

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 *R63			

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	Physical Science Technician (Paleontology)	GS	1311	06		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) Paleontology Technician	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Department of 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)

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 Physical Science Technician Series, GS-1311, 04/67; Grade Level Guide for Aid and Technician Work in the Biological Sciences, GS-400, 12/91.
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Typed Name and Title of Official Taking Action J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER	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.
Signature <i>J. Lynn Smith</i>	Date JUN 30 1999

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

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Physical Science Technician (Paleontology)
GS-1311-06**

Introduction

This position is located in a National Park Service organization. The purpose of the position is to perform uncomplicated physical science technical tasks that support the organization's paleontology function.

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 physical scientist), then technical direction must be obtained from a specialist in a central office or center.

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

Major Duties (80-100%)

Investigates field reports of fossil finds and participates in salvage of significant fossils. While standard methods, practices, and procedures are available to reference, the incumbent is frequently required to use judgment to make adjustments. Documents fossiliferous areas through field mapping techniques and GPS.

Participates in paleontological excavations, and may serve as day-to-day NPS liaison on multi-institutional digs. Ensures that accurate notes and documentation accompany all fieldwork. Writes summaries and briefings of on-going activities.

Consolidates and prepares fossil specimens, adaptively using manual, electrical, and air-powered tools. Assists specialists in identifying and cataloging geological and paleontological museum collections.

Conducts sampling for research and monitoring projects. Performs data entry of collected data.

Installs, operates, and maintains complex sampling, monitoring, and laboratory equipment and instruments. Inventories equipment, evaluates quality assurance compliance, and calibrates equipment as necessary.

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 adherence to policies, and solves logistical or operational problems within the scope of the incumbent's authority.

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

Provides information to other employees and visitors about park resources and paleontological program. May develop and present related interpretive programs to the public.

Performs a variety of administrative duties in support of resource management and research projects. This may include completing requisitions for supplies and equipment, maintaining computer databases, office files, and records, etc.

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

Knowledge of established practices, procedures, and techniques of physical science as it relates to paleontology.

Knowledge of routine NPS natural resource management practices, methods, and procedures.

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 the principles and techniques of one or more of the physical sciences to support, understand, and relate results to the broader natural resource function.

Skill in using basic hand tools.

Knowledge of research techniques and ability to perform research.

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.

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

The incumbent performs routine natural resource management support 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, poisonous plants, biting insects, and wild animals. Laboratory work may involve exposure to hazardous chemicals.

Resources Careers

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Physical Science Technician (Paleontology), GS-1311-06

Standards Used: Physical Science Technician Series, GS-1311, 4/67

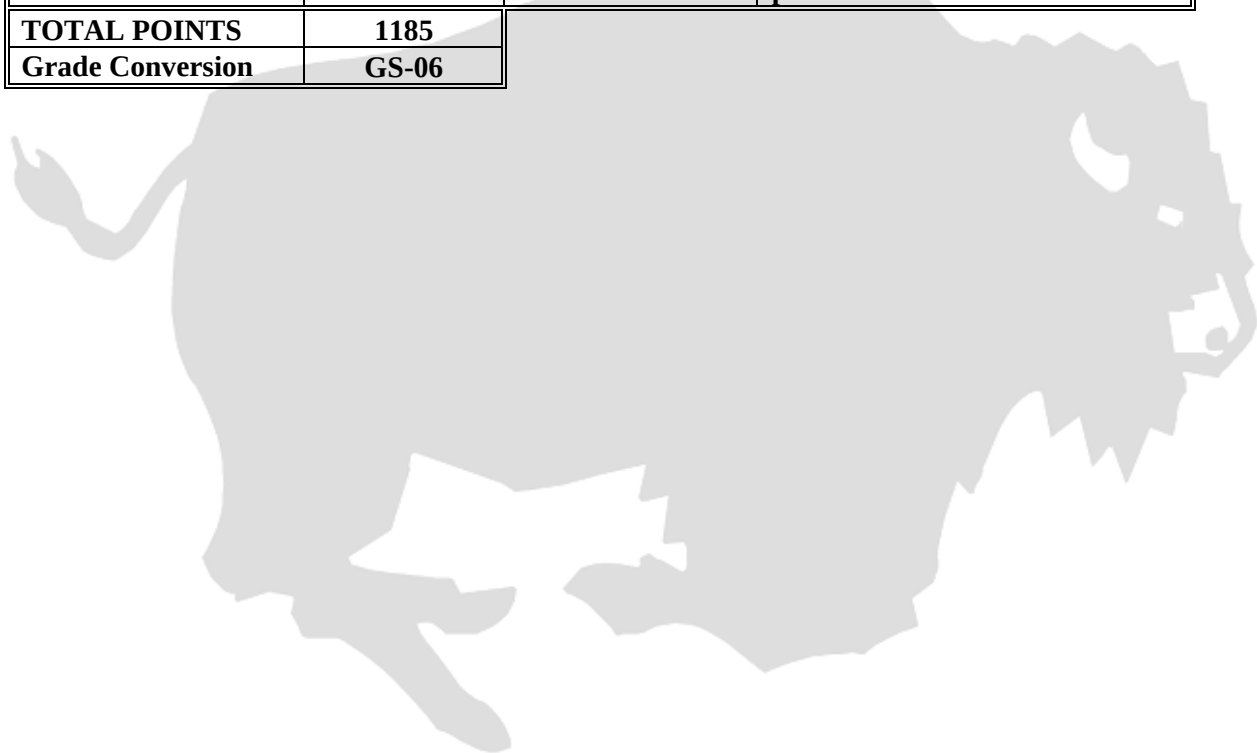
Grade Level Guide for Aid and Technician Work in the Biological Sciences,
GS-400, 12/91

Factors assigned using the Physical Science Technician Standard: Level IV, Degree C

Factors assigned using the GLG for Aid and Technician Work in Biological Sciences:

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 Effect	75	5-2	Work involves the 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, and lifting.
9. Work Environment	20	9-2	Encounters moderate risks which require safety precautions.
TOTAL POINTS	1185		
Grade Conversion	GS-06		



Resources Careers