



ARMY POSITION DESCRIPTION

PD#: GJ483215	Sequence#: VARIES	Replaces PD#:
STUDENT TRAINEE (NATURAL RESOURCES MGT & BIO SCIENCES)		
GS-0499-03		
Organization Title:		
POSITION LOCATION:		
Servicing CPAC: GREAT LAKES AND OHIO RIVER DIVISION CPAC	Agency: VARIES	Army Command: VARIES
Installation: VARIES	Command Code: VARIES	
Region: SOUTHWEST		
POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:		
Citation 1: BIO SCI STU TRAINEE SER, HDBK OF OCC GROUPS & FAMS, AUG 2002		
Supervisory Certification: <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>		
Supervisor Name: JOHN BOCK	Reviewed Date: 03/02/2017	
Classification Review: <i>This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.</i>		
Reviewed By: TAMMY BRIGGS	Reviewed Date: 03/02/2017	
POSITION INFORMATION: Cyber Workforce: <ul style="list-style-type: none"> • Primary Work Role: VARIES • Additional Work Role 1: VARIES 	CONDITION OF EMPLOYMENT: Drug Test Required: VARIES Financial Management Certification:	POSITION ASSIGNMENT: Competitive Area: VARIES Competitive Level: VARIES Career Program: VARIES Career Ladder PD: NO

<ul style="list-style-type: none"> • Additional Work Role 2: VARIES FLSA: NON-EXEMPT FLSA Worksheet: NON EXEMPT FLSA Appeal: NO Bus Code: VARIES DCIPS PD: NO <ul style="list-style-type: none"> • Mission Category: VARIES • Work Category: VARIES • Work Level: VARIES Acquisition Position: NO <ul style="list-style-type: none"> • CAP: • Career Category: • Career Level: Functional Code: 00 Interdisciplinary: NO Supervisor Status: VARIES PD Status: VERIFIED	Position Designation: VARIES Position Sensitivity: VARIES Security Access: VARIES Emergency Essential: Requires Access to Firearms: VARIES Personnel Reliability Position: VARIES Information Assurance: VARIES Influenza Vaccination: Financial Disclosure: VARIES Financial Disclosure: NO Enterprise Position: VARIES	Target Grade/FPL: 03 Career Pos 1: Career Pos 2: Career Pos 3: Career Pos 4: Career Pos 5: Career Pos 6:
<p>POSITION DUTIES: CL: F000</p> <p>Assists or works independently to provide data for the preparation of various projects or studies. Gathers and evaluates biological data from prescribed sources, utilizes it to accomplish assigned tasks. 100%</p> <p>Performs other duties as assigned.</p> <p>FACTOR 1. Knowledge Required by the Position: Level 1-2, 200 Points</p> <p>Basic knowledge of and skill in performing a limited variety of simple, repetitive tasks sufficient to: use simple hand instruments; take test readings and record findings; perform basic mathematics using standard formulas; and conduct basic field observations and obtain, identify, handle, and store material samples.</p> <p>FACTOR 2. Supervisory Controls: Level 2-2, 125 Points</p> <p>The supervisor or designated employee instructs the employee on the purpose of the assignment and its scope, limitations, expected deadlines and priorities and advises the employee on peculiarities of new assignments. The employee works within the framework of established practices and prescribed procedures, and refers problems not covered by instructions or guides to the supervisor for help or a decision. The supervisor or designated employee reviews completed work to verify accuracy and conformance to required procedures.</p> <p>FACTOR 3. Guidelines: Level 3-1, 25 Points</p> <p>The employee uses specific and detailed guidelines covering all aspects of the work. The employee works in strict adherence to available guidelines requiring little or no judgment.</p>		

The supervisor or designated employee must authorize any deviations from the guidelines.

FACTOR 4. Complexity: Level 4-2, 75 Points

Work consists of a variety of related steps, processes, and methods. The employee chooses the appropriate approach from among established methods. The employee follows prescribed processes and recognizes different actions to be taken.

FACTOR 5. Scope and Effect, Level 5-2, 75 Points

Work involves applying specific rules, regulations and procedures relating to biology and performing clearly defined assignments. Work affects the accuracy, quality and timeliness of the processes or the section.

FACTOR 6/7. Personal Contacts/Purpose of Contacts: Level 1A, 30 Points

Contacts are mainly with co-workers in the immediate work unit. Occasional contacts are with field employees, engineers, and other scientists. The purpose of the contacts is to acquire or exchange information or facts needed to complete an assignment. The information exchanged or acquired is typically basic or related to general policy. Contacts at this level are directly related to recurring functions.

FACTOR 8. Physical Demands: Level 8-1, 5 Points

Incumbent exerts light to moderate effort to carry papers and equipment. Duties performed in the office are sedentary.

FACTOR 9. Work Environment: Level 9-1, 5 Points

The work area is usually an office setting adequately lighted, heated, and ventilated. However, there is some exposure to outside elements while performing field work.

TOTAL POINTS = 540 = GS-03

POINT RANGE = 455 - 650

Fair Labor Standards Act (FLSA) Determination = (NON EXEMPT)

- 1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- 2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption - [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- 3. Executive Exemption:**
 - a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - b. Customarily and regularly directs 2 or more employees, AND
 - c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.

- 4. Professional Exemption:**
- a. Professional work (primary duty)
 - b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
 - c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
 - d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- 5. Administrative Exemption:**
- a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.
- FLSA Conclusion:**
- Exempt
 - Non Exempt

FLSA Comments/Explanations:

Student position does not meet the definition(s) for FLSA exemption.

CONDITIONS OF EMPLOYMENT & NOTES:**POSITION EVALUATION:**

12/23/2019 - Reviewed PD per email dated 6/20/2019. Deleted pathways-specific verbiage to allow PD to be used for all student trainees; made minor administrative/grammatical corrections. Debora Pierce, Classification Specialist

As of 03/02/2017, This PD was copied from standardized PD# GJ448515, to reflect Student Trainee (Biologist), and the biology duties performed. TDB, 03/02/2017

This is a standardized PD developed for use throughout LRD for Pathways student-trainee positions. This PD should not be edited unless changes are coordinated regionally.