**Master Record Number: FS4268**

**Title/Pay Plan/Series/Grade: Biological Scientist, GS-0401-09**

**FLSA Code: Exempt**

**INTRODUCTION**

This position is located at a Forest Service Nursery/Seed Extractory. The incumbent is responsible for implementing seed operations and managing seed stores for reforestation and vegetation restoration activities.

**MAJOR DUTIES**  
  
Provides managerial assistance for a complete array of seed extractory functions. Provides technical assistance to nurseries and other users of seed throughout the western United States. This entails the effective operation of seed extraction, processing plant, and storage facilities. Performs seed orchard work such as digging drainage ditches, controlling weeds both chemically and manually, pruning and removing trees, replanting and identifying new stock, installing and operating irrigation systems, and protecting trees from insect and animal damage. Identifies and collects mature pollen, bags and pollinates female flowers, and collects the seed orchard cone crop.

Assists in planning, programming, budgeting and periodic surveys to obtain data for use in current and long-range management of the seed processing operations at a nursery seed extractory. Prepares work plans that ensure targets are met and makes needed revisions as changing conditions require. Recommends priorities for the annual program of work and is responsible for their implementation. Plans the receipt, unloading, and storage of all seed lots; as well as plans and directs proper storage procedures to prevent seed spoilage. Monitors seed moisture content to assure correct levels before seed is put in cold storage and directs seed drying when necessary. Oversees weighing, placement of seed containers, placement of seed lot identification in and on containers, and supervises placement of containers in the cold storage facility. Sends seed samples to laboratories for testing. Administers storage of seed by seed lot and maintains seed inventory and records. Oversees periodic physical inventories of seed stores and assures that seed record inventory and physical inventory is reconcilable at all times.

Posts seed records to the computer seed management systems, keeping all systems up to date at all times. Prepares reports and replies to correspondence concerning seed operations. Oversees the drying, seed extractions, de-winging, counting, bagging, and identification of controlled-cross progeny cones received from the seed orchard. As needed, researches and documents proper extraction methods when new seed species arrive for processing.

Assesses and recommends maintenance of all physical facilities involved in the seed operations. Coordinates with and maintains close informal working relationships with other seed orchard personnel in the Region, as well as Regional and Zone Geneticists and Forest level personnel concerned with seed and/or progeny seed and seedling operations. Maintains close contact and cooperation with various Forest Service and University personnel and scientists regarding state of the art seed processing, handling, stratification, testing, etc. practices. Working with other staff areas, assists in planning and redesigning the seed plant. Ensures needed supplies are on hand by maintaining a current inventory and projecting needs. Responsible for the coordination of all seed shipments to various seed clients receiving seed from the nursery seed extractory. This includes receiving orders, scheduling deliveries, arranging freight, and providing the Nursery Manager with seed orders as they are received. Assists in the planning and delivery of seed training workshops to a variety of audiences by preparing presentations and exhibits on technical concepts and processes.

May administer contracts as the Forest Contracting Officers Representative. Contracts address miscellaneous forest products, janitorial services and other needs.

**SUPERVISORY RESPONSIBILITIES**

Provides technical and administrative supervision to subordinate and temporary employees 20% or less of the time. Plans work to be accomplished, sets and adjusts short-term priorities and prepares schedules for completion of work. Assigns work based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance. Gives advice, counsel or instruction to employees on both work and administrative matters. Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to a higher level supervisor or manager. Interviews candidates for employment; recommends or selects for temporary positions. Finds ways to improve production or increase the quality of work directed.

Responsible for furthering Civil Rights goals by taking positive steps to assure the accomplishment of equal opportunity objectives and by adhering to nondiscriminatory employment practices regarding race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

**NOTES**

All permanent supervisors, managers and executives are required to complete mandatory supervisor training in accordance with Code of Federal Regulations, Part 412, and the USDA Departmental Regulation 4040-412-002, Training and Development for Supervisors.

New supervisor training should begin within 90-days from your supervisor appointment date; training must be well underway at nine months and nearing completion at eleven months. Employee Relations will be notified at forty-eight weeks if the supervisor is failing to complete the training.

New supervisor training must be completed within your first year.

**FACTOR STATEMENTS**  
  
**Factor 1. Knowledge Required by the Position Factor Level 1-6 950 Points**  
  
Professional knowledge of principles and practices of plant taxonomy ad physiology as well as methods, techniques and procedures of seed handling, treatment and storage.

Knowledge to independently perform well-precedented projects and required seed processing duties, including drying, extraction, packaging and sampling of conifer and non-conifer plant species to ensure the highest and most uniform germination rates of seed. Knowledge of the Forest Service budgeting and work planning processes to understand program budgets and prepare project work plans for the seed operations at the Extractory.

Knowledge to set up and implement new procedures, establish quality controls, provide technical advice, and identify and resolve problems.

Skill in operating a state of the art seed plant in order to process conifer and non-conifer seed and extract quality seed to obtain the highest potential viability and purity.

Ability to maintain and operate an accurate, detailed, computer record system, in order to ensure correct identification of lots of cones and seed.

Knowledge of the computer hardware and software systems including Oracle and seed management systems in order to post seed records and make them available to the forests and regional natural resource personnel.

Knowledge to perform and monitor the full range of facility inspections and basic maintenance in order to anticipate equipment problems and assist in repair within safety regulations.

Ability to communicate orally and in writing with Forest Service and research personnel, other agencies, forest industries, and the general public. Prepares responses to correspondence, order supplies, operates computer, etc.

Knowledge of supervision and personnel practices and procedures in order to carry out responsibilities and to plan/integrate work schedules to meet unit needs.

Knowledge of management principles and practices related to program and workforce planning, supervision and training of employees to promote a well-trained and qualified workforce.

**Factor 2. Supervisory Controls Factor Level 2-3 275 Points**  
  
Supervisor provides broad overall program objectives, plans, deadlines and priorities to be carried out.

Incumbent is responsible for accomplishing the objectives and acts independently on all matters within the scope of the position, making decisions within established policies, plans, and objectives. Keeps supervisor informed of activities; referring only the most unusual or controversial problems to the supervisor for assistance.

Work is reviewed for technical compliance, conformance with policy, accomplishments of objectives, and adequacy during periodic reviews and inspections.

**Factor 3. Guidelines Factor Level 3-3 275 Points**  
  
Procedures for performing the duties of the position include annual budget advice, Forest Service manuals and handbooks and the advice and guidance of research and other science based information. Guidelines are available to cover most duties. However, they are not always directly applicable to the work or have gaps in specificity.

The incumbent must select the most appropriate from among the numerous guides and/or adapt procedures to specific situations. There is also a degree of latitude in which a high level of judgment must be used in determining whether guidelines apply or must be adapted to specific problems or issues.

**Factor 4. Complexity Factor Level 4-3 150 Points**   
  
Work involves the full range of duties associated with seed extraction; cleaning, testing and storage for seed collected in eleven western states.

Incumbent is responsible for ensuring the availability of needed resources as well as implementing state of the art operating procedures governing seed processing. Analyzes, evaluates, and selects an appropriate course of action from many known alternatives that impact the value of various practices. Ensures well established seed processing guidelines are closely adhered to, reports unprecedented deviations or controversial matters to the supervisor and recommends potential solutions. Responsible for the technical training of subordinates as well as the quality of accomplished work.

Complex resource features include a large variety of vegetation species, growing conditions, genetic principles and seed physiology, as well as the processing procedures for each species. Several underlying considerations for the nursery seed extractory’s operations include attending to the quality of raw material received and products produced, cost of production to customers, as well as seed and plant survivability. In the extraction and storage operation, the incumbent must maintain absolute purity and integrity of operational seed and cone lots. Proper identification is essential, since deviation or imperfection in purity and/or integrity of identification can contaminate the seed lot and invalidate the product delivered.

**Factor 5. Scope and Effect Factor Level 5-3 150 Points**  
  
Work involves analyzing, implementing and performing the full range of extraction, handling, processing, storage, inventory, stratification, treatment, sowing, etc., of seed used in reforestation and vegetation restoration activities by a wide variety of public sector customers throughout the western states. Work involves identifying and resolving a variety of seed extraction problems, questions, or conditions in accordance with precedents, procedures and practices. Uses state of the art technology to produce the highest quality seed; and performs work and maintenance of seed and seed lot integrity that are critical to the accomplishment of reforestation, restoration and genetics programs throughout the region.

Work affects the efficient utilization, protection and development of Forest reforestation and vegetation restoration activities, natural resources and environment and the social and/or economic well-being of users of Forest, Regional, and Agency resources.

**Factor 6. Personal Contacts Factor Level 6-3**    
  
Personal contacts are face to face, in writing, by telephone and e-mail with the supervisor, subordinates, coworkers, project managers, Forest Supervisors Office and Regional Office personnel; other seed orchard managers in the region, research, State and Private Forestry, Zone and Regional Geneticists, state organizations, Federal agencies, private industries, universities, contractors, as well as inquiries from various foreign governments and individual citizens.

**Factor 7. Purpose of Contacts Factor Level 7-B 110 Points**  
   
Contacts are to plan, coordinate or advise on work efforts, or to exchange information, resolve problems, foster cooperation, obtain compliance, coordination, assistance, and provide service. Contacts involve influencing or persuading people that are working towards mutual goals.

**Factor 8. Physical Demands** **Factor Level 8-2 20 Points**  
  
The work regularly requires some physical exertion such as long periods of standing; walking over rough, uneven, swampy, or rocky terrain; recurring bending, crouching, stooping, stretching, or reaching; or recurring moving, lifting and carrying of moderately heavy items.

**Factor 9. Work Environment** F**actor Level 9-2 20 Points**  
Work is performed in an office and outdoor environment. Work is performed in buildings with high dust levels, refrigerated rooms with temperatures as low as 10 degrees Fahrenheit and in buildings with high moisture conditions. Temperature and moisture extremes are encountered in the performance of outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property with which entrusted.

**Total Points: 1950**

**Point Range: 1855-2100 = GS-09**

**Reference Used:**

Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, September 2005.

**Source Documents:**

Assistant Seed Extractory Manager, GS-0401-09, MR No. 006953, IP No. 6301401, classified 5/10/02.

**Name of Classification Delegate: Cheryl Dorosh**

**Date Classified: March 12, 2014**

**Position Designation Record**

Agency FS

Position Title Biological Scientist

Series and Grade/Pay Band GS-0401-09

Position Description Number FS4268

Designator's Name & Title Vickie Huelster, HR Specialist

| **National Duties** | | **Degree of Potential for Compromise or Damage** |
| --- | --- | --- |
| Potential for Compromise or Damage | | |
| **Duties** | **Degree of Potential for Compromise or Damage** | |

| Adjustment for Program Designation and Level of Supervision | | |
| --- | --- | --- |
| **Adjustments** | | **Label** |
| **Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)** | |  |
| **Adjustment for level of supervision or other controls** | |  |
| | Total Points Designation | | | --- | --- | | **Label** | **Points** | | **Total Initial Position Designation Points from Step 2** |  | | **Adjusted Position Designation Points from Step 3** |  | | | **Investigation** | **Form Required** | | --- | --- | | T1 | SF 85 | | | |

| **Sensitivity** | **Risk Level** |
| --- | --- |
| Non-Sensitive | Low Risk |

Signature: /s/ Vickie L. Huelster

Date: 03/20/17

Name: Vickie Huelster