POSITION DESCRIPTION

1. Position Number SPD0006

2. Explanation (show any positions replaced)
Establishes USGS Standard PD

3. Reason for Submission
☐ New ☐ Redescription ☐ Reestablishment ☒ Standardized PD ☐ Other

4. Service
☐ HQ ☒ Field

5. Subject to Identical Addition (IA) Action
☒ Yes (multiple use) ☐ No (single incumbent)

6. Position Specifications

Subject to Random Drug Testing ☐Yes ☒No
--
Subject to Medical Standards/Surveillance ☒ Yes ☐ No
Telework Suitable ☒Yes ☐No
Fire Position ☐Yes ☒No
Law Enforcement Position ☐Yes ☒No

7. Financial Statement Required
☐ Executive Personnel-OGE-278
☐ Employment and Financial Interest-OGE-450
☒ None required

8. Miscellaneous
Functional Code: --
BUS: -- 7777

9. Full Performance Level
Pay Plan: GS
Grade: 11

10. Position Sensitivity and Risk Designation

Non-Sensitive
☒ Non-Sensitive: Low-Risk
Public Trust
☐ Non-Sensitive: Moderate-Risk
☐ Non-Sensitive: High-Risk
National Security
☐ Noncritical-Sensitive: Moderate-Risk
☐ Noncritical-Sensitive: High-Risk
☐ Critical-Sensitive: High-Risk
☐ Special Sensitive: High-Risk

11. Position is
☐ 2-Supervisory
☐ 4-Supervisor (CSRA)
☐ 5-Management Official
☐ 6-Leader: Type I
☐ 7-Leader: Type II
☒ 8-Non-Supervisory

12. Position Status
☒ Competitive ☐ SES
☐ Excepted (specify in remarks) ☐ SL/ST

13. Duty Station

14. Employing Office Location

15. Fair Labor Standards Act
☐ Exempt ☒ Nonexempt

16. Cybersecurity Code
#1: -- 000 #2: -- 000 #3: -- 000

17. Competitive Area Code:
Competitive Level Code: TA0

18. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initial	Date
a. Department, Bureau, or Office	Hydrologic Technician	GS	1316	06	TLG	3/2/21
b. Second Level Review		--		--		

19. Organizational Title of Position *(if different from, or in addition to, official title)*

20. Name of Employee *(if vacant, specify)*

21. Department, Agency, or Establishment
U.S. Department of the Interior

a. Bureau/First Subdivision
U.S. Geological Survey

b. Second Subdivision
OFFICE OF THE DIRECTOR

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*
Adrienne Bartlewitz, Acting Chief of Staff for Deputy Director of Operations

Signature ADRIENNE BARTLEWITZ Digitally signed by ADRIENNE BARTLEWITZ Date: 2026.06.10 13:53:45 -04'00' | Date

23. 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
Tamara Lamb-Ghenee, HR Specialist

Signature TAMARA LAMB-GHENEE Digitally signed by TAMARA LAMB-GHENEE Date: 2021.03.02 14:27:49 -07'00' | Date

24. Position Classification Standards Used in Classifying/Grading Position
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300, August 2002
Handbook of Occupational Groups and Families, December 2018; Introduction to the Position Classification Standards TS-134 July 1995, TS-107 August 1991 Revised: August 2009; The Classifier's Handbook TS-107 August 1991.

25. Position Review	Initials	Date	Initials	Date
a. Supervisor	ADRIENNE BARTLEWITZ Digitally signed by ADRIENNE BARTLEWITZ Date: 2026.06.11 09:03:10 -04'00'			
b. Classifier	AP	23 JUN 26		

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.

26. Remarks positions with significant field work component may require preemployment medical
reviewed and recertified 3/2/21

Any changes to a PD's organizational structure, organizational relationships, or duties/factor levels may alter its existing classification and must be discussed with and reviewed by HR before implementation.

1316 Hydrologic Technician GS-06
PD #SPD0006

INTRODUCTION

This position performs technical work in support of professional or technical employees engaged in hydrologic data collect activities. Work requires application of subject matter experience and exercise of judgment within the context of well-established practices.

A standard Position Description (PD) covers similar positions in multiple locations of an organization. Use of a Standard Position Description does not diminish management's responsibilities to adhere to position management principles and DOI/USGS policies.

MAJOR DUTIES (include percentages of time equal to 100%)

☑ Surface Water: Performs routine measurements of stage and discharge applying various methods and using different equipment depending upon the field conditions. Observes and notes hydraulic or environmental conditions which may have a bearing on the discharge. Computes and checks surface-water records from field data where hydrologic conditions are stable. Reviews the plotting of discharge measurements and estimates short periods of missing records. Develops simple stage-discharge and/or velocity index curves and ratings. Reviews gage-height data and discharge measurements to check methods and accuracy of computation. Prepares plots, drafts, or sketches of surveying field notes. Checks, verifies, and conducts quality control review of data and data summaries for publication. Documents procedures and methods used to compute records. Prepares maps, tables, and other illustrative material for publication. 20 %

☑ Ground Water: Performs water-level and discharge measurements from wells and springs noting various field conditions. Computes and checks ground-water records from field notes where hydrologic conditions are fairly stable. Reviews plots of water-level measurements. Performs routine statistical and technical analyses of data. Checks and verifies ground-water records and data summaries prior to publication. Documents procedures used to compute records. Prepares material for publication including maps, tables, and other illustrative material. Prepares plots, drafts, or sketches from surveying notes. Assists in aquifer tests by making ground-water measurements. Collects well characteristic and location information. 20 %

☑ Water Quality: Considering field conditions, selects from a variety of well-established procedures to perform routine field water-quality measurements such as water temperature, specific conductance, pH, dissolved oxygen, and alkalinity. Observes and notes various hydraulic or environmental conditions. Collects and processes samples. Performs routine field or lab analyses of sample constituents. Prepares samples for lab analyses. Computes and checks routine water- quality records using basic techniques. Prepares summaries and basic data reports of results of field activities, including the preparation of materials for publication, such as tables of data, map, and other illustrative material. Documents procedures used to compute records. Assembles, evaluates and prepares field and laboratory data for analysis. 20 %

☐ Sediment: Collects, processes, computes, and checks routine sediment samples using appropriate techniques, equipment, and protocols. Checks measurements for analyses and computation. Enters sediment data into the water-quality and/or daily-values file using automated systems. Assembles and prepares data for tabulation and subsequent publication. Documents procedures used to compute records. ____%

☑ Instrumentation: Installs, maintains, services and troubleshoots a variety of sensing, recording and communications equipment and instrumentation. Prepares repair logs on hydrologic instrumentation. Calibrates meters and analytical equipment using appropriate techniques and protocols. Participates in the construction of a variety of gages and supporting structures under general supervision. Assignments may include identification and procurement of materials necessary for site repairs and/or applying established procedures, protocols, and standards to assist in the construction, development, and abandonment of wells. Performs routine safety inspections of equipment and work areas. 20 %

☑ Datums/Altitude/Elevation: Under general supervision, establishes straightforward vertical and

horizontal datums applying appropriate surveying and geo-stationary reference techniques with established electronic forms. Flags high-water marks and documents their reliability. Measures and records routine crest-stage gage high-water marks. 5 %

☑ Data Management: Enters, retrieves, and edits, surface, ground and water-quality data using a variety of USGS software programs, spreadsheets, and graphics software. Gathers, tabulates, and enters hydrologic date from other agencies, state entities and cooperators into appropriate databases. Maintains current and accurate files to support stored data. Responds to a variety of standard hydrologic data request by retrieving data from appropriate databases in appropriate format for requestors. Enters collected data into appropriate geographic information system (GIS) hardware and software. Compiles, edits, assembles, verifies and formats hydrologic data for special and recurring reports. 15 %

☑ Operates a Government vehicle as an incidental driver.

☑ Operates and/or maintains motorized watercraft.

Factor Statements

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-4, 550 points)
Practical knowledge of hydrologic principles, practices, procedures and techniques in addition to the ability to sequentially apply a wide range of standard hydrologic data collection and office computation procedures in order to collect and/or compute and compile hydrologic data. Ability to perform standard data compilation and computation activities that include, but are not limited to, applying datum corrections, plotting and analyzing hydrographs, transferring data to maps and reconstructing short periods of inconsistent or missing records.

Knowledge of and ability to follow field and lab safety procedures. Knowledge of one or more computer systems and automated databases in order to enter, transfer, retrieve and manipulate hydrologic data; to operate computerized equipment; to generate a variety of standard reports; and/or respond to routine hydrologic data requests. Practical knowledge of electronic technology and equipment mechanics in order to operate, maintain, install, and service a variety of scientific instruments and equipment.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-3, 275 points)
Works under the general direction of the supervisor or a higher graded employee. Assignments involving prescribed or standard methods are given in terms of objectives to be achieved. The employee uses initiative to independently accomplish such assignments with the supervisor aiding in solving unfamiliar technical problems.

Methods applied by the technician in performing tasks are not normally reviewed. Completed work is reviewed for accuracy and technical adequacy.

FACTOR 3 - GUIDELINES (Level 3-2, 125 points)
Guidelines include a series of manuals on techniques of water resources investigations (TWRI), USGS and DOI procedural directives, oral instructions, and previously established methods. 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 are discussed with the supervisor for additional guidance.

FACTOR 4 - COMPLEXITY (Level 4-2, 75 points)
Assignments consist of performing a variety of procedural tasks or a couple of more complex tasks related to regular and recurring data collection, compilation, and computation work. The technician must recognize differences in conditions in order to select and execute the appropriate sequence of established data collection and computation procedures; to operate instruments and servicing equipment; and to recognize anomalous situations that may adversely impact or affect measurements or data collected. Assignments require accuracy and attention to detail.

FACTOR 5 - SCOPE AND EFFECT (Level 5-3, 150 points)

The purpose of the work is to perform data collection, compilation and computation activities in support of higher-level technicians or hydrologists; research hydrologists; and/or USGS customers using data to make resource management decisions. Work efforts affect the accuracy, reliability, or acceptability of the data and the quality of further processes of higher-level technicians and/or scientists.

FACTOR 6 - PERSONAL CONTACTS (Level 6-2, 25 points)
Primary contacts are with personnel within the Center or Office. On occasion, contacts may be made with personnel from higher level organizations, State or local governments, or other Federal agencies. Contacts with the general public occur during the performance of routine field or office activities.

FACTOR 7 - PURPOSE OF CONTACTS (Level 7-1, 20 points)
Contacts are to obtain advice or direction, and to clarify or exchange information.

FACTOR 8 - PHYSICAL DEMANDS
☐ (Level 8-1, 5 points) Work of the position takes place mostly in an office or laboratory setting. No special physical effort is required.

☐ (Level 8-2, 20 points) The position requires moderate periods of standing and sitting while in the office. While in the field, considerable walking, lifting, bending, climbing, stream wading, or working in motorized watercraft is necessary to collect data.

☑ (Level 8-3, 50 points) The work regularly requires considerable dexterity, agility, and strenuous physical exertion such as: climbing and/or working from tall ladders and scaffolding; work in areas where footing is treacherous such as slippery or icy river banks, steep rocky terrain, cableways, or fast-moving water; lifting heavy objects weighing 23 kilograms (50 pounds) or more, or crouching or crawling in restricted areas.

FACTOR 9 - WORK ENVIRONMENT
☐ (Level 9-1) The work takes place in office and laboratory settings with adequate heat, light, and ventilation.

☑ (Level 9-2, 20 points) Office conditions do not require special safety precautions; field conditions may include extreme heat or cold, rain or snow; hazardous conditions such as ice or flooding; or exposure to irritant or toxic chemicals. Work may require the use of personal protective equipment such as masks, coats, boots, goggles, respirators, or life jackets.

TOTAL POINTS: 1230 - 1290
GRADE CONVERSION: GS-6

CLASSIFICATION STANDARD(S) USED
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300, August 2002

Positions with a field work component require a pre-employment medical exam to ensure the technician can perform the essential duties of the position, with or without accommodation. (Replaces PD S0265)

Series Determination	The 1316 series covers one-grade interval technical positions that perform nonprofessional work that requires practical knowledge of the methods, procedures, and instrumentation used in hydrologic studies. Hydrologic technicians gather information on the quantity, quality, availability, movement, and distribution of ground water and surface water. They also evaluate water samples and data and carry out related duties that support professional work in hydrology. Work in this series does not require full professional knowledge of hydrology	
Evaluation Summary		**Points**
Knowledge Required by the Position	Like level 1-4, position requires technical knowledge gained through training or experience take measurements, preserve samples, conduct analyses or computations.	**550**
Supervisory Controls	Work is assigned with general information regarding expectations and deadlines. Like level 2-3 the employee independently carries out assignments and in accordance with established methods. Working is reviewed for overall soundness and validity of findings.	**275**
Guidelines	Guidelines include technical manuals, USGS procedures and directives, and oral instructions. Like level 3-2, the employee chooses the most appropriate guidelines, referring unexpected conditions or changes in equipment to the supervisor.	**125**
Complexity	Work tasks involve a series of related steps to perform collection activities or operate instruments. Level 4-2	**75**
Scope and Effect	Work involves using established criteria and methods to collect, analyze, and interpret data. Like work at 5-3, work affects the accuracy of reports and the quality of studies performed by hydrologists.	**150**
Personal Contacts	Contacts are USGS employees in the Center or Office, with the general public in field work assignments, and with representative of other agencies and organizations.	**45**
Purpose of Contacts	Contacts are to exchange information related to daily work.	
Physical Demands	Varies – see check boxes on PD	
Work Environment	Varies – see check boxes on PD	
Total Points	1230-1290	
Points Range	1105-1350	
Final Grade		**06**
Official Title	Hydrologic Technician	
Standard(s) used to evaluate the position	Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300, August 2002; Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 December 1991	
Comments:		

Tamara Lamb-Ghenee, 4/25/20