

Biologist - GS-401-12

POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION									
<input type="checkbox"/>	1. NEW		<input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER					<input type="checkbox"/>
RECOMMENDED									
4. TITLE Biologist						5. PAY PLAN GS	6. SERIES 0401	7. GRADE 12	
8. WORKING TITLE (Optional)						9. INCUMBENT (Optional)			
OFFICIAL									
10. TITLE Biologist									
11. PP GS	12. SERIES 0401	13. FUNC 51	14. GRADE 12	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No		17. CLASSIFIER Kayla D. Ascher
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)									
1st Natural Resources Conservation Service					5th				
2nd KS State Conservationists Off					6th				
3rd Resource Conservation Staff					7th				
4th Salina 760 S Broadway					8th				
SUPERVISOR'S CERTIFICATION									
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship 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 statute or their implementing regulations.									
19. SUPERVISOR'S SIGNATURE				20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE		23. DATE	
21. SUPERVISOR'S NAME AND TITLE				24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE					
FACTOR EVALUATION SYSTEM									
FACTOR		25. FLD / BMK	26. POINTS		FACTOR		25. FLD / BMK	26. POINTS	
1. Knowledge Required		Level 1-7	1,250		6. Personal Contacts				
2. Supervisory Controls		Level 2-4	450		7. Purpose of Contacts		Level 3C	180	
3. Guidelines		Level 3-4	450		8. Physical Demands		Level 8-2	20	
4. Complexity		Level 4-5	325		9. Work Environment		Level 9-2	20	
5. Scope and Effect		Level 5-4	225		27. TOTAL POINTS ►			27. 2,920	
							28. GRADE ►	28. GS-12	
CLASSIFICATION CERTIFICATION									
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.									
29. SIGNATURE						30. DATE			
31. NAME AND TITLE Jane Medina, Human Resources Manager									
32. REMARKS This position is determined to be EXEMPT from the provisions of FLSA based on the PROFESSIONAL Exemption criteria.						33. OPM CERTIFICATION NUMBER			

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) ◀ A/C/D//R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 022314	5. GRADE (2) 12	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0401	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0024	5. OFF. TITLE (38) Biolgst						
6. HQ. FLD. CD. (1) ◀ 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. OCC. FUNC. CD. (2) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X	◀ X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR 04/20/90		
11. EARLY RET. CD. (1) ◀ 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) ◀ I = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT / REACT (6) MO DAY YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

C. INDIVIDUAL POSITION															
1. FLSA CD. (1) E	◀ E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) 0Y	0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		0 = Excepted but not A, B, C		4. POS. SENS. (1) 1N	0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LEV. (4) 401B
6. WK. TITLE CD. (4)		7. WK. TITLE (38) sup:													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917812								9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE							
10. TARGET GD. (2)	11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3) 20 4900 169		14. BUS. CD. (4) 7777		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS		17. DATE EST. (6) MO DAY YEAR		
18. GD. BASIS. IND. (1) ◀ 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD (1) Y ◀ Y = Perm N = Other					
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. ◀ 4 = PME / Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other									
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT / ACT (1) ◀ 1 = Inact. 2 = Act.		26. DT. INACT / REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE							31. DATE								
32. REMARKS															

INTRODUCTION

The position is located on the Resource Conservation Staff, headquartered in the state office (SO) of the Natural Resources Conservation Service (NRCS) in Kansas. As biologist, the incumbent has responsibility for providing professional direction and assistance on biology phases of soil and water conservation activities within a comprehensive resource management program at the state level. Incumbent carries out responsibilities under the direction of the State Resource Conservationist (SRC).

DUTIES

Provides technical guidance, interpretations, and recommendations to all field offices (FOs) for the planning and application of biological and other environmental improvements in wildlife management systems which provide suitable habitat for wildlife.

Provides leadership for the maintenance of the electronic Field Office Technical Guide (eFOTG), technical guides, and standards and specifications in coordination with the responsible staff for that specific standard. Gathers, analyzes, and distributes technical information applicable to biological needs for conservation planning in Kansas. Reviews and recommends changes in biological science practices and standards to the SRC.

Provides input and assistance in the development, improvement, and maintenance of technical standards, guides, and manuals related to planning and carrying out the biological phases of NRCS activities in the state. These are developed in consultation with state and university groups concerned with these practices.

Analyzes biological and environmental improvement needs of the state and makes recommendations to strengthen the biology and environmental phases of the program.

Assembles and evaluates data for use in establishing economic values of the biological and environmental phases of the state program which are in balance with other scientific and technical phases.

Analyzes the quality and quantity of resource plans and application of biological principles in resource systems within the state.

Assists with the Quality Assurance Review (QAR) process in the state by reviewing the adequacy of the documentation in the planning process. Develops innovative techniques and makes recommendations to the SRC regarding technical and administrative changes needed to improve program quality and efficiency.

Provides technical supervision, training, and guidance for the area biologists. Maintains close working relationship with and serves as liaison to the Kansas Department of Wildlife and Parks (KDWP) concerning the cooperative area biologist positions and other cooperative programs.

Provides assistance to state, area, and FOs and state leadership in periodic review of conservation needs and accomplishments to determine that the needs for biology, wildlife, and environmental improvements are met in accordance with the land use needs. Assists the assistant state conservationist for field operations (ASTC-FO) and district conservationists (DCs) in coordinating the biology and environmental phases of the program with other technical phases.

Develops and provides, in both formal and informal settings, training to NRCS employees and partners; Technical Service Providers (TSPs); conservation district (CD) personnel; professional consultants; and local, state, and federal government personnel through meetings, workshops, and onsite assistance that focus on resource inventory, habitat quality assessment, and identifying habitat improvement alternatives consistent with the conservation planning process.

Develops biological and environmental training aids, including technical notes and instructions, on the use of specialized equipment. Plans and conducts training seminars as well as on-the-job training for field personnel in biological and environmental aspects of the work. Provides training leadership and application of new methods and techniques. Trains personnel to recognize the problems in land management, biology, and environmental improvement.

Provides and coordinates wildlife and biological conservation staff support for programs with appropriate staffs.

Develops and maintains cooperative relationships with resource conservation planning and environmental-related agencies and organizations in Kansas. Establishes and maintains positive working relations with other federal, state, and local agencies and organizations on problems of mutual interest to the soil and water conservation program. Participates with those groups in meetings, tours, and demonstration projects to explain resource conservation planning and the application of resource management systems (RMSs).

Provides technical leadership for the wetland conservation provisions of the 1985 Farm Bill, as amended. Provides training and leadership for wetland program components.

Provides staff leadership in wildlife resource planning. Coordinates the collection, analysis, evaluation, and use of biology and wetland conservation data for use in

watershed planning and assessment. Has responsibility for determining fish and wildlife habitat mitigation needs for proposed NRCS projects, as assigned.

Participates in technical conferences and presents results of biology work in meeting with other agencies and organizations. Assists in preparing informational and educational material pertaining to biology and environmental improvement.

Performs other duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

CONDITION OF EMPLOYMENT

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

EVALUATION FACTORS

1. Knowledge Required by the Position, Level 1-7, 1250 points

Knowledge of federal conservation programs, plant materials, and state programs as they relate to resource conservation planning in order to provide technical guidance, interpretations, and recommendations to all FOs in the planning and application of biological RMSs.

Comprehensive knowledge of legislative authorities and activities of local units of government and state and federal resource agencies including CDs, Rural Development (RD), and the Farm Service Agency (FSA) with the purpose of developing and maintaining close working relationships with resource conservation planning and environmental-related agencies and organizations in Kansas.

In-depth knowledge of biological and wildlife resource management principles that affect quality and quantity of wildlife populations in order to develop RMSs that include wildlife management objectives.

Knowledge of, and skill in, oral and written communication methods, techniques and procedures sufficient to discuss, explain and advocate biological principles applicable to conservation issues, problems, and solutions to diverse groups.

Knowledge of computers to integrate various program activities, technical, and management functions in area and FO operations and to provide training in planning and biological science technical applications.

Knowledge of leadership principles necessary to effectively conduct an area-wide comprehensive technical soil and water management program targeted to both professional and non-professional resource managers and land users.

In-depth knowledge of agricultural economics, agronomy, biology, soils, range, wildlife, woodland, water quality, and waste management to facilitate the development, adaptation, and use of resource data for broad-based wildlife planning activities.

2. Supervisory Controls, Level 2-4, 450 points

The incumbent is under the supervision of the SRC who establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, projects, and deadlines.

The incumbent is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining the approach to be taken. The incumbent resolves most problems that arise and coordinates the work with biological, forestry, rangeland, water quality, and agronomy specialists headquartered in the SO. The incumbent interprets and applies program policy in terms of established objectives and keeps the supervisor informed of progress, potentially controversial problems, concerns, issues, or other matters having far-reaching implications.

Completed work is reviewed for general adequacy in meeting program or project objectives, producing expected results, and compatibility with other work.

3. Guidelines, Level 3-4, 450 points

Guidelines at this level are often inadequate to deal with the more complex or unusual problems, or with novel, undeveloped, or controversial aspects of biological and wildlife management systems. The incumbent is required to deviate from conventional

methods and practices or develop new and modified techniques and methods for obtaining effective results.

The employee uses general guidelines and precedents regarding NRCS policy, statements, and objectives (i.e., handbooks, manuals, directives). Guidelines specific to assignments are often limited, not applicable, or have gaps in specificity and require considerable interpretation and/or adaptation for application to specific issues and complex problems.

The employee uses judgment, initiative, and resourcefulness in deviating from established methods to make recommendations on technical changes that may have state-wide significance. This may require the employee to analyze conditions and assumptions on the basis of inconclusive and variable data and to select, adopt, and apply the appropriate criteria, methods, and procedures to the conditions present.

4. Complexity, Level 4-5, 325 points

Work assignments are varied and diverse and involve broad and varied resource conservation activities (i.e., analyzing the quality and quantity of biological and wildlife resource plans and/or application of resource systems within the state). Assignments also include developing standards, methods, and techniques to extend existing practices and procedures; proposing solutions that have highly visible political consequences; formulating solutions to controversial problems; and anticipating future trends and requirements. The incumbent must be proficient at multi-tasking and managing numerous tasks and multiple priorities.

Work involves performing a variety of natural resource management duties that require an in-depth analysis of problems and issues throughout the state. Work also involves coordinating and planning activities that cover multiple resource programs and developing new methods and techniques to resolve problems.

The employee must analyze issues involving uncertainties as to the most effective approach to apply. Other issues involve serious conflicts on program direction, administrative and legal requirements, and continually changing program requirements and technological developments. Major resource problems involving complicating factors include wind and water erosion, degradation of surface and groundwater quality, and land use changes.

Assignments include reviewing and analyzing proposed and current biological and environmental policies affecting NRCS with diverse topographical, soil, and land use conditions. The employee is considered an expert and provides technical guidance, interpretations, and recommendations in planning and application of biological and other environmental improvements in wildlife management systems throughout the state.

Work involves working with various state and federal agencies, local units of government, organizations, and consultants in resolving sometimes sensitive problems dealing with wildlife management, water quality, erosion, and sediment control. Negotiations involving compromises with present standards and specifications may be necessary. Innovative efforts will be necessary to solve resource problems.

5. Scope and Effect, Level 5-4, 225 points

Work involves investigating, analyzing, and evaluating problems and situations involving a wide variety of circumstances or unusual conditions. It also involves developing new or improved techniques, criteria, or alternatives to meet requirements involving specific biological and environmental issues and activities, and assessing program effectiveness in the state. The employee ensures a correct understanding of biological phases of soil and water conservation activities and their applications by state and federal agencies and local units of government personnel, consultants, technical service providers, and private land users.

Work results directly influence the effectiveness and acceptability of state goals, programs, and/or activities and the success of private consultants and non-agricultural land users in their application of technically sound RMSs on non-agricultural land that benefits the general population.

6. Personal Contacts

7. Purpose of Contacts, Level 3C, 180 points

Personal contacts are with other NRCS personnel at the field, area, and SO levels and with local and area district supervisors and employees. Non-routine contacts are also made with private landowners, professional consultants, agricultural colleges, universities, experiment stations, plant scientists, researchers, plant breeders, agricultural commodity associations, news media and representatives from other federal, state and local agencies, and units of government and universities.

Contacts are for the purpose of providing technical guidance, assessing the need for and providing training, and assuring that high quality technical assistance is being provided and are necessary to carry out a strong and unified effort in the planning and application of resource management practices.

The incumbent will be called upon to access, develop, and implement training for these various groups in the ecological science practices area and resource planning and application. In all cases the incumbent must be tactful and diplomatic to achieve a consensus among people who have differing opinions.

8. Physical Demands, Level 8-2, 20 points

The work is sedentary and usually performed while seated at a desk. There is some walking and travel to attend meetings away from the work site. On trips to the field, there may be some physical exertion requiring the incumbent to stand for long periods and/or walk on rough, uneven, or rocky terrain.

9. Work Environment, Level 9-2, 20 points

Most work is performed in an office setting. Field work occurs in a broad range of conditions from cropland to urban. Occasional travel to field locations may require special protective clothing and safety precautions. Work is often done along streams, roadways, and bridges where natural hazards must be recognized.

This position is determined to be exempt from the provisions of FLSA.