

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

1. Agency Position No.  
**4430060-4430084**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Washington, DC</b>		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)  <b>DOI PATHWAYS: INTERNSHIP PROGRAM</b>				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <b>1-LR</b>	
								13. Competitive Level Code	
								14. Agency Use <b>Telework: 2</b>	

15. 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	<b>STUDENT TRAINEE (Forestry)</b>	<b>GS</b>	<b>0499</b>	<b>04</b>	<b>DAW</b>	
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) \_\_\_\_\_ 17. Name of Employee (if vacant, specify) \_\_\_\_\_

18. Department, Agency, or Establishment <b>Department of the Interior</b>		c. Third Subdivision	
a. First Subdivision <b>Assistant Secretary- Indian Affairs</b>		d. Fourth Subdivision	
b. Second Subdivision <b>Bureau of Indian Affairs</b>		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)	
		<b>William Downes, Chief, Division of Forestry &amp; Wildland Fire Management</b>	
Signature	Date	Signature	Date
		<i>William Downes</i>	<b>2/6/2013</b>

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  
**Handbook of Occup Groups & Fam, GS-0099 Gen Student Trainee Series, May 2009; GS-0499 Bio Sci Student Trainee; OPM & DOI MOU, Dec 14, 2012, 5 CFR Sec 362.104**

Typed Name and Title of Official Taking Action  
**Dorothy A Willie, HR Specialist (Class)**

Signature	Date
<i>Dorothy A Willie</i>	<b>2/13/13</b>

**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.

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

24. Remarks  
**Full Performance Level. Indian Preference Position. Identified as Non-driver under the BIA Driving Policy**

**BUS CODE: 1012**

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

**STUDENT TRAINEE (FORESTRY)**  
**GS-0499-04**

**A. INTRODUCTION**

The incumbent is a participant in the Internship Program of the Pathways Program. This position is designed to serve as a developmental experience and in conjunction with formal education, to provide the incumbent with the knowledge, skills, and/or abilities for employment in a civil service career. Each of the participants will be provided with a formal training and development plan, plus the appropriate performance standards and appraisal.

Organizationally, this position may be located anywhere within the Bureau of Indian Affairs.

**B. MAJOR DUTIES**

Trains and gains experience by working with professional foresters in performing technical and basic professional duties pertaining to forest management work.

Marks and/or thins timber. Continues learning plant terminology and identification, soils classification, and compiling forest management inventory data in terms of basal area, board foot, cubic foot, etc.

Receives training in performing simple scaling of logs with little or obvious defects.

Follows specific instructions and lays out boundary for sale of timber area.

Collects, compiles, and records forestry data in support of forestry projects.

Learns and advances skills in the proper use of instruments.

Receives other assignments to broaden knowledge of Bureau activities in the related program functions, such as rangeland management and recreation.

**C. FACTORS**

**1. Knowledge Required by the Position**

- a. Knowledge as gained through the completion of two full academic years of study or the completion of requirements for an Associate's degree; **OR**
- b. Knowledge as gained through the completion of one academic year of study and two periods of work experience under internship education agreement; **OR**
- c. The completion of one and one-half academic years of study and one period of work experience under internship education agreement.

Skill in following instructions to profit from training assignments.

## 2. Supervisory Controls

Assignments are designed to provide on-the-job training. The incumbent receives and carries out assignments under the direction and supervision of higher graded specialist. General instructions are provided for recurring assignments to be carried out independently on the processing of tasks covered by established guides and procedures. The incumbent consults with the specialist for guidance on unfamiliar situations. However, the employee is expected to perform with minimum supervision those tasks which require simple and direct application of acquired knowledge or experiences including applicable academic training. Work is reviewed in progress and on completion for adequacy, accuracy, and compliance with instructions.

## 3. Guidelines

Specific written and oral guidelines or instructions covering assignments are applicable and immediately available. The student trainee works in strict adherence to the guidelines, consulting the supervisor or higher grade employee for authorization of deviations. Little or no judgment is required to apply the guidelines which provide step-by-step procedures.

## 4. Complexity

Work assignments consist of specific tasks designed to provide the student trainee the on-the-job experience and training for future professional work. Assignments provide orientation in the application of learned theories and principles as they apply to forestry work. Problems are readily solved by application of basic principles, theories and established practices.

## 5. Scope and Effect

The purpose of this position is to provide the student trainee with experience involving forestry management within the broader framework of Federal agency rules, regulations and procedures. The effect of the work is to facilitate the professional work efforts of foresters.

## 6. Personal Contacts

Contacts are with professionals and technical employees within the office and related units. Occasionally, interacts with resource personnel of other Federal agencies, State and County agencies, Tribal personnel engaged in similar functions, and the general public.

## 7. Purpose of Contacts

Contacts are made to obtain, clarify and transmit information related to the work, and to assist in planning and coordinating work efforts.

## 8. Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, bending or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

## 9. Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing and or equipment when warranted by the job.

### D. WORK CONDITIONS AND OTHER REQUIREMENTS

The incumbent may be required to work other than normal hours as necessary to handle emergency situations or peak workloads. Appropriately handles and safeguards sensitive and/or classified information in accordance with regulations to reduce potential compromise. The incumbent is subject to background investigations.

**BIA Driving Policy Determination:** Management has identified that the incumbent of this position is not required to operate motor vehicle in performance of work under the BIA Driving Policy. Therefore, incumbent is NOT TO OPERATE a motor vehicle, whether government owned or leased, in the performance of duties.

**FLSA Determination:** This position meets the 5 CFR 551.204 (a)(1)(2): Non Exemption of certain employees criteria: which states certain (a) Certain nonsupervisory white-collar employees are FLSA nonexempt (unless the employees are subject to §551.211 (Effect of performing different work or duties for a temporary period of time on FLSA exemption status) or §551.212 (Foreign exemption criteria)) because they do not fit any of the exemption categories. They include (1) Employees in equipment operating and protective occupations, and most clerical occupations; and (2) Employees performing technician work in positions properly classified below GS-9 (or the equivalent level in other white-collar pay systems) and many, but not all, of those positions properly classified at GS-9 or above (or the equivalent level in other white-collar pay systems). Duties and responsibilities of this position are primarily aid/technician work and is properly classified as a Student Trainee (Forestry), GS-0499-04, therefore it meets 5 CFR 551.204 (a)(1)(2). **FLSA Designation: Non-exempt.**

**BUS Code Determination:** Unit description for Bureau of Indian Affairs (BIA) in the current Bureau of Indian Affairs & FISE-AFT Local 4524 Agreement (dated October 2011) includes all professional and nonprofessional employees of the Bureau of Indian Affairs Central Office located at Washington, D.C., Reston, Virginia, and Albuquerque, New Mexico, excluding managerial officials, supervisors, and employees described in 5 U.S.C 7112(b)(2),(3),(4),(6) and (7). This position is considered a nonsupervisory position, and does not meet any of the definitions for exclusion by 5 USC 7112, therefore, is determined covered by the collective bargaining agreement. **BUS Code Designation: 1012**

**Telework Determination:** BIE has determined this position is suitable for telework only during emergency or natural disaster. **FPPS CODE: 2**

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Explanation (Show any positions replaced)  DOI PATHWAYS: INTERNSHIP PROGRAM				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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								13. Competitive Level Code	
								14. Agency Use Telework: 2	

15. 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	STUDENT TRAINEE (Forestry)	GS	0499	03	DAW	
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision Assistant Secretary- Indian Affairs	d. Fourth Subdivision
b. Second Subdivision Bureau of Indian Affairs	e. Fifth Subdivision
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

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a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) William Downes, Chief, Division of Forestry & Wildland Fire Management
Signature	Signature <i>William Downes</i>
Date	Date 2/6/2013

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  
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Dorothy A Willie, HR Specialist (Class)

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Signature  
*Dorothy A Willie*

Date  
2/13/13

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

24. Remarks  
Full Performance Level. Indian Preference Position.  
Identified as Non-driver under the BIA Driving Policy

BUS CODE: 1012

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

**STUDENT TRAINEE (FORESTRY)**  
**GS-0499-03**

**A. INTRODUCTION**

The incumbent is a participant in the Internship Program of the Pathways Program. This position is designed to serve as a developmental experience and in conjunction with formal education, to provide the incumbent with the knowledge, skills, and/or abilities for employment in a civil service career. Each of the participants will be provided with a formal training and development plan, plus the appropriate performance standards and appraisal.

Organizationally, this position may be located anywhere within the Bureau of Indian Affairs.

**B. MAJOR DUTIES**

Trains and gains experience by working with forestry management professionals in performing technical and entry level professional duties pertaining to forestry management work.

- Works with professional foresters and technicians performing technician support tasks relating to forest management such as marking and/or thinning timber; taking simple measurements such as running compass lines, measuring and recording distances, heights, diameters and growth of trees. Learns plant terminology and identification, soils classification, and use of aerial photos.
- Continues becoming familiar with the proper forestry instruments to perform the work and the proper care of those instruments.
- Receives orientation pertaining to the organizational structure of the Bureau and its methods of managing trust forest resources.
- Receives other assignments to broaden knowledge of Bureau activities in the related program functions, such as wildlife and recreation.

**C. FACTORS**

**1. Knowledge Required by the Position**

- a. Knowledge as gained through the completion of one academic year of post-high school study; **OR**
- b. Knowledge as gained through the completion of one full semester or the equivalent, of post-high study and one period of work experience under an Intern Program in the field of forestry management.

Skill in following instructions to profit from training assignments.

**2. Supervisory Controls**

Assignments are designed to provide on-the-job training. The incumbent receives and carries out assignments under the direction and supervision of higher graded specialist. General

instructions are provided for recurring assignments to be carried out independently on the processing of tasks covered by established guides and procedures. The incumbent consults with the specialist for guidance on unfamiliar situations. However, the employee is expected to perform with minimum supervision those tasks which require simple and direct application of acquired knowledge or experiences including applicable academic training. Work is reviewed in progress and on completion for adequacy, accuracy, and compliance with instructions.

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### 4. Complexity

Work assignments consists of specific tasks designed to provide the student trainee on-the-job experience and training for future professional work. Assignments provide orientation in the application of learned theories and principles as they apply to forestry management. Problems are readily solved by application of basic principles, theories and established practices.

### 5. Scope and Effect

The purpose of this position is to train the student trainee in applying forestry management principles and theories. The effect of the work is to provide support to specialists for training purposes.

### 6. Personal Contacts

Contacts are with professionals and technical employees within the office and related units.

### 7. Purpose of Contacts

Contacts are generally for the purpose of obtaining and exchanging factual information related to performance of training assignments.

### 8. Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, bending or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

### 9. Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing and or equipment when warranted by the job.

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