

United States Department of the Interior
U. S. Geological Survey
Great Lakes Science Center
Temporary Recruitment Bulletin
Announcement # GLSC-2015-03

Position: Biological Science Technician (Field Assistant), GG-0404-06
of Openings: few
Opens: March 23, 2015 8:00 AM, EDT
Closes: March 27, 2015 5:00 PM, EDT or until filled
Salary: \$18.18 per hour
Type of Appt: Temporary, Not-to-Exceed 180 paid days during the year following the hire date. This position begins *approximately* April 20, 2015 and ends *approximately* December 31, 2015.

Work Schedule: Full Time
Location: Great Lakes Science Center, Ann Arbor, MI
Area of Consideration: All U.S. Citizens

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, 9 months or less (November to July).** Temporary employees are covered by the Social Security Retirement system; annual and sick leave will be accrued; and employees may enroll in the Federal Employees' Health Benefits Program but are ineligible life insurance coverage.

This position is not suitable for telework.

Duties: Incumbent will perform technical work in a laboratory or field environment in support of professional or technical employees engaged in data collection activities or analysis of biological data collection activities or analysis of biological samples. Performs one or more of the following duties:

--Collects biological, botany, fisheries, or wildlife data from study files or monitoring stations.

--Performs laboratory analysis of biological samples to determine specified chemical, biological, or physical characteristics.

--Operates a government motor vehicle or a boat as an incidental driver.

Required skills include a general knowledge of processes, methods, and procedures of biological science. The ability to catalogue and track samples and properly handle and dispose of chemical preservatives. Prior experience with a microscope and algal identification is desired.

Physical Demands: Work is physically demanding and includes walking, bending, climbing, and lifting of equipment up to 100 pounds when in the field, sometimes during adverse conditions.

Relocation: Relocation expenses are not authorized for this position.

Travel: Travel between two duty stations in Ann Arbor may be required. Extensive field work is expected including occasional overnight travel.

Qualifications: In order to qualify, you must meet one of the following:

For GG-6:

- A. **1 year, 9 months field party experience.** Field party experience includes activities associated with making and recording geologic, hydrologic, biological, 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 observation designed to collect data for geologic biological science investigations. Only time actually spend in the field can be credited when qualifying individuals under the field party experience option. OR
- B. **4 years sub-professional experience.** Sub-professional experience is defined as technical work performed in support of field or laboratory investigations relating to the biological sciences which provided basic knowledge or skills in gathering, recording, and assembling scientific data; using scientific instruments; setting up and operating test apparatus; and manipulating quantitative data. Experience may include assisting professional employee such duties. OR
- C. **4 years college study related to biology, plus 3 months of lab or field work experience.** Four years of college study is defined as 120 semester hours which includes at least 30 semester hours in biology, physical science, engineering or math; or completion of a full four or five year course of study leading to a bachelor's degree in an appropriate field of biological sciences. At least 24 semester hours must include course work in the biological sciences.

EDUCATION

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, emailed or hand delivered to the point of contact listed in the "How to Apply" section of this announcement.

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>.

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.

BENEFITS

Temporary employees are covered by the Social Security Retirement system; annual and sick leave will be accrued; and employees may enroll in the Federal Employees' Health Benefits Program but are ineligible life insurance coverage.

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 Veterans preference will be given preference over qualified applicants not entitled to veteran's preference.

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 grounds 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 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.

How to apply: Carefully read all information and instructions. It is the responsibility of the applicant to insure the application is completed. The personnel office will not be responsible for soliciting additional information from applicants or from official personnel records, but will consider individuals based on their applications as submitted.

Submit one of the following forms of application: (a) resume and cover letter or (b) other written format. Also, please submit college transcript (unofficial acceptable) or list of college course, specifying title of course work, completion date, semester or quarter hours earned by course title, and grade earned. The names, phone numbers, and addresses of three references are also required.

State which announcement number you are applying for.

If claiming 5 point veteran's preference, a DD-214 showing character of discharge is required. If claiming 10 point veteran's preference, a SF-15 with proof of claim is required.

The following must be included in your application form:

JOB INFORMATION:

- Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION:

- Full name, mailing address (with zip code) and day and evening phone numbers (with area code)
- Date of Birth
- Country of Citizenship
- Veterans preference (with supporting documentation, DD-214)
- Highest Federal civilian grade held (also give job series and dates held)

EDUCATION:

- High school (name, address, including zip code if known)
- Colleges and universities (address including zip code if known)
 - Majors
 - Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Send a copy of your college transcripts or list of college courses completed. Specify title of course, semester or quarter hours earned for each course, date completed, grade earned.

WORK EXPERIENCE:

Give the following information on your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions)

- Job Title (include series and grade if Federal job)
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates with Month and Year (Example: Feb 2001 thru Jan 2002)
- Hours worked per week (e.g., 40 hr/wk, 20 hr/wk, etc.)
- Salary
- Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS:

- Job-related training courses (title, length, date taken)
- Job-related skills (IE., other languages, computer software/hardware, tools, machinery, typing speed)
- Job-related honors, awards, and special accomplishments (IE, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards). Give details but do not send documents unless requested.

APPLICATIONS, WITH SUPPORTING DOCUMENTATION, MUST BE RECEIVED BY THE CLOSING DATE AND TIME SHOWN ON THIS ANNOUNCEMENT TO BE CONSIDERED.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The USGS is an Equal Opportunity Employer. Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.

The person selected is required to provide proof of a valid State drivers license (a copy of the license is adequate) and a copy of his/her driving record prior to employment.

Where to Apply:

Applications must be received by 5:00 PM, EDT, March 27, 2015:

c/o: Jaquelyn Craig
U.S. Geological Survey
Great Lakes Science Center
1451 Green Rd.
Ann Arbor, MI 48105-2807
 Phone: 734-214-7221
 Fax: 734-994-8780

Or e-mail all application documents to:

jcraig@usgs.gov

with "Announcement # GLSC-2015-02" and your last name in the subject line

It is against the law to submit applications for employment using government franked envelopes or mail services (18 USC 1719). All such applications will not be considered. Applications may be mailed, faxed, or sent via automated mail systems by the closing date and time to be considered. To assure your personal information is protected, do not include your Social Security Number when emailing your documents.