

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the back)						Cybersecurity Category 00		1. Agency Position No <b>S0234</b>			
2. Reason for Submission OTHER		3. Service		4. Employing Office Location		5. Duty Station			6. OPM Certification No		
Explanation		7. Fair Labor Standards Act Non exempt		8. Financial Statements Required 6-Position does not require financial disclosure.			9. Subject to IA Action YES				
		10. Position Status <b>Excepted</b>	11. Position is NON-SUPERVISORY	12. Sensitivity	13. Competitive Level Code			14. Agency Use			
		15. Drug Test Required					16. ADP Status				
17. 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	Student Trainee (Hydrology)					GS	1399	4	L.P.	01/01/2002	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
18. Organizational Title of Position (if different from official title)						19. Name of Employee (if vacant, specify)					
20. Department, Agency or Establishment DEPARTMENT OF THE INTERIOR						c. Third Subdivision					
a. First Subdivision U.S. GEOLOGICAL SURVEY						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
<p>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.</p>											
a. Name and Title of Supervisor <b>Mark Sogge, Acting Deputy Director, USGS</b>						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature <b>/s/ Mark Sogge</b>			Date <b>07/30/2015</b>			Signature			Date		
23. Classification/Job Grading Certification <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>						24. Position Classification Standards Used in Classifying/Grading Position <b>JFS 1300T</b>					
Typed Name and Title of Official Taking Action <b>Lori Penn, Human Resources Specialist</b>						<b>Information for Employees</b> <i>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.</i>					
Signature <b>/s/ Lori Penn</b>			Date <b>01/01/2002</b>								
25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (Optional)											
b. Supervisor											
c. Classifier	<b>CS</b>	<b>08/20/13 *</b>									
26. Remarks  <b>Changed SCEP to Pathways</b>											
27. Description of Major Duties and Responsibilities (See Attached)											

1399, Student Trainee (Hydrology), GS-04

PD Tracking Number 0000021

Standard PD S0234

## Introduction

The incumbent of this position serves as a student trainee under the Pathways Internship Program. This program is designed to provide the student with paid work experience and orient them to the mission of the U.S. Geological Survey and the benefits and conditions of a Federal career. It provides formal periods of work and study while the student is enrolled in school, the conditions of which are outlined in the Working Agreement that must be signed by the student, and the employing Office.

## Major Duties

Duties to be performed involve work concerned with: 1) gathering basic hydrologic data concerning any one or a combination of four areas, i.e., quantity, quality, availability, and movement and distribution of water; 2) developing hydrologic and precipitation data for current projects; 3) collecting and processing data to be used in computing stream discharge, determining ground water availability or calculating sediment, chemical, or biological concentrations and physical characteristics. Incumbent receives supplemental training as follows: combined office, classroom and home study of textbooks, publications and office manuals covering theory, methods, instrumentation and equipment under the tutelage of either a training officer or other qualified professional hydrologists. This supplemental training is designed to amplify and expedite progress in both college studies and on-the-job training.

Operates a government motor vehicle as an incidental driver.

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## Factor Statements

### FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of routine water measurement and sampling methods, site selection techniques, and office computation methods in order to collect, compute and compile hydrologic data.
- Knowledge of basic electronic technology and equipment mechanics in order to operate, maintain, and service hydrologic recording and measuring instruments.
- Fundamental computer skills sufficient to enter, retrieve and manipulate hydrologic data maintained in various data bases.
- Basic knowledge of procedures and techniques utilized in a chemical laboratory for analyzing water samples.

## FACTOR 2 - SUPERVISORY CONTROLS

Incumbent works under the close direction of a higher grade technician or hydrologist, acquiring a familiarity with assigned field and office tasks. Oral instructions are normally provided at the beginning of each assignment regarding the use of appropriate instrumentation and adherence to applicable procedural guides or technical manual. All work is reviewed in progress and upon completion for adequacy and adherence to instructions.

## FACTOR 3 - GUIDELINES

Guidelines include a series of manuals on techniques of water resources investigations (TWRI), agency procedural directives, oral instruction and previously established methods of operating, servicing, and installing equipment and instrumentation. These guidelines are typically detailed and are directly applicable to the assigned work. The employee can easily locate and select the appropriate guideline or procedure for each assigned task. Situations involving deviations from established methods of operation are discussed generally with the supervisor for additional guidance.

## FACTOR 4 - COMPLEXITY

Assignments consist of specific data collection and computation tasks designed to orient the employee to practical application of theory and basic principles. Tasks are usually routine, requiring accuracy and attention to detail in following an established sequence of data collection activities; in operating instruments and servicing equipment; and in recognizing anomalous situations that may adversely impact or affect measurements or data collected.

## FACTOR 5 - SCOPE AND EFFECT

The purpose of the work assignments is to provide the student with study-related work experience and to aid the USGS in meeting its short term and long term staffing needs.

## FACTOR 6 - PERSONAL CONTACTS

Personal contacts are with hydrologists and technicians within the immediate office and with other office personnel. The incumbent has limited contact with the general public in day-to-day field activities.

## FACTOR 7 - PURPOSE OF CONTACTS

Contacts are chiefly to obtain advice or direction, and to clarify or exchange information.

## FACTOR 8 - PHYSICAL DEMANDS

Work is physically demanding and includes walking, bending, climbing, and lifting of equipment up to 100 pounds when in the field, sometimes during adverse weather conditions. Work performed in the office is sedentary.

## FACTOR 9 - WORK ENVIRONMENT

The work is primarily performed outdoors, and involves moderate or sometimes extreme exposure

to the discomforts of rain, cold/hot weather, and rapidly running or icy streams and rivers. Special safety precautions are required in many cases, and the employee typically wears life jackets, special safety boots, waders, and reflective rain gear.

Select the appropriate statement:

\_\_\_\_ The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

\_\_\_\_ The U.S. Geological Survey has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

\_\_\_\_ The U.S. Geological Survey has determined that telework is required for this position and is a condition of employment. The selectee is expected to telework \_\_\_\_ day s a week and must be eligible to telework under the 2010 Telework Act.

GS-1316, Hydrologic Technician Series, 04/71

Introduction to the Position Classification Standards

(Source Document Std PD S0234)