**Master Record Number: FS3932**

**Title/Pay Plan/Series/Grade: Biological Science Technician (Plants), GS-404-06**

**FLSA Code: Non-exempt**

**INTRODUCTION**

Serves as a technical assistant responsible for the collection, organization, and analysis of data for botanical species and plant habitats on a Forest Service unit.

**MAJOR DUTIES**

Participates and conducts a variety of field studies of native and non-native botanical species and their habitats. Coordinates with resource specialist in planning work. Collects data for use in habitat and species condition analyses. Collects survey and inventory data to determine species identity, population characteristics, environmental conditions, and factors affecting the vigor and extent of the species and their habitat. Keeps records of all data and produces maps of survey areas.

Executes botanical projects involving native and/or non-native species. Resolves common administrative and safety concerns related to the projects. Improves and adapts techniques, methods, and equipment based on experience, practical knowledge, and prescribed procedures. Determines need and recommends equipment requirements for botanical projects and assures equipment is operational and available when needed.

Compiles and summarizes the data obtained from surveys, inventories, biological evaluations, and monitoring. Uses computer systems and associated software for recording, organizing, storing, and analyzing data. Provides detailed reports on work methods, data collected, and project monitoring. Evaluates data and makes recommendations for improvement of habitat. Provides data to resource specialist after checking for discrepancies and inconsistencies. Assists with analysis, interpretation, and refinement of botanical data, and development of reports.

**FACTOR STATEMENTS**

**Factor 1. Knowledge Required by the Position Factor Level 1-4 550 Points**

Knowledge of the technical processes, procedures, and techniques related to biological science samples, measurements, and analysis, and ability to carry out a variety of technical duties common to the specialty area.

Knowledge of the theories and practices of biological science sufficient to understand measurements taken, tests executed, observations made, samples collected, etc., in order to relate results to work projects.

Knowledge of local flora, both native and non-native in order to identify species and their habitats.

Knowledge of computer software required for data input, retrieval, and routine analysis of data in order to compile and summarize data obtained from surveys, inventories, biological evaluations, and monitoring

Ability to operate motor vehicles, other motorized equipment, and to use hand tools and forestry instruments in the performance of the work.

Ability to obtain and maintain a State Pesticide Applicator’s License in order to execute botanical projects.

**Factor 2. Supervisory Controls Factor Level 2-3 275 Points**

Supervisor provides information on the objectives of the assignment and any unusual procedures for accomplishment.

The incumbent exercises initiative in developing solutions to common technical and procedural problems such as changes in priorities, need for extended field time, minor need for additional equipment or personnel, and other such comparable issues.

The incumbent keeps the supervisor informed of progress and advises when problems develop during the course of the work, which might affect results.

Completed work is reviewed by the supervisor for adequacy of results.

**Factor 3. Guidelines Factor Level 3-2 125 Points**

Procedures and instructions are available for most of the work. Supervisor provides guidance on unusually complex aspects of the project, or new procedures to be followed.

Employee uses judgment in applying or adapting guidelines to meet the current situation.

**Factor 4. Complexity Factor Level 4-3 150 Points**

Performs a variety of routine procedures and steps involving sample collection, preparation, and analysis related to the technical work. Judgment is required in selecting methods for a particular survey to gain the desired results. Incumbent must maintain accurate records of tests and/or results and observes, recognizes, and records variants in procedures. Incumbent draws tentative conclusions and makes suggestions for improvements in methodology.

**Factor 5. Scope and Effect Factor Level 5-2 75 Points**

The work involves applying specific rules, regulations, and procedures and techniques to complete the project assigned. The results of the work directly affect the accuracy, reliability, and acceptability of project work assigned to the higher graded scientist.

**Factor 6. Personal Contacts Factor Level 6-2**

Personal contacts are with employees in the agency and with staff of cooperating agencies and organizations. In some work situations, personal contacts may be with the public, contractor personnel, or special users, e.g., special interest groups.

**Factor 7. Purpose of Contacts Factor Level 7-a 45 Points**

Contacts are necessary to obtain, clarify, and exchange information related to the work, to assist in planning and coordinating work efforts, and to resolve problems.

**Factor 8. Physical Demands Factor Level 8-2 20 Points**

The work requires strenuous physical exertion, including walking over rough, steep, uneven, or rocky surfaces, recurring bending and stooping, reaching, or similar activities.

Normal color and stereovision is essential for accurate recognition of various plant species or discolored, injured vegetation.

**Factor 9. Work Environment Factor Level 9-2 20 Points**

Work is performed in a forest environment where terrain is often uneven, steep, rocky, and covered with thick vegetation, and where there is exposure to extremes of weather and temperature, and in aircraft, office, and laboratory environments. The employee may be required to use protective clothing and equipment.

**Total Points: 1260**

**Point Range: 1105-1350=GS-6**

**References Used:**

Reference(s): Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, December 1991

**Source Documents:**

Biological Science Technician (Plants); FS3086; Forest Service Classified on 04/01/2013.

USDA, Administrative and Financial Management; Biological Science Technician (Plants), GS-404-7 PD, Standard Job #404-07, August 14, 1996.

**Recommended by:**  Sheila D. Turbinton, Contract Classification Specialist, December 16, 2013.

**Name of Classification Delegate: Christina Lucero**

**Date Classified: December 17, 2013**

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**Position Designation Record**

Agency FS

Position Title Biological Science Technician (Plants)

Series and Grade/Pay Band 0404-06

Position Description Number FS3932

Designator's Name & Title Sonya Montoya, HR Specialist

| **National Duties** | | **Degree of Potential for Compromise or Damage** |
| --- | --- | --- |
| Potential for Compromise or Damage | | |
| **Duties** | **Degree of Potential for Compromise or Damage** | |

| Adjustment for Program Designation and Level of Supervision | | |
| --- | --- | --- |
| **Adjustments** | | **Label** |
| **Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)** | |  |
| **Adjustment for level of supervision or other controls** | |  |
| | Total Points Designation | | | --- | --- | | **Label** | **Points** | | **Total Initial Position Designation Points from Step 2** |  | | **Adjusted Position Designation Points from Step 3** |  | | | **Investigation** | **Form Required** | | --- | --- | | T1 | SF 85 | | | |

| **Sensitivity** | **Risk Level** |
| --- | --- |
| Non-Sensitive | Low Risk |

Signature: /s/ Sonya Montoya Date: 11/21/2016

Name: Sonya Montoya