

POSITION DESCRIPTION COVER SHEET

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT (Optional)

OFFICIAL

10. TITLE Economist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	110		05	MONTH/DAY/YEAR 4/22/2002	YES	NO	MS

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS		27.
Grade based on PCS for Economist Series, GS-0110 (TS- 54 dtd 12/64, TS-45 dtd 4/63).				28. GRADE	28.

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/2002
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks FLSA: N Standard Job #110-05	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				05	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)																
GS	110		0003	ECONMST																
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)			8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)		10. DT. CLASS (6)											
1=HQ 2=FLD		2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA			6=Leader WLGE 8=All Others		X=New Std. Applied Blank=NA		N=NO Y=Interdis		MO	DAY	YEAR							
											04	22	02							
11. EARLY RET. CD. (1)			12. INACT/ACT (1)			13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)								
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA			A			I=Inactive A=Active			MO			DAY			YEAR		
16. INTERDIS. SER. (40)																				
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)						
17. INTERDIS. TITLE CD. (50)																				
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)						

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)			3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)																					
N E=Exempt N=Nonexempt		0 N 0=None 3=SF 278 4=OGE 450			A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C			1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			05																		
6. WK. TITLE CD. (4)				7. WK TITLE (38)																												
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)																								
1st		2nd		3rd		4th		5th		6th		7th		8th		0=Position Action No Vacancy A=No Change		B=Lower Grade C=Higher Grade		D=Different title and/or series E=New Position/New FTE												
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6)			16. PAS. IND. (1)		17. DATE EST. (6)																
				Blank=N/A Y=Yes		State (2)			City(4)		Cnty(3)			MO		DAY		YEAR														
														Blank=N/A 1=PAS		MO		DAY		YEAR												
																04		22		02												
18. GD. BASIS. IND. (1)						19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST. BUD(1)																				
N		1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RREG 6=Policy Analysis GEG			MO			DAY			YEAR			MO			DAY			YEAR			Y=Perm N=Other							
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																																
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.				9=Other																
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)			26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)														
MO			DAY			YEAR			MO			DAY			YEAR			A			1=Inact. 2=Act.			MO			DAY			YEAR		
30. CLASSIFIER'S SIGNATURE												31. DATE																				
32. REMARKS																																
Standard Job #110-05																																

A. Major Duties

Independently or in support of higher-graded economists, performs specific routine analytical or research related assignments for professional career development.

Receives assignments which provide a variety of training and experiences and encourage professional growth and development.

Assignments are selected by the supervisor with a view to the employee's development, exposure to procedures, mastery of basic techniques, and understanding of agency and USDA objectives and policies.

B. Evaluation Factors

1. Knowledge Required by the Position

A basic knowledge of concepts and principles of economics in order for the employee to perform developmental tasks and allow for career development. Also required, is the ability to apply this knowledge as demonstrated through: oral and written presentations, the selection of appropriate source or reference materials, and carrying out economic related analytical assignments.

2. Supervisory Controls

The supervisor, directly or through a higher-level employee, provides clear and specific instructions concerning form, methodology, sources and priority of assignments. The incumbent works as instructed, consulting with the supervisor on all problems not covered in the original instructions. Work is reviewed for accuracy, appropriateness, methodology, responsiveness, sources, and conformance with policy.

3. Guidelines

Specific, detailed guidelines exist covering all important aspects on what is done and the sources to be used. When guidelines are not directly applicable, the supervisor specifies materials or persons to be consulted. Deviations must be authorized by the project supervisor.

4. Complexity

Assignments consist of a variety of steps and methods designed to orient the employee to the Agency's terminology, procedures, and data sources and relationships. The employee searches for and identifies facts and considers their relevance to the economic issues at hand, and presents information developed in a logical and clear manner. At this level, tasks are assigned primarily for training purposes.

5. Scope and Effect

The work involves discrete tasks such as gathering information or statistics as part of a larger project. The impact is limited, e.g., the information facilitates the work of others within the organization.

6. Personal Contacts

Personal contacts are primarily with fellow workers within the unit. Contacts with other offices are to transmit or request factual information.

7. Purpose of Contacts

The purpose of the contacts is to obtain facts related to the assigned task and to exchange or relate non-controversial factual information.

8. Physical Demands

The work is sedentary.

9. Work Environment

The work is performed in a typical office setting.

C. Other Considerations (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: