

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
<b>RECOMMENDED</b>							
4. TITLE				5. PAY PLAN		6. SERIES	7. GRADE
8. WORKING TITLE				9. INCUMBENT (Optional)			
<b>OFFICIAL</b>							
10. TITLE    Microbiologist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	
GS	403	31	07	MONTH/DAY/YEAR		YES	NO
				12/07/2005			
17. CLASSIFIER							
TV							
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>							
1 <sup>st</sup>				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
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			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR		25. FLD/BMK	26. POINTS	FACTOR		25. FLD/BMK	26. POINTS
1. Knowledge Required		1-6	950	6. Personal Contacts		6-1	
2. Supervisory Controls		2-2	125	7. Purpose of Contacts		7-a	30
3. Guidelines		3-2	125	8. Physical Demands		8-2	20
4. Complexity		4-3	150	9. Work Environment		9-2	20
5. Scope and Effect		5-2	75	27. TOTAL POINTS		27.	1485
Grade based on JFS 400 Group dated September 2005						28. GRADE	28. GS-7
<b>CLASSIFICATION CERTIFICATION (1355-1600)</b>							
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 #403-07						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/W/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 07	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) N 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) 07
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) County(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)		
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) 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 #403-07				

**A. Major Duties**

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

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

Conducts limited research projects and assignments in the assigned areas.

Selects the appropriate methods and procedures and/or devises and recommends alternative methods of standardized analysis to solve problems.

Performs the analyses and tests using a variety of laboratory equipment and instruments.

Assists in the preparation of scientific reports and manuscripts by reporting findings from experiments conducted.

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

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

Maintains official laboratory notebook in accordance with good laboratory practices.

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

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.

Prepares and maintains tissue culture collection.

Identifies cultures; performs purification assays.

**B. Evaluation Factors**

**I. Knowledge Required by the Position**

Professional knowledge of the principles, theories, and practices of microbiology, chemistry, and physics; may include mathematics and calculus.

Ability to recognize problems of a microbiological nature; make pertinent observations; apply the procedures and techniques in common use in the area of assignment with increasing skill; and draw tentative conclusions from the laboratory observations as to the cause of these problems.

Skill in calibrating and operating standard and sophisticated analytical instrumentation and equipment.

Skill in evaluating established methods and making minor modifications.

**2. Supervisory Controls**

Supervisor provides continuing assignments, sets objectives, and indicates priorities and provides technical direction. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The incumbent is responsible for independently completing recurring projects but refers deviations or problems not covered by instructions to the supervisor. Results are not checked in detail except when reported observations are inconclusive or deviate from those normally expected in a given situation. Completed work is reviewed for adherence to instructions, established laboratory procedures, and technical soundness of results. New or unusual assignments may be reviewed in progress.

**3. Guidelines**

Guidelines are the technical literature and precedents that are applicable to the work. These guides do not always specifically apply to the work. Incumbent must exercise judgment in selecting the most appropriate guides and references and must adapt established precedents to the specific requirements and problems of the work. The incumbent analyzes the results to ensure that the changes are valid and may recommend and implement further changes. Situations to which the existing guidelines cannot be applied or significant proposed deviations are referred to the supervisor.

**4. Complexity**

Assignments involve a variety of limited, unrelated research tasks. Judgment and initiative are required in planning details of work, deciding how to collect and present results, determining methods and techniques to use and making minor modifications. The incumbent must consider various factors such as the biological, chemical and physical properties of the sample, the information sought, and the expected composition and properties of the substances in order to select from established alternatives the appropriate procedures to be adapted and applied.

**5. Scope and Effect**

The work involves performance and development of specific experiments, analyses and measurements in support of the research project objectives. The results of the work affect the scientific adequacy and accuracy of the research project.

**6. Personal Contacts**

Personal contacts are principally with scientists within the immediate work unit or other laboratories within the location. Occasionally, contacts with scientists outside the location may be required.

**7. Purpose of Contacts**

Contacts are for the purpose of obtaining, clarifying, or exchanging information, receiving instructions, or reporting progress and results of 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 microbiologist 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: