TEMPORARY RECRUITMENT BULLETIN

Announcement Number: NPWRC-16-002
Hiring Agency: INTERIOR, U.S. Geological Survey
Position Title: Biological Science Technician, GG-0404-04/05 (DEU-TEMP)
Open Period: 12/27/2016 – 01/13/2017
Type of Appointment: Temporary, Excepted Service, Not-to-Exceed 180 days in a Service Year. The work of this project will not exceed 1039 paid hours in a service year. Positions may offer rehire eligibility for subsequent appointments, provided the employee has not exceeded 1039 hours of work in a twelve month period and has achieved an acceptable level of performance.

This vacancy is limited to a certain number of applicants and may close before the close date listed here if that limit is reached.

Series/Grade:
GG-0404-04
GG-0404-05

Salary:
GG-0404-04: $13.84 per hour
GG-0404-05: $15.49 per hour

Promotion Potential: The grade level for which you are selected is the full performance level.

Duty Location(s):
- FEW in Glasgow, MT, US
- FEW in, Malta MT, US

For More Info:
Christine Williams
U.S. Geological Survey
Northern Prairie Wildlife Research Center
8711 37th Street SE
Jamestown, ND 58401
701-253-5512
northern_prairie_jobs@usgs.gov

Who May Apply: United States Citizens
Security Clearance Req: Public Trust-Background Investigation
Duration Appointment: There may be periods of full-time, part-time, and intermittent work.

What General Information Do I Need To Know About This Position?

This vacancy is limited to the first 100 applications received and will close at midnight Central Time on the day this application limit is reached regardless of the closing date specified in this vacancy announcement. Any application received prior to midnight Central Time of the day the application limit is reached will be accepted and considered. You are strongly encouraged to submit all required supporting documents at the time of application should the vacancy close earlier than stated in this announcement due to the applicant limit being reached. Supporting documents will not be accepted once the vacancy announcement closes.
**Supervisory Position:** No

**Relocation Authorized:** No

**Travel Required:** Occasional overnight travel of up to 5 nights per month may be required.

**Key Requirements:**

- Applicants must be U.S. Citizens.
- Suitable for Federal employment, as determined by background investigation.
- Overnight travel of up to 5 nights per month may be required.
- Selectee must provide a valid driver’s license and safe driving record.
- Selectee required to complete a pre-employment physical
- A background investigation will be required for this position. Continued employment will be subject to the applicant’s successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.
- You will be required to operate a government-owned or leased vehicle in the performance of your official duties.
- Applicants for this position must meet the following requirements: (1) possession of a valid State driver’s license, and (2) possess a safe driving record. If selected, you will be required to provide proof of a valid State license and a copy of your driving record.

**Throughout the recruitment and hiring process we will be communicating with you via email; therefore, it is imperative that the email address you provide when applying for this vacancy remains active. Should your email address change, please notify the point of contact identified in the vacancy announcement as soon as possible so that we can update your information.**

THIS IS A TEMPORARY EXCEPTED SERVICE POSITION for which all qualified applicants, with or without Federal status may apply and be considered. Appointment to this position, however, will not convey permanent status in the Federal service. Appointment will only be for the duration of the position, in this case, 1039 hours or less. Positions may offer rehire eligibility for subsequent appointments, provided the employee has not exceeded 1039 hours of work in a twelve-month period and has achieved an acceptable level of performance.

**DUTIES:** Conduct breeding bird surveys. Records data onto datasheets and later enters data in an MS Access database. Drive 4-wheel-drive pickup trucks, problem solve when issues arise, work as an integral member of the research team. The work is approximately 80% in the field and 20% in an office setting. A current driver’s license is required. Experience with 4-wheel-drive pickup trucks is desirable.

**Summary:** The USGS Northern Prairie Wildlife Center is seeking biological science technicians (crew leads and technicians) for the 2017 summer field season. This position begins approximately May 8, 2017 and will end approximately July 22, 2017.

This project is investigating detection and roadside bias in surveys of grassland birds in the Northern Great Plains. Primary focus will be on detection and occupancy of Sprague’s pipit, Baird’s sparrow, Chestnut-collared and McCown’s longspur. **Duty Stations:** Glasgow, MT (Up to 2 individuals); Malta, MT (Up to 4 individuals).

**DUTIES:** The incumbent will perform a variety of tasks to gather and manage field data for a study of grassland use and abundance of breeding birds in the Northern Great Plains. The incumbent is assigned to the Center’s Breeding Bird Survey / Roadside Bias Program, with principal responsibility for collecting data related to detection and occupancy of Sprague’s pipit, Baird’s sparrow, Chestnut-collared and McCown’s longspur, and other grassland birds. Specific study elements involved include running daily Breeding Bird Surveys, identifying grassland birds by visual and auditory ID skills, collecting data on detection and occupancy, and entering field data into a MS Access database. The incumbent works under the general supervision of a Principal Investigator, who outlines the objectives, responsibilities, and priorities to be met. The incumbent’s primary duty is conducting breeding bird surveys following proper procedures and tools: (1) follows protocol in daily data collection, (2) care for and maintain equipment, and...
(3) maintaining and entering data. The incumbent acts daily as a member of a field crew and performs correct use of field forms and techniques, organizing field equipment, confirming quality and accuracy of data, and alerting supervisor to procedural, technical, and logistical problems. The incumbent applies and adapts existing methods to accomplish project objectives. The incumbent works independently in most phases of duties and updates the supervisor occasionally to ensure coordination of all phases of the project. The supervisor and other Center staff are available to offer guidance, but the incumbent is responsible for the work. Completed work receives general review by the supervisor.

**Duties for the GG-5 level** positions may include all duties described above, as well as: (4) assisting with the development and planning of work schedules; and (5) maintaining data and protocol consistency and leading a field crew. Experience to support the primary task includes experience running field crews, experienced birder (detection by visual and auditory ID), and 4-wheel-drive experience is vital for employees at this grade.

**PHYSICAL DEMANDS:** Field work will be strenuous at times. Position demands hiking moderate distances in varying temperatures, carrying equipment, and working early morning hours. Field work is extensive, and will require long hours of walking, operating 4-wheel-drive trucks, extensive exposure to sun, insects, cattle, and walking over rough terrain to conduct Breeding Bird Surveys in grassland habitat. Most office work (data management and computer use) is performed while seated, although occasional periods of standing, walking, bending, or carrying light objects are required.

All Grades: A current driver’s license is required, and familiarity with 4-wheel-drive vehicles, GPS units, GIS, and navigating by aerial photography is desirable. The U.S. Geological Survey has determined that the duties of this position are not suitable for telework.

**Qualifications and Evaluations**

**QUALIFICATIONS:**

**For the GG-4 level:** Experience or education beyond high school as described below is required:

- 6 months field party experience
- OR
- 2 years sub-professional experience
- OR
- 1 year college study related to biology

**For the GG-5 level:** Experience or education beyond high school as described below is required:

- 9 months field party experience
- OR
- 3 years sub-professional experience
- OR
- 3 years college study related to biology PLUS 3 months lab or field work experience. Satisfactory completion of a field course in biology may be substituted for the 3 months of field and/or laboratory experience.

*You must meet all qualification and eligibility requirements for the position by the closing date of the announcement.*

**Definitions of Experience**

**Field Survey Party** — Experience with a field survey party includes activity associated with making and recording geologic, hydrologic, biologic, or topographic field observations; collecting geologic, biological, or water samples for laboratory analysis; applying accepted data collection techniques and methods in the performance of field work in support of scientific investigations; and using a variety of surveying instruments and electronic or mechanical instrumentation in the making and recording of field measurements and observations designed to collect data for physical/biological science investigations. Only time actually spent in the field can be credited when qualifying individuals under the field party experience option.

**Sub-professional Experience** — Sub-professional experience is defined as technical work performed in support of field or laboratory investigations relating to the biological sciences, physical sciences, or closely related disciplines.
which provided basic knowledge or skills in gathering, recording, and assembling scientific or engineering data; using scientific instruments to measure angles, degrees, weights, strengths, intensities, etc.; setting up and operating test apparatus, and manipulating quantitative data. Experience may include assisting professional employees with such duties as calibrating and operating measuring instruments mixing solutions, making chemical analyses, setting up and operating test apparatus, and compiling and processing scientific data. Experience as a laboratory mechanic or in a trade or craft may be credited as experience when the work was performed in close association with physical or biological scientists or other technical personnel and provided a good working knowledge of appropriate scientific principles, methods, and techniques.

**Professional Experience** — Professional work experience in the physical and biological sciences may be credited in lieu of or in conjunction with sub-professional experience as defined above.

**EXPERIENCE AND EDUCATION:** Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g. Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

If you are qualifying based in whole or part on education, you are required to provide all unofficial transcripts (undergraduate, graduate, etc.) or list of course work, which includes semester hours earned and grade received, by the closing date of this announcement or you will be disqualified from further consideration. This proof may be faxed, to the office (see "Required Documents" and/or "Contact Information"). Please ensure that all documentation is legible. If you are currently employed by the Federal government in the same occupational series as the advertised position, you are not required to submit transcripts at this time.

Education completed in colleges or universities outside the United States may be used to meet the above requirements. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated, visit: [http://www.usgs.gov/ohr/oars/quals/foreign.html](http://www.usgs.gov/ohr/oars/quals/foreign.html).

**BASIS OF EVALUATION:** All applicants will be evaluated on the basis of education and experience (including unpaid or volunteer experience). Applicants must meet all qualifications and eligibility requirements by the closing date of this announcement.

NOTE: Applicants will receive a basic eligible or ineligible rating based upon the qualification requirements. First preference in referral will be given to eligible applicants entitled to 10-point veteran's preference who have a compensable service-connected disability of 10 percent or more. All other qualified applicants entitled to veteran's preference will be given preference over qualified applicants not entitled to veteran's preference. Applicant's claiming CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, their most recent Performance Rating, and their most recent SF-50 noting current position, grade level, and duty location. CTAP and ICTAP eligibles will be considered well qualified if they earn a minimum score of 85 (prior to the assignment of veteran's preference points). For more information on CTAP/ICTAP eligibility requirements, please visit [http://www.usgs.gov/ohr/oars/quals/ctap.html](http://www.usgs.gov/ohr/oars/quals/ctap.html).

All applicants must be United States Citizens. Under regulations contained in the Immigration Reform and Control Act of 1986, employment in this position is limited to those persons who are authorized to work in the United States. Verification of employment eligibility will be required at the time of appointment.

As a condition of employment, all new employees reporting for duty with the Department of the Interior will be paid through direct deposit to a financial institution of their choice. Applicants selected for Federal employment will be required to complete a Declaration of Federal Employment, OF-306, prior to being appointed to determine their suitability for Federal employment and to authorize a background investigation. Failure to answer all questions truthfully and completely or providing false statements on the application may be ground for not hiring the applicant, or for firing the applicant after he/she begins work. Also, he/she may be punished by fine or imprisonment (U.S. code, Title 18, section 1001). Prior to or at the time of appointment, male applicants born after December 31, 1959, will have to certify that they have registered with the Selective service system in order to be appointed to a position with the United States Geological Survey, unless legally qualified for an exception.

Employees of the U.S. Geological Survey are subject to the provisions of Title 43, U.S. code, Section 31 (a) and may not according to this legislation and related regulation: (A) have any personal or private interest, direct or indirect, in
lands or mineral wealth of such lands or a region under survey and whose title is in the U.S.; (B) execute surveys or examination for private parties or corporations; or (C) have personal or private interest, direct or indirect, in any private mining or mineral enterprise doing business in the U.S. except where specifically authorized by the director of the U.S. Geological Survey.

Benefits and Other Info

Benefits:
Temporary appointees expected to work at least 130 hours per month for at least 90 days will be eligible to enroll in a Federal Employee Health Benefits (FEHB) plan. Individuals eligible under this rule receive the full government contribution to their premiums regardless of work schedule and will also be eligible to participate in the Flexible Spending Accounts and Federal Long Term Care Insurance Program. Temporary appointees are not covered by the Federal Employee Retirement System and are ineligible for Federal life, dental, or vision insurance.

Other Information:
The Hiring Official will determine the work schedule based upon project needs. There will be busy periods when those selected will be required to work full- or part-time schedules and other periods when individuals will be placed on intermittent schedules and will only work when their services are required. Those selected will be required to sign a statement of understanding to this effect.

Applicants who include vulgar, offensive, or inappropriate language or information in their application package will be ineligible for further consideration for this position.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position. USGS employees are subject to Title 43, USC Section 31(a) and may not: (a) have any personal, private, direct or indirect interest in lands or mineral wealth of lands under survey; (b) have any substantial personal, private, direct or indirect interests in any private mining or mineral enterprise doing business with the United States; or (c) execute surveys or examinations for private parties or corporations.

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

DOI uses E-Verify to confirm the employment eligibility of all newly hired employees. THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

How to Apply

How to Apply: Carefully read all information and instructions. It is the responsibility of the applicant to ensure the application is completed. This office will not be responsible for soliciting additional information from applicants and will consider individuals based on their applications and supporting documentation as submitted.

* Personally Identifiable Information is defined as information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc. Please ensure that you have removed all Personally Identifiable Information from all documents prior to submitting or uploading your application material.

Important Note: You only need to submit one application for any combination of the locations and grades in which you are interested, but you can only be considered for the locations and grades that you specify in your application and/or cover letter. Thus, we strongly suggest that you apply for multiple locations and grades to improve your chances of fitting our needs, but if you have preferences please make them clear.
This vacancy is limited to the first 100 applications received and will close at midnight Central Time on the day this application limit is reached regardless of the closing date specified in this vacancy announcement. Any application received prior to midnight Central Time of the day the application limit is reached will be accepted and considered. You are strongly encouraged to submit all required supporting documents at the time of application should the vacancy close earlier than stated in this announcement due to the applicant limit being reached. Supporting documents will not be accepted once the vacancy announcement closes.

Applications must be received via email or fax by the closing date on the announcement to be considered. All application materials must arrive by 5:00 p.m. CDT on the closing date of the announcement, and must include the announcement number of the job for which you are applying.

Submit the following to complete the application process:
(a) cover letter and resume - You must indicate the grades and locations for which you want to be considered. If you do not indicate specific grades and locations your application will be considered incomplete and you will not be further considered.
(b) if qualifying for grade level(s) based on education, you must submit college transcripts (can be unofficial) or a list of college courses, specifying title of coursework, completion date, semester or quarter hours earned by course title, and grade earned. If selected you will be required to provide official transcripts.

If claiming 5-point veteran’s preference, a DD-214 showing character of discharge is required.
If claiming 10-point veteran’s preference a DD-214 showing character of discharge is required and a VA letter showing % of disability is required.

APPLICATIONS WILL ONLY BE ACCEPTED VIA FAX OR EMAIL TO:
U.S. Geological Survey, NPWRC
Northern Prairie Wildlife Research Center
8711 37th St SE
Jamestown, ND 58401
FAX# 701 253 5553
Email: northern_prairie_jobs@usgs.gov

Application MUST include:
-Cover Letter, Resume, Transcripts (if applicable)

JOB INFORMATION:
- Announcement number
- Position title
- Grade(s) and Duty Location(s) of the job(s) for which you are applying

PERSONAL INFORMATION:
- Full name, mailing address (with zip code), day and evening phone numbers (with area code), email address
- Country of Citizenship
- Veteran’s Preference (10 point, 5 point, Not a veteran)
- Highest Federal civilian grade held, if applicable (also give job series and dates held)

EDUCATION INFORMATION:
- High School (name and address including zip code if known)
- Colleges and universities (name and address including zip code if known)
- Major(s)
- Type and year of any degrees received
- Copy of your college transcripts should include a list of college courses completed. Specify titles of courses, show total credits earned (and indicate whether semester or quarter hours), date courses completed, grades earned, degrees received.

WORK EXPERIENCE: Give the following information on your paid and unpaid work experience related to the job:
- Job Title (include series and grade if Federal job)
- Duties and accomplishments
- Employer’s name and address
- Supervisor’s name and phone number
- Starting and ending dates (MONTH, DATE and YEAR)
- HOURS WORKED PER WEEK
- Salary or Wage
- Indicate if we may contact your current supervisor

**OTHER QUALIFICATIONS:**
- Job-related training courses (title, length, date taken)
- Job-related skills (i.e., other languages, computer software/hardware, tools, machinery, typing speed, first aid, etc.

**VETERAN’S PREFERENCE and ACTIVE DUTY MILITARY REQUIRED DOCUMENTS:**
If you are claiming veterans’ preference you must provide a legible copy of your DD-214, Certificate of Release or Discharge from Active Duty, member 4 copy or any official documentation or statement from the Armed Forces that confirms your dates of service and that your separation, discharge, or release from active duty was under honorable conditions (i.e., Honorable or General Discharge). Note: If you have more than one DD-214 for multiple periods of active duty, submit a copy for each period of service.

If you are currently on active military duty, you must provide documentation (e.g., campaign document, award citation, etc.), that verifies entitlement to veterans’ preference and that your character of military service is honorable.

If you are claiming 10-point veterans' preference, in addition to the documents specified above, you must also submit documentation that supports your claim, e.g., an official statement from the Department of Veterans Affairs (dated 1991 or later) or from a branch of the Armed Forces certifying the existence of a service-connected disability, or the award of the Purple Heart, etc. The overall rating must be identified on your certification letter or separation orders.

Documentation must be received by the closing date shown in this vacancy announcement. If you fail to submit any of the required documentation, you will not be granted veterans' preference. Additional information on veterans' preference can be found in the VetGuide: [http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/](http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/).

**What to Expect Next:**
If you are rated as a qualified candidate, you will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified via email.

Contact Person: Christine Williams
Contact Phone: 701-253-5512
Contact Email: Northern_prairie_jobs@usgs.gov
Contact Preference: Email