

DI-625

### POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS		2. NAME OF INCUMBENT Autumn Richardson	
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input checked="" type="checkbox"/> AS HEREBY AMENDED			
18a. <u>Department of the Interior</u>		d. <u>Burns District Office</u>	
b. <u>Bureau of Land Management</u>		c. <u>Three Rivers Resource Area</u>	
c. <u>Oregon State Office</u>			
4. CSC TITLE AND BUREAU POSITION NO. Student Trainee (Rangeland Management Specialist)	SCHEDULE GS	SERIES 499	GRADE 07
<input type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> TITLE, <input type="checkbox"/> POS. NO., <input type="checkbox"/> SCHEDULE, <input type="checkbox"/> SERIES <input type="checkbox"/> GRADE			

#### CERTIFICATIONS

5. 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.

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

George Buchanan Jr.  
(Signature of IMMEDIATE Supervisor)  
Title Sup. Nat. Res. Spec. Date 1/16/08

Alina Malray  
(Signature of Official Executing Classification Authority) 1/15/08  
(Date)  
TITLE Human Resources Specialist

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This position description is being amended to reflect changes in the organizational location and current supervisor.

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

06983

1. Agency Position No  
OR13580-

2. Reason for Submission Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Establishment <input type="checkbox"/> Other Position (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Spokane District Office	5. Duty Station Spokane, WA	6. OPM Certification No.
7. Fair Labor Standards Act Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/>			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> 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-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code 001					14. Agency Use OR01

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U. S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Student Trainee (Rangeland Management)	GS	0499	07	gmc	1/10/03
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)  
Angela R Link

18. Department, Agency, or Establishment Department of Interior	c. Third Subdivision Spokane District
a. First Subdivision Bureau of Land Management	d. Fourth Subdivision Border Field Office
b. Second Subdivision WA State Office	e. Fifth Subdivision
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 Kevin R. Devitt/Border Field Manager	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Joseph K. Buesing/ District Manager
Signature	Signature
Date	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

Typed Name and Title of Official Taking Action <b>SHEILA CASEY</b> Human Resources Spec.	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 Sheila Casey	Date 1/8/03

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier		Am		1/15/08						

24. Remarks

FPL <u>07</u> H/C _____
BUSC <u>7777</u> F/C _____
SM <u>N/A</u> _____

## Student Trainee (Rangeland Management) GS-0499-07

### Introduction

The position is located in Spokane District Office. The incumbent serves as an advanced student trainee on an interdisciplinary team.

### Duties

Assignments include tasks and activities designed to provide incumbent developmental opportunities and experience in the field of Rangeland 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

Knowledge of principles, concepts, and methodology of Rangeland Management and skill in applying this knowledge in carrying out assignments. This knowledge and/or skill has been gained from experience or further study which enables the incumbent to perform more complex assignments and tasks.

### Supervision Received

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

### Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

### Complexity

The work consists of duties that involve related steps, processes, or methods. Decisions regarding what needs to be done involve various choices that require the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.

### 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 such as employees from other federal or state agencies 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.