


<b>Position Description</b> ( <i>Please read Instructions on the Back</i> )							1. Agency Position No.						
<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		<b>3. Service</b> <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		<b>4. Employing Office Location</b>		<b>5. Duty Station</b>		<b>6. OPM Certification No.</b>					
<b>Explanation (Show any positions replaced)</b>				<b>7. Fair Labor Standards Act</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		<b>9. Subject to IA Action</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>NPS Standard Position Description Fire Management Program</b>			<b>10. Position Status</b> <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<b>11. Position Is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input checked="" type="checkbox"/> 1. Non Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 3. Critical <input type="checkbox"/> 4. Special Sensitive		<b>13. Competitive Level Code</b>				
			<b>14. Agency Use *428</b>										
<b>15. Classified -Graded By</b>		<b>Official Title of Position</b>		<b>Pay Plan</b>		<b>Occupational Code</b>		<b>Grade</b>		<b>Initials</b>		<b>Date</b>	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Biological Science Technician		GS		404		05		JLS		11/24/98	
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
<b>16. Organizational Title of Position</b> ( <i>if different from official title</i> ) FIRE EFFECTS MONITOR							<b>17. Name of Employee</b> ( <i>if vacant, specify</i> )						
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						
<b>19. Employee Review</b> -This is an accurate description of the major duties and responsibilities of my position.							Signature of Employee ( <i>optional</i> )						
<b>20. Supervisory Certification.</b> <i>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.</i>													
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager ( <i>optional</i> )							
Signature				Date		Signature				Date			
<b>21. Classification/Job Grading Certification.</b> <i>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.</i>						<b>22. Position Classification Standards Used in Classifying/Grading Position</b> Grade Level Guide for Aid and Technician Work in the Biological Sciences, GS-400, dated December 1991							
Typed Name and Title of Official Taking Action J. Lynn Smith Human Resources Program Manager						<b>Information for Employees.</b> 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 in the U.S. Office of Personnel Management.							
Signature 				Date 11/24/98									
<b>23. Position Review</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>	
a. Employee ( <i>optional</i> )													
b. Supervisor													
c. Classifier													
<b>24. Remarks</b>													
This position description was NOT recommended for firefighter retirement coverage because it does not contain duties directly connected with controlling and extinguishing fires. Incumbents of this PD CANNOT be given primary firefighter duties on a regular and recurring basis. *Agency Use Code should be entered in FPPS as last three spaces of position allocation number													
<b>25. Description of Major Duties and Responsibilities</b> ( <i>See attached</i> )													

**NATIONAL PARK SERVICE  
STANDARD POSITION DESCRIPTION  
FIRE MANAGEMENT PROGRAM**

**CLASSIFICATION TITLE: BIOLOGICAL SCIENCE TECHNICIAN**

**SERIES AND GRADE: GS-404-05**

**Introduction**

This position is located in a National Park Service organization. The purpose of the position is to perform routine and uncomplicated field and laboratory work in support of one or several parks' vegetation and fire monitoring programs. The duties performed by the incumbent are typically associated with and supportive of professional work. This position is intended to report to a specialist or resources manager in the same or a related field, typically through a higher-graded lead position.

**Major Duties (80-100%)**

Establishes monitoring plots in a variety of vegetation/fuel types in accordance with established guidelines and directions from the Lead. Follows monitoring procedures outlined in the NPS National Fire Monitoring Handbook and/or adopted park protocols. Makes minor site-specific decisions relating to plot location and vegetation composition. Recognizes and reports deviations from standard procedures and expected results. Seeks assistance for situations not covered by instructions or protocols. Informs supervisor of monitoring implementation problems and proposes solutions.

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

Independently identifies grasses, herbs, shrubs, and trees to species. Prepares herbarium specimens correctly, and records microhabitat and plant association data.

Collates and reports live and dead fuel loading, fuel moistures, and fire behavior and weather data relating to spread rate, flame length, and other prescription elements.

Prepares fire behavior monitoring documentation forms for prescribed burns. Utilizing a basic knowledge of biology selects locations and establishes fire behavior observation cycles/intervals according to established protocols and instructions from the Lead or Burn Boss.

Prepares field maps and photographs of natural features from the ground. Accurately navigates with map and compass to locate predetermined points anywhere in the park. Locates field plots using GPS.

Enters natural resource field data into a personal computer using customized software. Runs simple statistical analyses. Performs data entry quality control. Identifies and reports problems in computer data entry and analysis software.

Catalogs, labels, and stores plant materials collected during the season. Prepares fuel loading samples and processes fire weather, behavior and effects data.

Prepares and submits regular time management reports and a monthly summary of work accomplished.

Operates four-wheel drive vehicles.

Performs other incidental duties as assigned.

### **Other Significant Facts**

Must possess a valid state driver's license in order to drive four-wheel-drive vehicles with manual transmissions.

Must be in good physical condition in order to safely perform under field conditions.

### **Factor 1. Knowledge Required by the Position**

**Level 1-4, 550 points**

Knowledge of local flora and plant community types to quickly and correctly identify flowering plants to species and to distinguish lower plant orders.

Basic knowledge of plant and fire ecology principles and techniques, and vegetation sampling procedures.

Knowledge of data collection and recording procedures for processing fire behavior, effects, and weather data.

Basic knowledge of statistics.

Ability to operate and make simple repairs to technical equipment used in fire and vegetation monitoring.

Basic map and compass skills to locate field plots.

Basic knowledge of GPS in order to locate field plots.

Basic knowledge of fire behavior prediction systems and fire weather monitoring procedures.

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

Basic knowledge of NPS fire management activities, policies, principles, and techniques to tactfully impart this information to interested parties, and to support, understand, and relate project results to the broader fire program.

### **Factor 2. Supervisory Controls**

**Level 2-2, 125 points**

The supervisor provides instructions for new assignments by establishing required quantity, quality, deadlines, and priorities. The incumbent is relied upon to independently carry assignments through to completion, either individually or as part of a team. Unusual situations are referred to the supervisor. The Lead Biological Science Technician is available for clarification and additional instructions. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

**Factor 3. Guidelines**

**Level 3-2, 125 points**

The principle reference document is the NPS National Fire Monitoring Handbook and/or adopted park protocols, although precedents exist in the form of reports on similar past projects, technical papers, procedural guides, and fire management plans. Incumbent exercises judgment to identify problems and applicable solution guidelines.

**Factor 4. Complexity**

**Level 4-2, 75 points**

The incumbent performs a variety of related field and office/laboratory technical assignments that support the organizations fire management program. 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 fire monitoring tasks that support the fire management program. The work performed affects the accuracy, reliability, and acceptability of further processes and decisions.

**Factors 6 and 7 (combined). Personal and Purpose of Contacts Level 2/A, 45 points**

Contacts are primarily with supervisors, volunteers, and park staff who work in fire or resources management, and at times with employees of other parks and central offices. The purposes of contacts are to obtain, relay, and exchange information.

**Factor 8. Physical Demands**

**Level 8-2, 20 points**

In addition to working in an office/laboratory setting, the work involves walking, running, climbing, and backpacking with a load over rough terrain, sometimes for extended periods; lifting moderately heavy items; bending and stooping for long periods; and working under occasionally inclement (i.e., cold, hot, snow, wind) weather conditions.

**Factor 9. Work Environment**

**Level 9-2, 20 points**

Work is performed in an office, laboratory, and in the field. Fieldwork includes exposure to extreme weather conditions and terrain, biting insects, wild animals, high pollen levels, dermatitis-causing plants, and poisonous snakes. Incumbent may be required to fly in helicopters and fixed wing aircraft, and may be required to work in actual fire situations, which can be hazardous.

## CLASSIFICATION EVALUATION

**Classification Allocation:** Biological Science Technician, GS-404-05

**Position Classification Standard Used:** Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, 12/91

### Background

This position is located in a National Park Service organization. The purpose of the position is to Perform routine and uncomplicated field and laboratory work in support of one or several parks' Vegetation and fire monitoring programs.

### Title and Series Determination

This position meets the Grade Level Guide for Aid and Technician Work in the Biological Sciences, GS-400 Series, in which the work of technicians require performing duties or tasks which demonstrably and directly support the operation of scientific/laboratory endeavors and programs of an organization. The title of Biological Science Technician is considered most descriptive of the type of duties the incumbent is required to perform. Therefore, the proper title and series are Biological Science Technician, GS-404.

### Grade Level Determination

The Grade Level Guide for Aid and Technician Work in Biological Sciences, GS-400 Series, which is in FES format, will be used to evaluate this position.

Evaluation Factors	Level Assigned	Points Assigned
<b>1. Knowledge Required by the Position</b>	1-4	550
<b>Comments:</b> Knowledge of the technical methods and procedures of biology and fire monitoring to carry out a limited variety of routine technical duties; knowledge required to operate equipment systems.		
<b>2. Supervisory Controls</b>	2-2	125
<b>Comments:</b> Supervisor provides instructions on recurring assignments, and provides additional specific guidance and reference sources for new or difficult assignments; employee performs recurring assignments independently, and refers situations not covered by instructions or precedents to supervisor; work and methods are evaluated for accuracy and adequacy.		
<b>3. Guidelines</b>	3-2	125
<b>Comments:</b> Incumbent must choose the most appropriate from several guidelines; uses judgment to handle aspects of work not completely covered by guidelines.		
<b>4. Complexity</b>	4-2	75
<b>Comments:</b> 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.		
<b>5. Scope and Effect</b>	5-2	75

<b>Comments:</b> Work involves the execution of specific rules, regulations, or procedures; work products affect the accuracy, reliability, or acceptability of further procedures, processes, or services.		
<b>6. Personal Contacts</b>	2	--
<b>Comments:</b> Contacts with employees throughout the organization in moderately structured setting.		
<b>7. Purpose of Contacts</b>	A	45
<b>Comments:</b> Exchange information.		
<b>8. Physical Demands</b>	8-2	20
<b>Comments:</b> Prolonged standing, bending, lifting and walking over rough terrain.		
<b>9. Work Environment</b>	9-2	20
<b>Comments:</b> Encounters moderate risks, which require safety precautions.		
<b>Total Points:</b> 1035		
<b>Final Grade Allocation:</b> GS-05		

### Conclusion

The total points of 1035 equate to GS-05, which has a point range of 855 - 1100. The appropriate classification of this position is Biological Science Technician, GS-404-05.