

REASON FOR			POSITION DESCRIPTION COVER SHEET				
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE		
8. WORKING TITLE			9. INCUMBENT (<i>Optional</i>)				
OFFICIAL							
10. TITLE Physical Science Technician							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
GS	1311		01	MONTH/DAY/YEAR	YES	NO	FMB
				01/15/03			
18. ORGANIZATIONAL STRUCTURE (<i>Agency/Bureau</i>)							
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	FLD 1-1	50	6. Personal Contacts	1			
2. Supervisory Controls	FLD 2-1	25	7. Purpose of Contacts	A	30		
3. Guidelines	FLD 3-1	25	8. Physical Demands	8-1	5		
4. Complexity	FLD 4-1	25	9. Work Environment	9-1	5		
5. Scope and Effect	FLD 5-1	25	27. TOTAL POINTS		27. 190		
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300				28. GRADE	28. GS-1		
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/ FRANCINE M. BENKO				30. Date 01/15/03			
31. Name and Title: Francine M. Benko, Human Resources Specialist							
32. Remarks FLSA: N Nonsensitive/Low Risk FPL: Standard Job#1311-01				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				01	

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	1311		0002	PHYS SCI TECHNCN						
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		8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		X=New Std. Applied Blank=NA		N=NO Y=Interdis		MO	DAY	YEAR
								01	15	03
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		MO DAY YEAR	
16. INTERDIS. SER. (40)										
(4)		(4)		(4)		(4)		(4)		(4)
17. INTERDIS. TITLE CD. (50)										
(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	O 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	01							
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		
													01		15		03
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)		20. NTE. DT. (6)			21. POS. ST. (1)				
N	1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG		4=Sup./Program 5=RGEG 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 #1311-01																	

A. MAJOR DUTIES

Works in a basic trainee capacity and performs simple routines in support of research projects such as very simple repetitive tests, procedures, routines, or operations which require no previous knowledge or skills in this line of work.

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

Prepares routine media and solutions for laboratory use by weighing and measuring constituents according to well established methods.

Prepares labels for specimens.

Uses common laboratory equipment and apparatus after receiving instructions as to arrangement of specimens/samples, duration of tests, and ingredients to use in solutions.

Records data, makes routine tabulations, and maintains simple worksheets.

Maintains laboratory and equipment in a neat and orderly manner and may wash or clean laboratory equipment and glassware.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-1: 50 pts)

Ability to accurately measure and mix common chemical solutions.

Ability to learn general basic laboratory terminology and use common laboratory equipment and apparatus.

Ability to read simple instructions and write legibly.

Ability to learn laboratory procedures and remember simple routines.

Ability to learn proper safety procedures and precautions.

2. SUPERVISORY CONTROLS (FLD 2-1: 25 pts)

Specific and clear instructions are given on a task-by-task basis by the supervisor.

A higher grade worker is immediately available to answer questions or to resolve problems. The employee works in strict adherence to instructions.

All work is closely checked for accuracy, quality, and adherence to instructions in progress and upon completion.

3. GUIDELINES (FLD 3-1: 25 pts)

Specific detailed guidelines are provided verbally by the supervisor or higher grade employee, covering all assigned tasks.

The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. COMPLEXITY (FLD 4-1: 25 pts)

All assignments are directly related to routine tasks that are clear-cut and directly related.

Steps for completing assignments according to written and oral instructions are easily memorized.

There is little or no choice to be made in deciding what needs to be done or the method of accomplishing the tasks.

5. SCOPE AND EFFECT (FLD 5-1: 25 pts)

The work involves the performance of specific routine operations that include a few separate tasks or procedures.

The purpose of this work is to provide a basic support service to others; however, it has little impact beyond the immediate research unit or location.

6. **PERSONAL CONTACTS and (1a: 30 pts)**

7. **PURPOSE OF CONTACTS**

Contacts are primarily with other employees within the research location and facilities.

The purpose of the contacts is to obtain, clarify, or give facts or information. Regardless of the nature of those facts, the facts or information are generally easily understood.

8. **PHYSICAL DEMANDS (FLD 8-1: 5 pts)**

Typically, the incumbent performs the work in a laboratory setting. Some physical activity is required, including walking, bending and lifting in the operation of the laboratory equipment.

9. **WORK ENVIRONMENT (FLD 9-1: 5 pts)**

The work is performed in laboratory setting which involves everyday risks or discomforts requiring use of normal safety precautions. The work area is adequately lighted, heated, and ventilated.

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:

TOTAL POINTS: 190 points
(GS-1 Range: 190-250 points)

Physical Science Technician
GS-1311-01

Standard Job #1311-01