

POSITION DESCRIPTION (Please Read Instructions on the Back)

07202581

7. Agency Position No. 07177

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other	4. Employing Office Location Hines, OR	5. Duty Station Burns District	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Critical <input type="checkbox"/> 3-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive

16. 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						
d. First Level Review	Student Trainee (Range Mgmt)	GS	0499	03	SMC	5/26/05
e. Recommended by Supervisor or Initiating Office	Student Trainee Range Mgmt. Spec.	GS	0499	03		

18. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)
Rachel McNeley

18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR	e. Third Subdivision Burns District
a. First Subdivision Bureau of Land Management	d. Fourth Subdivision Three Rivers Resource Area
b. Second Subdivision Oregon State Office	e. Fifth Subdivision

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

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 James G. Buchanan, Supervisory NRS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature: <i>James G. Buchanan</i> Date: 5/24/05	Signature: _____ Date: _____

21. Classification and 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

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.

Typed Name and Title of Official Taking Action
SHEILA CASEY
Human Resources Spec.

Signature: *Sheila Casey* Date: 5/26/05

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

24. Remarks

Description of Major Duties and Responsibilities (See Attachment)

FPL 03 F/C -
BOSC 7777 SPID 32
S/M - CA 0702

Student Trainee Range Management Specialist GS-0499-03

Introduction

The position is located in Three Rivers Resource Area, Hines, Oregon . The incumbent serves as a student trainee.

Duties

Assignments include tasks and activities designed to provide incumbent developmental opportunities and experience in the field of *Range Management*. The incumbent may gather and compile information, perform research on specific problems or issues and propose recommendations and/or conclusions or other duties as assigned.

Knowledge Required by the Position

Basic familiarity with and/or understanding of Botany and Rangeland Ecology in order to carry out specific tasks or assignments.

Supervision Received

For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. The work is closely monitored by checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Guidelines

Specific, detailed guidelines covering all important aspects of assignments are provided to the employee. The employee adheres to the guidelines and deviations must be authorized by the supervisor.

Complexity

The work consists of tasks that are clear-cut and directly related. There is little or no choice to be made in deciding what needs to be done. Actions to be taken or responses to be made are readily discernible.

Scope and Effect

The work involves the performance of specific tasks with a few separate steps or procedures. The work product or service facilitates the work of higher level specialists; however, and has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

Personal Contacts

The personal contacts are with employees within the immediate organization, office, project, or work unit, and in related or support units. Contacts may be with members of the general public or employees outside the immediate organizations but in the same agency at state or field office level.

Purpose of Contacts

The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts; i.e., the facts or information may range from easily understood to highly technical.

Physical Demands

The work is performed in an office setting and in the field. In the office, the employee may sit comfortably to do the work with some walking; standing; bending; carrying of light items such as papers, books, or small parts; or driving an automobile. In the field, the work requires exertion such as walking or hiking over uneven terrain, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, and defending oneself or others against physical attack.

Work Environment

In the office, the work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated. In the field, the incumbent may be exposed to harsh weather conditions while working in remote areas where there are not electricity, medical facilities, or other amenities available.