

POSITION DESCRIPTION												
1. Position Number					2. Explanation (show any positions replaced)							
3. Reason for Submission ☐ New ☐ Redescription ☐ Reestablishment ☐ Standardized PD ☐ Other												
4. Service ☐ HQ ☐ Field		5. Subject to Identical Addition (IA) Action ☐ Yes (multiple use) ☐ No (single incumbent)										
6. Position Specifications Subject to Random Drug Testing ☐ Yes ☐ No Subject to Medical Standards/Surveillance ☐ Yes ☐ No Telework Suitable ☐ Yes ☐ No Fire Position ☐ Yes ☐ No Law Enforcement Position ☐ Yes ☐ No				7. Financial Statement Required ☐ Executive Personnel-OGE-278 ☐ Employment and Financial Interest-OGE-450 ☐ None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> ☐ Non-Sensitive: Low-Risk <u>Public Trust</u> ☐ Non-Sensitive: Moderate-Risk ☐ Non-Sensitive: High-Risk <u>National Security</u> ☐ Noncritical-Sensitive: Moderate-Risk ☐ Noncritical-Sensitive: High-Risk ☐ Critical-Sensitive: High-Risk ☐ Special Sensitive: High-Risk						
11. Position is ☐ 2-Supervisory ☐ 4-Supervisor (CSRA) ☐ 5-Management Official ☐ 6-Leader: Type I ☐ 7-Leader: Type II ☐ 8-Non-Supervisory		8. Miscellaneous Functional Code: -- BUS: --		9. Full Performance Level Pay Plan: Grade:								
		12. Position Status ☐ Competitive ☐ SES ☐ Excepted (specify in remarks) ☐ SL/ST										
13. Duty Station		14. Employing Office Location			15. Fair Labor Standards Act ☐ Exempt ☐ Nonexempt							
		16. Cybersecurity Code #1: #2: -- #3: --			17. Competitive Area Code: Competitive Level Code:							
18. Classified/Graded by		Official Title of Position			Pay Plan		Occupational Code		Grade	Initial	Date	
a. Department, Bureau, or Office												
b. Second Level Review					--				--			
19. Organizational Title of Position (if different from, or in addition to, official title)					20. Name of Employee (if vacant, specify)							
21. Department, Agency, or Establishment U.S. Department of the Interior					c. Third Subdivision							
a. Bureau/First Subdivision					d. Fourth Subdivision							
b. Second Subdivision					e. Fifth Subdivision							
22. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.</i>												
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature				Date		Signature				Date		
23. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>					24. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action												
Signature				Date								
25. Position Review		Initials	Date	Initials								Date
a. Supervisor						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.						
b. Classifier												
26. Remarks												