

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

S000086

6. OPM Certification No.

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station	
[ ] Reestablishment [X] Other Explanation (Show any positions replaced)  Standard Position Description				7. Fair Labor Standards Act [ ] Exempt [X] Nonexempt		8. Financial Statements Required [ ] Executive Personnel [ ] Employment and Financial Disclosure Financial Interests	
				10. Position Status [ ] Competitive [X] Excepted (Specify in Remarks) [ ] SES (Gen.) [ ] SES (CR)		11. Position is [ ] Supervisory [ ] Managerial [X] Neither	
						12. Sensitivity [X] 1-Non-Sensitive [ ] 2-Non-critical Sensitive [ ] 3-Critical [ ] 4. Special Sensitive [ ] 5. Moderate Risk [ ] 6. High Risk	
						9. Subject to IA Action [X] Yes [ ] No	
						13. Competitive Level Code	
						14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Full Performance Level GS-4					
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Student Trainee (Information Technology)	GS	2299	4		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position

17. Name of Employee (if vacant, specify)

18. Department, Agency or Establishment  
Department of the Interior

a. First Subdivision  
U.S Fish and Wildlife Service

b. Second Subdivision  
Region \_\_\_

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)

20. **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.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

21. **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.

22. Position Classification Standards Used in Classifying/Grading Position  
Administrative Work in the Information Technology Group, GS-2200  
Series Definitions for GS-099 and GS-2299  
Computer Clerk and Assistant Series, GS-335

Type Name and Title of Official Taking Action

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Position is in the excepted service. The employee serves under the Student Career Experience Program (SCEP).

*Heard Auger* 4-28-03  
APPROVED FOR SERVICEWIDE USE

25. Description of Major Duties and Responsibilities (See Attached)