


# Biological Science Technician (Fisheries)

DEPARTMENT OF THE INTERIOR

Interior, US Fish and Wildlife Service

## Overview

### Open & closing dates

 02/28/2018 to 03/06/2018

### Pay scale & grade

GS 5

### Salary

\$33,394 to \$43,414 per year

### Work schedule

Full-Time

### Appointment type

Term - 1 yr 1dy

## Locations

1 vacancy in the following location:

Charles City, VA

### Relocation expenses reimbursed

No

## This job is open to



### The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

## Clarification from the agency

U.S. Citizens, CTAP

### Announcement number

R5-18-10151190-JLS (D)

### Control number

492528200

# Duties

## Summary

This position is part of the Harrison Lake National Fish Hatchery. As a Biological Science Technician (Fisheries) in Charles City, VA.

**This is a Term appointment, not-to-exceed 1 year and 1 day, which can be extended for a total appointment of 4 years.**

## Responsibilities

- Assists in the culture of freshwater mussels and warmwater fishes within recirculating and flow-through aquaculture systems, as well as culture ponds; sorting and enumerating animals; calculating and adjusting feed levels.
- Assists with conducting aquaculture experiments, tests, and trials.
- Field work to collect freshwater mussels and wild fish, and release animals into the wild.
- Collects and maintains detailed records of various biological, chemical, and physical data.
- Assists with maintenance and repair of equipment and hatchery infrastructure, grounds upkeep, and public outreach activities.

## Travel Required

Occasional travel - You may be expected to travel for this position.

## Supervisory status

No

## Job family (Series)

[0404 Biological Science Technician](https://www.usajobs.gov/Search/?j=0404)  
(<https://www.usajobs.gov/Search/?j=0404>).

# Requirements

## Conditions Of Employment

- Must be a U.S. Citizen or National
- Males born after 12-31-59 must be registered for Selective Service
- Resume and supporting documents (See How To Apply)
- Suitability for employment, as determined by background investigation
- Official U.S. Fish and Wildlife Service uniform required
- Driver's License

## Qualifications

**You may qualify at the GS-05 level, if you fulfill one of the following qualification requirements:**

1. One year of specialized experience equivalent to the GS-04 grade level in the Federal service that demonstrated your ability with assisting with the culture of freshwater mussels and/or warmwater fishes; assisting with the preparation, maintenance, and use of fisheries field equipment (nets, boats, backpack electrofishing equipment, water quality sampling equipment); recording information in legible form; data entry into spreadsheets/databases; accomplishing field assessments and surveys; assisting with collection, identification, and stocking of freshwater mussels and/or fishes; assisting with preparing plans and presentations.; **OR**
2. Completion of a 4-year course of study above high school leading to a bachelor's degree with 24 semester hours of study in biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture, or mathematics. At least 6 semester hours of the coursework is directly related to the position being filled. ; **OR**
3. Have a combination of education and experience as listed above.

Only experience and education obtained by the closing date will be considered.

## 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. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>  
(<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>).

## Additional information

**Career Transition Assistance (CTAP):** These programs apply to employees who have been or may be involuntarily separated (e.g. reduction in force, declining to relocate/transfer outside their local commuting area) 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 for the position with a score of 85 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility (e.g., Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal or Removal Notice; SF-50 that documents the RIF separation action; or Removal and most recent performance appraisal.). For more information visit: <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>  
(<http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>).

To register or verify your registration go to the Selective Service System at <https://www.sss.gov/RegVer/wfRegistration.aspx>  
(<https://www.sss.gov/RegVer/wfRegistration.aspx>).

FWS has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

We may use this announcement to fill additional vacancies within 90 days of 03/06/2018; OR More than one position may be filled from applications received under this announcement in the advertised office or other U.S. Fish and Wildlife Service offices in the local commuting area

**If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an Alternate Application:** [https://help.usastaffing.gov/Apply/index.php?title=Alternate\\_Application\\_Information](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information)  
([https://help.usastaffing.gov/Apply/index.php?title=Alternate\\_Application\\_Information](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information)).

## How You Will Be Evaluated

Once the announcement has closed, a review of your resume and supporting documentation will be used to determine whether you meet the basic qualification requirements listed on this announcement. If you meet the basic qualifications your resume and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience 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 fish cultural methods  
Knowledge of data collection techniques  
Skill in using general maintenance tools  
Skill in using hatchery equipment

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  
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 basic 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).

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 showing you were honorably discharged. If you are claiming 10-point veterans' preference, you must attach an SF-15, "Application for 10-Point Veterans' Preference" in addition to the proof required by that form.

## Background checks and security clearance

### Security clearance

[Not Applicable](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

## Required Documents

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

- 1. Resume or Application.** At a minimum, **your resume MUST contain** job title (include job series and grade, if federal), duties, starting and ending dates (month and year), hours worked per week, and salary. USAJOBS has a template to ensure a complete resume. <https://www.youtube.com/watch?v=8YX7o1PBoFk>  
(<https://www.youtube.com/watch?v=8YX7o1PBoFk>)
- 2. Other supporting documents:**
  - o Cover Letter, optional
  - o Official or unofficial College Transcript(s), if the position has education requirements, or if you are using your education to qualify. A copy of your official transcripts will be required if you are selected.
  - o Veterans' Preference documentation, if applicable (e.g., DD-214 Member Copy 4 showing type of discharge/character of service, SF-15 Form and related documentation, VA letter, etc.)
  - o If applicable, documentation/proof that you are eligible Career Transition Assistance Program/Interagency Career Transition Assistance Program documentation, if applicable (e.g., Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; SF-50 that documents the RIF separation action; and most recent performance appraisal.)

### 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](#)  
(<http://www.ed.gov/admins/finaid/accred/>)

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.

# Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)  
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.usajobs.gov/Help/working-in-government/benefits/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

1. **Review the Appointment Eligibility Criteria:** The eligibility section of the application process is designed to allow you to choose how you wish to be considered for this vacancy announcement. You will **ONLY** be considered for the appointment eligibilities that you selected. You must provide proof of your eligibility as required by appointment eligibility to be considered.
2. **Resume or Application.** At a minimum, **your resume MUST contain** job title (include job series and grade, if federal), duties, starting and ending dates (month/day/year), hours worked per week, and salary. USAJOBS has a template to ensure a complete resume.
3. You must also complete the online application and assessment questionnaire and submit the documentation specified in the Required Documents section below.


**DEADLINE DATE:** A complete application package must be received by 11:59 PM (EST) on 03/06/2018 to receive consideration.?

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to select your resume and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is received. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.
- **You will be considered for all eligibilities for which you select "yes" and submit the required documents and supporting documentation (e.g. DD 214, Schedule A letter, etc.). The supporting documentation you submit will be used to determine your eligibility. Please review the list of documentation provided in the eligibilities language to ensure you provide the appropriate information.**
- Please note, your eligibility will be based solely on the selections you have indicated "yes" in this section. You must provide the supporting documentation to support your claim to be considered. You may choose more than one eligibilities in this section.
- To view the assessment questionnaire, click here: <https://apply.usastaffing.gov/ViewQuestionnaire/10151190>  
(<https://apply.usastaffing.gov/ViewQuestionnaire/10151190>)

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>  
(<https://my.usajobs.gov/Account/Login>).

), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>  
(<https://www.usajobs.gov/Help/how-to/application/status/>).

## Agency contact information

 Division of Human Resources

### Phone

[413-253-8229](tel:413-253-8229)  
(tel://413-253-8229)

### Fax

413 253-8461

### Email

[FW5\\_HR@FWS.GOV](mailto:FW5_HR@FWS.GOV)  
(mailto:FW5\_HR@FWS.GOV)

### Address

Division of Human Resources  
Division of Human Resources  
300 Westgate Center Drive  
Hadley, MA  
US

[Learn more about this agency.](#)  
(#agency-modal-trigger)

You too can make a difference in our world. The work of the U.S. 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 short podcasts entitled [Meet Your New Boss](https://www.fws.gov/humancapital/video/meet_new_boss.html) and [Diversity is our Strength](https://www.youtube.com/watch?v=P9dA_ryh-Q).

### Visit our careers page

Learn more about what it's like to work at Interior, US Fish and Wildlife Service, what the agency does, and about the types of careers this agency offers.

<https://www.fws.gov/>  
(https://www.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 customer office.

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.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)  
(https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
(http://www.eeoc.gov/eeoc/internal\_eeo/index.cfm)

## Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>).
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>).

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

### [Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

### [Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

### [Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

### [Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

### [New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).