

Biological Science Aid

DEPARTMENT OF THE INTERIOR

U.S. Fish and Wildlife Service

Summary

This position is a Biological Science Aid, GS- 0404-3 working for either the Marquette Biological Station, Marquette, Michigan or the Ludington Biological Station, Ludington, Michigan, you will provide technical support to control sea lampreys in the Great Lakes and its tributaries.

Clarification from the agency

Open to all U.S. Citizens. ICTAP/CTAP eligibles.

Duties

This is a temporary appointment intended for seasonal work that is less than 6 months or 1040 hours from the date of appointment/service year. It is expected this position will be terminated upon completion of the seasons work. The agency may non-competitively rehire an eligible temporary seasonal worker in subsequent years who works less than 6 months or 1040 hours in their service year.

As a Biological Science Aid (**Sea Lamprey**) your duties will include, but are not limited to, the following:

- Assisting with control of sea lampreys through the use of chemical (lampricide), barriers, and trapping.
- Assisting with monitoring population levels of lampreys in their larval, parasitic and spawning phases.
- Assisting with field data collection to document status and life history of sea lamprey.

FORMAL TRAINING FOR THESE POSITIONS WILL BEGIN: **MONDAY, APRIL 7, 2025**, FOR THE LUDINGTON LOCATION AND **MONDAY, APRIL 21, 2025**, FOR THE MARQUETTE LOCATION. A DELAYED START COULD BE CONSIDERED, BUT EMPLOYMENT MUST BEGIN NO LATER THAN **MAY 05, 2025**.

Physical Capability: Much of the work is performed in a field environment and involves arduous labor. The incumbent is required to be in excellent physical condition and capable of rigorous outdoor activities, including safely hiking over wet, rough, steep, slippery or rocky terrain. Work requires frequent bending, stooping, walking, standing, working in cramped positions, climbing, and prolonged standing on concrete floors. Duties of the position

occasionally require driving on unimproved roads, considerable walking on steep terrain (80 percent or more), working in water with boots or waders, walking through or working in heavily timbered areas (sometimes walking 5 or more miles), at times carrying heavy packs, lifting and moving objects over 50 pounds, bending, crouching, stooping, stretching, reaching, climbing, or other similar activities. The field work takes place outdoors during all seasons of the year, often under adverse weather conditions, with temperatures ranging from 20 to 100 degrees (F), and in very dry to rainy and snowy conditions. Field work is performed during the daytime, night, weekends, and holidays. The nature of the work requires an adequate sense of sight and hearing to safely perform the duties. Work requires the incumbent to wear potentially uncomfortable safety equipment, including a negative pressure respirator sometimes in excess of 8 hours.

Requirements

Conditions of Employment

- Must be a U.S. Citizen or National.
- Resume (See "Required Documents"). Failure to provide ALL required information on your resume will result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all information is provided on resume.
- Suitability for employment, as determined by background investigation.
- Individuals assigned male at birth after 12-31-59 must be registered for Selective Service. To verify registration visit SSS.gov.
- Selectees **MUST** pass a pre-employment medical examination and the selectee will require continued medical clearance through periodic medical examination.
- Driver's License: This position requires the incumbent to operate a government (or private) motor vehicle as part of their official duties. Selectee must hold and maintain a valid state driver's license throughout their employment in this position.
- Uniform: Official U.S. Fish and Wildlife Service uniform **WILL** be required.
- Extensive field travel of 20 or more nights per month during the April - September field season.
- Selectees **MUST** be able to obtain certification in ATV operation, motorboat operation and safety, defensive driving, electrofishing, first aid and CPR.
- Selectees **MAY** be required to be a certified pesticide applicator.
- Incumbent is subject to medical surveillance testing before and after field seasons based on exposure to hazardous chemical agents.
- Government Travel Card: Selectees are **REQUIRED** to apply for a government travel charge card within 30 days of their appointment. Inability to clear the credit check required to obtain a government travel charge card may result in removal.

Qualifications

Only experience and education obtained by 11/26/2024 will be considered.

In order to qualify for this position you must possess the Minimum Qualification.

Minimum Qualification [GS-03]

1. At least 6 months of general experience that provided me with the ability to perform the duties of the position. General experience is (1) work that demonstrated the ability to perform the duties of the position, or (2) experience that provided a familiarity with biological work; **OR**
2. Completed 1 year above high school with courses that included at least 6 semester/9 quarter hours in any combination of scientific or technical courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture, or mathematics; **OR**
3. Have a combination of education and experience as listed above. If education is used to meet specialized experience requirements, then such education must include courses directly related to the work of the position as listed in number 2 above.

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.

Education

PROOF OF EDUCATION: All applicants who are using education or a combination of education and experience to qualify must submit copies of official or unofficial transcripts which include grades, credit hours earned, major(s), grade point average or class ranking, institution name, and student name. If any required coursework is not easily recognizable on transcripts, or if you believe a portion of a particular course can be credited toward meeting an educational requirement, you must also provide a memorandum on letterhead from the institution's registrar, dean, or other appropriate official stating the percentage of the course that should be considered to meet the requirement and the equivalent number of units. Unofficial transcripts are acceptable; however, if you are selected for the position, you will be required to produce the original official transcripts.

PASS/FAIL COURSES: If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

GRADUATE EDUCATION: One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of

full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: [Recognition of Foreign Qualifications | International Affairs Office \(ed.gov\)](#).

Additional information

PCS: Not Authorized

Telework: No

Additional Vacancies: One or more positions may be filled from applications received under this announcement in the advertised office or other U.S. Fish & Wildlife Service offices in the local commuting area.

Temporary Benefits: Most Federal employees earn both annual and sick leave. For additional information, visit Leave Administration. Effective January 2015, employees on temporary appointments may be eligible for health benefits through the Federal Employees Health Benefits program and, if eligible, will receive the same government contribution as full-time permanent employees. To be eligible for consideration, temporary employees working full-time or part-time must be on appointments expected to last at least 90 days, or be on an intermittent work schedule and expected to work 130 hours per month for at least 90 days. Employees electing to participate in the FEHB will be responsible for the employee share of the premium while on the official agency roles, which is deducted from bi-weekly earnings. After separating from federal employment, employees will be offered to continue participation in FEHB under the Temporary Continuation of Coverage (TCC) option. Employees electing to continue coverage under the TCC provision will be responsible for the full premium amount plus a 2% administration fee.

Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): Department of Interior (DOI) Career Transition Assistance Plan (CTAP) procedures apply in filling this vacancy. These programs apply to employees who have been involuntarily separated from a federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified (i.e., meet the minimum qualification requirements, including any selective placement factors; education, and experience requirements) for the position with a score of 85 or above on the assessment questionnaire, and be able to perform the duties of the position upon entry. Applicants claiming CTAP/ICTAP eligibility must submit a copy of their most recent

performance appraisal, proof of eligibility, and most current SF-50 noting position, grade level, and duty location with their application.

For more information visit: http://www.opm.gov/rif/employee_guides/career_transition.asp.

Reasonable Accommodation: The USFWS provides reasonable accommodations to applicants with disabilities. Please visit [USAJOBS Help Center | Reasonable accommodation policy](#) if you need a reasonable accommodation for any part of the application and hiring process.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement has closed, a review of your resume and supporting documentation will be used to determine whether you meet the qualification requirements listed on this announcement. If you meet the qualifications your resume and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience.

Note: If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications which resulted in you being listed in the highest quality category, you may lose consideration or be assigned to a lower quality category for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

- Knowledge of a full range of standard aspects of biological work and the ability to perform basic tasks in this area of work
- Knowledge of routine operational matters that require repetitive attention
- Skill in keeping records of observations made or data collected

All qualified candidates will be assigned to a quality category. The category assignment is a measure of the degree in which your background matches the competencies required for this position. The category ratings for this position are: Best Qualified, Well Qualified, and Qualified

The Category Rating Process does not add veterans' preference points or apply the "rule of three" but protects the rights of Veterans by placing them ahead of non-preference eligibles within each quality category. Veterans' preference eligibles who meet the minimum qualification requirements and who have a compensable service-connected disability of at least 10 percent will be listed in the highest quality category (except in the case of scientific or professional positions at the GS-09 level or higher).

Required Documents

You must submit a complete application package. We will not make assumptions about your experience and/or education.

Required Documents:

1. Resume: Your resume must describe your job-related qualifications (paid and non-paid work experience) that includes job title, beginning and ending dates (month and year), hours worked per week, and description of job duties. You are highly encouraged to use USAJOBS Resume Builder to ensure all required information is included. If you use your own resume, curriculum vitae, or any other written form, you must ensure this information is provided. Your resume must show complete information for each job entry to support minimum qualifications. **Failure to provide ALL required information on your resume will result in loss of consideration due to an incomplete application package.** *Note: Current and former Federal employees should include pay plan, series, and grade level for relevant federal experience.*

- **Do not include** the following types of information in your resume:
 - Classified or government sensitive information
 - Social Security Number (SSN)
 - Photos of yourself
 - Personal information, such as age, gender, religious affiliation, etc.
 - Encrypted and digitally signed documents.

Additional Documentation, if applicable:

1. College Transcripts: Unofficial transcripts are acceptable. A copy of your official transcripts may be required if you are selected.

2. Cover Letter

3. Veterans' Preference Documentation: If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your **DD-214 Member Copy 2 or 4** showing you were honorably discharged. If you are claiming 10-point veterans' preference, you must also submit an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. (i.e. VA letter). **You may not be awarded preference if you do not attach the correct Veteran Documentation as specified above.**

4. CTAP/ICTAP Documentation: If you are applying under CTAP or ICTAP, you **MUST** submit proof of eligibility under 5 CFR 330.602(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of your most recent performance rating, and a copy of your most recent SF-50 (Notification of Personnel Action) showing your position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

5. Current and former federal employees - It is recommended that you submit a copy of your SF-50(s) (Notification of Personnel Action) to support your experience. Examples of appropriate SF-50s include appointments/separations, promotions, within-grade increases.

Failure to submit any of the above-mentioned required documents will result in loss of

consideration due to an incomplete application package. It is your responsibility to ensure all required documents have been submitted

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

Review the appointment eligibility criteria in the application preview linked below. The eligibility section of the application allows you to choose how you wish to be considered for this vacancy announcement. **You will ONLY be considered for the eligibilities that you select "yes" to and submit the required supporting documentation, as listed in the Required Documents section or the application text.**

To apply for this position, you must provide a complete [Application Package](#). See required documents section.

Click 'Apply' to create an account or log in to your existing USAJOBS account.

1. Follow the prompts to complete the assessment questionnaire and upload required documents. To preview the assessment questionnaire, click <https://apply.usastaffing.gov/ViewQuestionnaire/12600583>.
2. Please ensure you check the acknowledgement checkbox then click the Submit Application button to submit your application.
3. Applications must be received by 11/26/2024, 11:59pm ET to receive consideration.
4. Check application status by logging into your USAJOBS account, in Applications tab, click the position title you applied to for the status. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

If you are unable to apply online, you must request an alternative application which is available from the Human Resources Office. Please contact the Human Resources Office via email at fwshiring@fws.gov.

Agency contact information

Human Resources Staffing Division

Email

fwshiring@fws.gov

Next steps

Once you submit all the required documents and the online application in USAJOBS, you will receive an acknowledgement email that your submission was successful. After the evaluation process is complete, you will be notified of your status and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted by the hiring official.

You will be notified if this job is filled or canceled. Timelines for this process vary widely.

You may check the status of your application at any time by logging in to your USAJOBS account as we will not be responding to inquiries about the status of applications as long as the system has been updated.