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Go to section of this Job: **Job Title:** Fish and Wildlife Biologist**Department:** Department Of The Interior**Agency:** Interior, US Fish and Wildlife Service**Job Announcement Number:** R4-12-557609-SW

**SALARY RANGE:** \$85,500.00 to \$111,148.00 / Per Year

**OPEN PERIOD:** Wednesday, November 09, 2011 to Friday, December 02, 2011

**SERIES & GRADE:** GS-0401-13

**POSITION INFORMATION:** Full Time - Permanent

**PROMOTION POTENTIAL:** 13

**DUTY LOCATIONS:** 1 vacancy(s) - Atlanta, GA United States [View Map](#)

**WHO MAY BE CONSIDERED:** Status Candidates (Merit Promotion and VEOA Eligibles)

**JOB SUMMARY:**

You too can make a difference in our world. The work of the US Fish and Wildlife Service is meaningful and varied. Want to know more about what it is like to work for us? Click here to watch a short podcast called [Meet Your New Boss!](#)

Working for the U.S. Fish & Wildlife Service is more than a career. It is a commitment shared by men and women representing a diverse range of professions, backgrounds, and specialties who are dedicated to conserving, protecting, and enhancing fish, wildlife, plants and their habitats. From the Arctic Ocean to the South Pacific, from the Atlantic to the Caribbean, Service personnel are working hard to ensure future generations will be able to enjoy nature's beauty and bounty.

**AREA OF CONSIDERATION:** Government-Wide: This position is open to current career or career-conditional Federal employees serving on a competitive service appointment; former federal employees with reinstatement eligibility; Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply under the Veterans' Employment Opportunities Act of 1998 (VEOA); or those qualifying for a non-competitive appointment.

The position is located in the Department of Interior, U.S. Fish and Wildlife Service, Southeast Region, Ecological Services (ES), Atlanta, Georgia. The incumbent serves as a Senior Staff Fish and Wildlife Biologist and functions under the general direction of the Assistant Regional Director (ARD) as a Regional Office Program Coordinator for priority partnerships related to longleaf pine restoration efforts and other priority trust resources in the southeast.

**KEY REQUIREMENTS**

- U.S. Citizenship Required
- Security Clearance/Background Investigation Required

**DUTIES:**[Back to top](#)

Applies knowledge of applicable laws, rules, regulations, guidelines and procedures pertaining to implementation of the Endangered Species Act; conducts and/or serves as a focal point for collaborative program, policy, management, and budget analyses that provide advice on high profile recovery efforts, such as the America's Longleaf Restoration Initiative; reviews existing and new environmental legislation, executive Orders, and agency regulations which may affect or change assessment, review, planning, and partnership activities related to longleaf pine restoration efforts. Applies experience and technical expertise in wildlife, biology, habitat management, endangered species regulations and policy, and partnership activities to provide direction and guidance to a staff; reviews and analyzes budget submissions and formulates recommendations for future funding requests related to conservation and restoration of longleaf pine. Reviews and provides recommendations on technical matters related to an agency's policy, rules and regulations

**Agency Information:**

US Fish and Wildlife Service Georgia  
Division of Human Capital  
Management  
1875 Century Blvd Suite 370  
Atlanta, GA  
30345

**Questions about this job:**

SPENCE WILLIAMS  
Phone: (404)679-4029  
Email:  
SPENCE\_WILLIAMS@FWS.GOV

**Job Announcement Number:**

R4-12-557609-SW

**Control Number:** 302883500

and interagency agreements. Works with a large and diverse inter-agency team in the preparation of longleaf pine restoration efforts; provides recommendations on the necessity and functions of a Federal Coordinating Committee and Executive committee, and potentially leads or facilitates meetings. Coordinates with the Washington Office on the latest policy and legislative issues which effect Service recovery and partnership efforts; provides objective and complete oral briefings or briefing statements on the implications these legislative and policy issues have on the restoration efforts. Prepares correspondence for signature on issues related to longleaf pine and related landscape scale ecosystem restoration effort; prepares and presents briefings and makes recommendations on the policy and budgetary issues associated with the longleaf pine restoration efforts.

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#### QUALIFICATIONS REQUIRED:

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The Qualifications Standards Handbook for General Schedule Positions will be used to determine qualification requirements. You must meet qualification and time-in-grade requirements by the closing date of this announcement.

A. Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.

-OR-

B. Combination of education and experience -- Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

#### Minimum Requirements:

**In addition to meeting the basic requirements, applicants who wish to qualify for this position at the GS-13 level must also possess one year of specialized experience equivalent to at least the GS-12 level in federal service.** Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Examples of specialized experience includes: applying knowledge of applicable laws, rules, regulations, guidelines and procedures pertaining to implementation of the Endangered Species Act; reviewing existing and new environmental legislation, executive orders, and agency regulations which may affect or change assessment, review, planning, and partnership activities related to longleaf pine restoration efforts. Applying experience and technical expertise in wildlife, biology, habitat management, endangered species regulations and policy, and partnership activities to provide direction and guidance to a staff; reviewing and analyzing budget submissions and formulates recommendations for future funding requests related to conservation and restoration of longleaf pine; working with a large and diverse inter-agency team in the preparation of longleaf pine restoration efforts; providing objective and complete oral briefings or briefing statements on the implications these legislative and policy issues have on the restoration efforts. Preparing correspondence for signature on issues related to longleaf pine and related landscape scale ecosystem restoration efforts and preparing and presenting briefings and making recommendations on the policy and budgetary issues associated with the longleaf pine restoration efforts.

#### CONDITIONS OF EMPLOYMENT:

1. 1. The employee will be frequently required to travel from assigned duty station to various areas inside and outside jurisdictional boundaries of the Region.
2. 2. Incumbent must be able to operate a government-owned or leased motor vehicle. A valid state driver's license is required.
3. 3. This positions sensitivity level has been designated as non-sensitive. Accordingly, the selectee must undergo a background investigation prior to appointment.
4. 4. Payment of relocation expenses will be authorized

#### HOW YOU WILL BE EVALUATED:

Your rating will be based on both your responses to the Job Specific Questionnaire and the information stated in your resume. The Job Specific questions relate to the following knowledges, skills and abilities required to do the work of this position.

1. **Knowledge of theory, principles, and methods of fish and wildlife conservation.**
2. **Skill in oral communication**

### 3. Skill in written communication.

Please make sure that your responses to the questionnaire are supported in your resume. Also, follow all instructions carefully as errors and omissions may affect your score.

Please note: If a determination is made that you have rated yourself higher than is apparent in your description of experience and/or education OR that your application is incomplete, you may be rated ineligible, not qualified or your score may be lowered.

#### BENEFITS:

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The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

**Health Insurance** - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program (FELI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

**Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.gov/EI/benefits.asp>

#### OTHER INFORMATION:

Full performance level of this position is 13. If selection is made below the full performance level, incumbent may be subsequently promoted to the full performance level without further competition after all legal and regulatory requirements are met; i.e., satisfactory performance and time-in-grade; however, promotion is neither automatic nor guaranteed.

#### HOW TO APPLY:

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To apply for this position, you must provide a complete Application Package which includes:

1. Your Résumé
2. A complete Occupational Questionnaire
3. Additional Required Documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Friday, December 02, 2011.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID 557609. Fax your documents to **1-478-757-3144**.

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire  
[View Occupational Questionnaire](#),
2. Print this 1203FX form to provide your response to the occupational questionnaire

[http://www.opm.gov/forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf), and

3. Fax the completed 1203FX form along with any supporting documents to **1-478-757-3144**. Your 1203FX will serve as a cover page for your fax transmission.

#### REQUIRED DOCUMENTS:

*Depending on your claimed status, the following documentation is required:*

1. Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted electronically using the document upload process or fax. Please be sure to include all of the following information in your resume:

##### Job Information:

-Vacancy Identification Number, title, grade and location for which you are applying.

##### Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

##### Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

##### Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

Do not send copies of documents unless specifically requested.

## 2. C

College transcript.

**Transcripts:** You must submit a copy of your transcripts (official or unofficial photocopy) to document your educational accomplishments. Failure to submit this documentation by the closing date will result in disqualification from further consideration. Officials transcripts will be required if you are selected to fill this position. College transcripts are still required if you currently occupy or previously occupied the series for which you are applying.

**Foreign Education:** Education completed outside the United States must have been evaluated by a private U.S. organization that specializes in interpretation of foreign educational credentials, commonly called a credential evaluation service or education that is recognized by the Secretary of Education from an accredited body.

3. Current and former federal career and career-conditional employees: Submit a copy of your most recent (non-award) SF-50, Notification of Personnel Action, or equivalent document that verifies tenure (block 24, code 1 or 2) and Competitive Service status (block 34, code 1).

4. CTAP/ICTAP Eligibility: Documentation supporting Career Transition Assistance Program/Interagency Career Transition Assistance Program (CTAP/ICTAP) eligibility, if applicable, for displaced federal employees. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a notice of expected separation; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard

Bureau notification that you are retired under 5 U.S.C. 8337 h) or 8456. (To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must attain a well-qualified rating of 85 or higher, before the addition of veterans' preference.) A copy of your latest performance appraisal is also required to prove CTAP/ICTAP eligibility.

5. To claim veterans' preference you must attach the following. VETERAN'S PREFERENCE WILL NOT BE GRANTED WITHOUT THE REQUIRED PROOF.

To claim 5 point preference - Attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty which shows the type of discharge received or other proof of eligibility.

To claim 10-point preference based on non-compensable disability or Purple Heart; compensable disability (less than 30% or 30% or more); OR spouse, widow(er) or mother of a deceased or disabled veteran - Attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty which shows the type of discharge received or other proof of eligibility AND an SF-15, Application for 10-point Veteran's Preference [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf), and supporting documentation required by that form (i. e. a Letter from Department of Veterans Affairs indicating your eligibility for preference for Civil Service employment. c. For applicants who are still on active duty: (1) You may be granted 5-point TENTATIVE preference IF your application shows that you have the required military service such as service in a war, campaign, or expedition. (2) If you are claiming 10-point disability preference, you must include appropriate documentation from the military service or Department of Veterans Affairs. If you do not provide the documentation on disability, you may be granted 5-point TENTATIVE preference. If your application shows service as listed in (1) above. Selection under these conditions would be tentative and dependent upon final determination of preference eligibility.

More information on Veteran's Preference is available at OPM's web site at <http://www.opm.gov/veterans/html/vetguide.asp>.

#### AGENCY CONTACT INFO:

SPENCE WILLIAMS  
Phone: (404)679-4029  
Email: [SPENCE\\_WILLIAMS@FWS.GOV](mailto:SPENCE_WILLIAMS@FWS.GOV)

Agency Information:  
US Fish and Wildlife Service Georgia  
Division of Human Capital  
Management  
1875 Century Blvd Suite 370  
Atlanta, GA  
30345

#### WHAT TO EXPECT NEXT:

After all application packages have been received, we will review your résumé to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the *Supplemental Questionnaire* and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.