

**REASON FOR THIS POSITION**

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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**POSITION DESCRIPTION COVER SHEET**

**RECOMMENDED**

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

**OFFICIAL**

10. TITLE Microbiologist						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	403	31	05	MONTH/DAY/YEAR 12/07/2005	YES NO	TV

**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	1-5	750	6. Personal Contacts	6-1	
2. Supervisory Controls	2-1	25	7. Purpose of Contacts	7-a	30
3. Guidelines	3-2	125	8. Physical Demands	8-2	20
4. Complexity	4-2	25	9. Work Environment	9-2	20
5. Scope and Effect	5-1	25	<b>POINTS</b> 27. TOTAL		27. 1020

Grade based on JFS 400 Group dated Sep 2005	28. GRADE	28. GS-5
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**CLASSIFICATION CERTIFICATION**

**(855-1100 pts)**

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/ TINA VOGLESONG	30. Date 12/7/2005
31. Name and Title: Tina Voglesong, Human Resources Specialist (Classification)	
32. Remarks: FLSA: N Nonsensitive/low risk FPL: GS-11 Standard Job #403-05	33. OPM CERTIFICATION NUMBER

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

**A. KEY DATA**

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

1. PAY PLAN (2) GS	2. OCC.SER (4) 0403	3. OCC FUNC. CD (2) 31	4. OFF. TITLE CD (5) 0001	5. OFF. TITLE (38) MICRBIOL	
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA	6=Leader WLGE 8=All Others	8. CLASS STD. CD. (1) X X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DAY YEAR 12 07 2005
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)					
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)					

**C. INDIVIDUAL POSITION**

1. FLSA CD/PAY TABLE CD (1) E E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 3=SF 278 4=OGE 450	3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C	4. POS. SENS. (1) 1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk	5. COMP. LEV. (4) 05						
6. WK. TITLE CD. (4)	7. WK TITLE (38)	8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th			9. VAC. REV. CD. (1) 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) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Count 3	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 4 22 02			
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG 4=Sup./Program 5=RGE 6=Policy Analysis GEG			19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD(1) Y=Perm N=Other			
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)										
<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.		<b>Maintenance Review Act</b> 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.		<b>Results</b> 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) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
30. CLASSIFIER'S SIGNATURE						31. DATE				
32. REMARKS Standard Job #403-05										

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

As a trainee microbiologist, performs duties that are designed to orient the incumbent in the mission and work of the laboratory.

Work is selected to provide experience and training in the application of basic professional knowledge and abilities and in the use of scientific methods, procedures, and techniques; to orient and indoctrinate the incumbent in agency programs, policies, and procedures; and to provide a basis for more responsible assignments in the field of microbiology.

Performs experiments which are designed to provide answers for specific research problem areas.

Conducts literature searches for information relevant to the research methods, techniques and procedures.

Uses microcomputers to control equipment, manipulate data, and generate reports.

Maintains cleanliness and general housekeeping in the laboratory including maintenance of supplies and materials.

Records and calculates results, tabulates data, and performs elementary statistics including calculations of means, standard deviations, standard errors, and coefficient of variations.

Maintains equipment and instrumentation in top working condition, performing routine preventative maintenance and minor repairs, and promptly reporting signs of malfunction or need for major repairs.

Maintains inventory of laboratory equipment and chemicals, and assists in performing routine laboratory operations such as media preparation, housekeeping, maintenance of stock cultures, etc.

Maintains official laboratory notebooks (and computerized data base collection files where required), correctly entering results, performing calculations, noting procedural modifications and observations, etc.

**B. Evaluation Factors**

**1. Knowledge Required by the Position**

Professional knowledge or working experience and training in principles and theories of microbiology, and to a lesser degree, the general principles and theories of chemistry.

Knowledge of standard biological and microbiological methods, procedures, and techniques.

Skill in accurately recording and tabulating results, and performing elementary statistical analyses.

Ability to evaluate and apply published scientific literature to work assignments.

Ability to make close observations, handle and manipulate laboratory equipment, and report findings orally and in writing.

Ability to recognize significance of unexpected results.

**2. Supervisory Controls**

The work is closely supervised, detailed instructions are provided on the use of specific procedures and techniques, and reviews are comprehensive to insure proper application of instructions and methodology. Results are closely checked for accuracy and to evaluate the development of the employee.

**3. Guidelines**

Guidelines include established methodology, manuals, technical references, and precedent investigations. The supervisor will provide the criteria for selecting the most appropriate guides and references to apply to each problem. Deviations from guidelines are referred to senior researchers for recommended action.

**4. Complexity**

Assignments are developmental in nature and consist of a variety of studies designed to provide the incumbent with experience and training in applying established microbiological and biochemical theories to on-going research projects. The work requires professional judgment in recognizing unexpected results; selecting, applying and making minor adjustments to established protocols and methods; and insuring that research data and analyses are precise and reliable.

**5. Scope and Effect**

The work involves the performance of specific experiments, analyses and measurements primarily designed to expose the incumbent to methods, standard practices and the specialized research projects. Work results facilitate the work of others and have little impact beyond the immediate laboratory.

**6. Personal Contacts**

Personal contacts are with coworkers in the laboratory, and with other microbiologists, chemists, biological and physical science technicians within the immediate work unit or other laboratories at the location. Occasionally, contacts with scientists outside the location may be required.

**7. Purpose of Contacts**

Contacts are to report results and obtain information on how to perform the work.

**8. Physical Demands**

The work sometimes requires standing for prolonged periods of time.

**9. Work Environment**

Work is performed primarily in a laboratory. Incumbent is exposed to irritant chemicals on an irregular basis; on such occasions, special safety precautions are required and the incumbent uses protective clothing and gear such as laboratory coat, safety glasses and gloves.

**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: