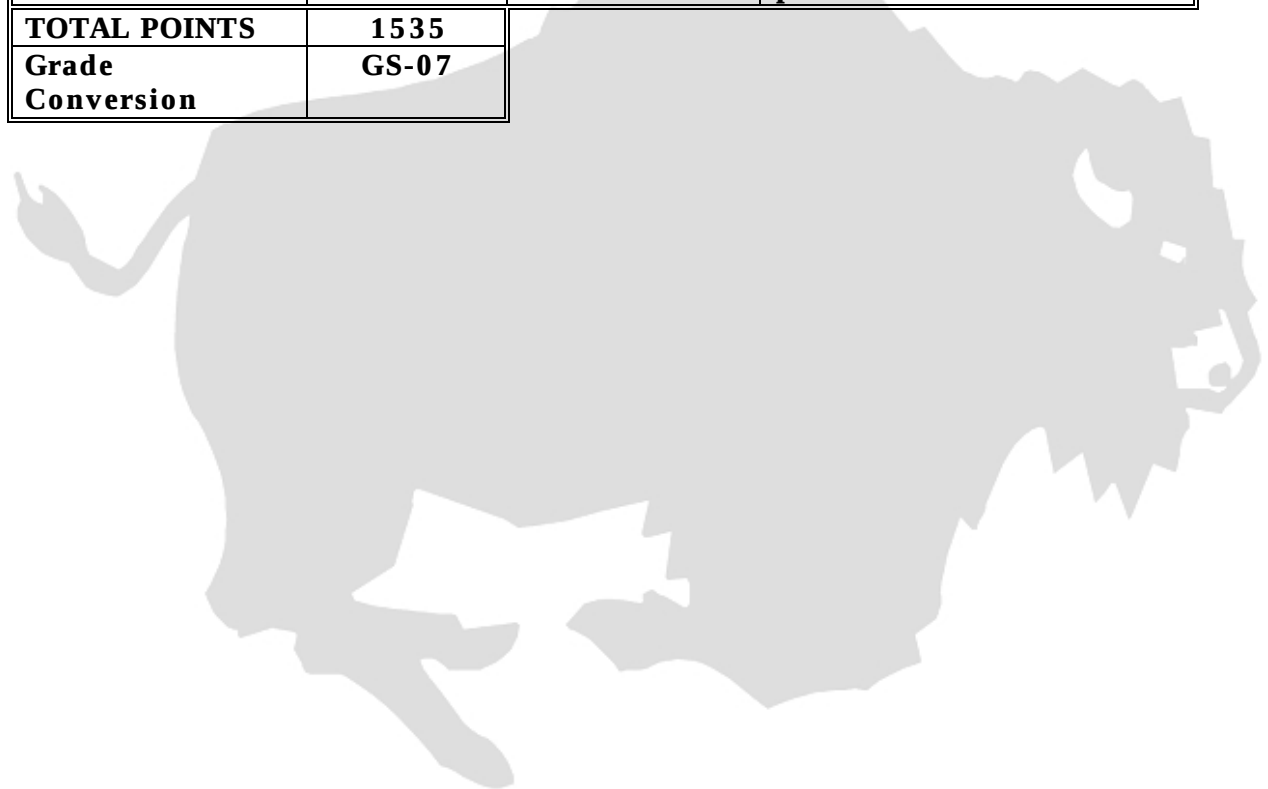
Title, Series, and Grade: Biological Science Technician, GS-404-07

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	750	1-5	Knowledge of standard, professionally accepted techniques and methods of biology to perform complex support work.
2. Supervisory Controls	275	2-3	Supervisor assists with unusual situations; incumbent plans and carries out steps; work reviewed for appropriateness and technical soundness.
3. Guidelines	125	3-2	Incumbent must choose the most appropriate from several guidelines; makes minor deviations.
4. Complexity	150	4-3	Work involves various duties with different and unrelated procedures and methods in support of major natural resources management functions; incumbent identifies problems, considers precedents, and recognizes differences, similarities, and interrelationships before choosing an approach.
5. Scope and Effect	150	5-3	Work affects the accuracy and acceptability of the organization's natural resource management program.
6. Personal Contacts	--	2	Contacts with employees from other organizations and the 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	1535		
Grade Conversion	GS-07		



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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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