

Job Analysis Worksheet for Tasks – General Biologist

Task	Source	Importance	Frequency
1. Plans the approach and collects data to determine the impact of various land and water development projects on the natural resources of an area.	PD/HR Manager-OPM	4	3
2. Reviews and reports on permit applications under the Corps of Engineers and the Environmental Protection Agency or state permit programs.	PD/HR Manager-OPM	3	2
3. Enters data into appropriate systems, Performs data analysis and writes objective reports to evaluate findings.	PD/HR Manager-OPM	4	3
4. Conducts private land habitat restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc., and prepares management plans for restored areas.	PD/HR Manager-OPM	4	2
5. Promotes or develops and maintains good working relationships with key individuals or groups.	PD/HR Manager-OPM	3	4
6. Assists in preparing and reviewing biological implications of environmental assessment/impact statements or comprehensive resource planning reports to evaluate environmental consequences of proposed Federal actions.	PD/HR Manager-OPM	5	4
7. Assists in developing comprehensive management plans to insure conservation, protection, and enhancement of wildlife and habitat for a geographic area having a variety of habitat conditions.	PD/HR Manager-OPM	5	3
8. Helps gather, organize, and interpret biological, ecological, pathological, public use or other pertinent information to insure management plans are current.	PD/HR Manager-OPM	3	2
9. Gives presentations or briefings (for example, reports, lectures, demonstrations).	PD/HR Manager-OPM	2	2
10. Prepares reports on progress and completion of studies and reports with recommendations for changes, elimination, or improvement of operations and program plans.	PD/HR Manager-OPM	4	4

Importance Scale	Frequency
How important is this task to the job?	How often is the task performed?
0 = Not Performed	0 = Not Performed
1 = Not Important	1 = Every few months to yearly
2 = Somewhat Important	2 = Every few weeks to monthly
3 = Important	3 = Every few days to weekly
4 = Very Important	4 = Every few hours to daily
5 = Extremely Important	5 = Hourly to many times each hour

Signature: Chris J. [Signature]
 Title: Supervisor
 Date: 4/2/10

Job Analysis Worksheet for Competencies General Biologist – GS-7

Competency	Source	Importance	Need at Entry	Distinguishing Value
1. Technical Knowledge – Fish & Wildlife Biology	HR Manager/ PD	5	1	5
2. Technical Knowledge – Habitat Conservation	HR Manager/ PD	5	2	4
3. Analytic Thinking	NBC Comp. Dictionary	4	2	4
4. Oral Communication	HR Manager	3	1	3
5. Written Communication	HR Manager	4	1	4
6. Interpersonal Skills	HR Manager	3	3	4
7. Decision Making	NBC Comp. Dictionary	4	2	3
8. Problem Solving	HR Manager	4	2	4
9.				

Importance Scale	Need At Entry Scale	Distinguishing Value Scale
How important is this competency for effective job performance?	When is this competency needed for effective job performance?	How valuable is this competency for distinguishing superior from barely acceptable employees?
1 = Not Important	1 = Needed the first day	1 = Not Valuable
2 = Somewhat Important	2 = Must be acquired within the first 3 months	2 = Somewhat Valuable
3 = Important	3 = Must be acquired within the first 4-6 months	3 = Valuable
4 = Very Important	4 = Must be acquired after the first 6 months	4 = Very Valuable
5 = Extremely Important		5 = Extremely Valuable

Signature: Chris Stover
 Title: Supervisor
 Date: 09/1/10