

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		04	MONTH/DAY/YEAR	YES	NO
				01/15/03		
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 constitute 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 1-3	350	6. Personal Contacts	2		
2. Supervisory Controls	FLD 2-2	125	7. Purpose of Contacts	A	45	
3. Guidelines	FLD 3-2	125	8. Physical Demands	FLD 8-2	20	
4. Complexity	FLD 4-2	75	9. Work Environment	FLD 9-2	20	
5. Scope and Effect	FLD 5-2	75	27. TOTAL POINTS		27. 835	
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300				28. GRADE	28. GS-4	
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#1311-04		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) 04	6. IP NO. (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC.SER (4) 1311	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0002	5. OFF. TITLE (38) PHYS SCI TECHNCN							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DAY YEAR 01/ 15 03			
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) (5)											

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0N 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) 0=Excepted but not A, B, C 1NN 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			5. COMP. LEV. (4) 04							
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) Cnty(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 01 15 03		
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. DUTY (4) 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 #1311-04

A. MAJOR DUTIES

Performs standardized routines such as standardized tests, procedures, or operations which require a general knowledge of basic physical science and the ability to know when and how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed.

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

Assists in one or more phases of the research process by performing a variety of standardized or routine duties, in a laboratory environment, common to the assigned area of work.

Performs routine and recurring techniques and studies using a variety of specialized equipment.

Records instrument readings, collects samples, and takes measurements.

Keeps detailed records of experimental data and tabulates data using personal computers and software packages.

Maintains inventories of chemicals, prepares solutions and reagents for use in the laboratory, and safely disposes of waste material (both chemical and biological).

Keeps work area in a neat and orderly manner.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-3: 350 pts)

General knowledge of the basic principles of physical science (e.g., chemistry, physics, etc.) to perform routine or recurring techniques and studies, record instrument readings, collect samples, and take measurements.

Knowledge of, and skill in applying standardized rules, procedures and operations of basic laboratory or field equipment that require considerable training and experience sufficient to operate equipment, analyze samples, perform checks, make simple operational adjustments and to record results. Basic knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area.

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Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

Ability to recognize subtle variations in often repeated experiments.

2. SUPERVISORY CONTROLS (FLD 2-2: 125 pts)

The supervisor or higher grade employee makes continuing assignments by initially indicating, orally or through written work orders, such criteria as the amount of work expected, general explanation of what is to be done, advice on the location of reference material or work samples, and the nature of the limits applicable to the assignments.

Within established procedures, the technician independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. Unfamiliar situations or technical deviations from established practices are referred to the supervisor or designated employee for guidance or resolution.

The supervisor or designated employee ensures that tasks completed, data developed, the methods used in securing and verifying data, and application of guidelines are technically accurate and in compliance with instructions and established procedures.

3. GUIDELINES (FLD 3-2: 125 pts)

Guidelines are directly applicable, specific, and used repetitively in the work. The routinely used portions of the guidelines, e.g., those used daily, are often memorized or are quickly referenced. These guidelines typically consist of such things as standing oral instructions, written guides, charts, manuals, schedules, equipment manufacturers' operating manuals, standard and established operating procedures, and agency regulations.

Judgment is required to select the most appropriate guidelines and to make minor adaptations to adjust for specific conditions.

4. COMPLEXITY (FLD 4-2: 75 pts)

Assignments consist of performing a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work, operating a variety of pieces of equipment or one or more complex equipment systems commonly associated with the work site, and/or performing a full variety of the standardized technical support and technical duties associated with the work.

Performance of the assignments requires making choices when, for example, executing a number of sequential, related steps or assembling several pieces of equipment. Incumbent exercises independence in recognizing differences, choosing the right course of action, and then selecting and executing the proper task sequences for completing the work.

Incumbent deals with facts, e.g., spots readings which are outside the normal range of tolerance or acceptability, or determines how best to present raw data. Determines what needs to be done to update or complete records and documents and initiates action to acquire needed information from others as indicated by situations encountered in the work.

5. SCOPE AND EFFECT (FLD 5-2: 75 pts)

Work involves executing specific tasks and procedures. Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily collects data for use by others involved in research.

Work affects the accuracy, reliability, or acceptability of further procedures, processes or services, e.g., the ability of a scientist to complete with accuracy a phase of the research process.

6. PERSONAL CONTACTS and (2a: 45 pts)

7. PURPOSE OF CONTACTS

Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

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The personal contacts are established to: exchange information about procedures, schedules, or operating problems; clarify information on records; report on the results of studies; explain the steps involved in operating equipment; explain the reason the work is being performed; or to explain other factual information. The facts or information exchanged may range from easily understood to highly technical.

8. PHYSICAL DEMANDS (FLD 8-2: 20 pts)

The work requires some physical exertions, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (e.g., continuous testing of samples) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. WORK ENVIRONMENT (FLD 9-2: 20 pts)

The work requires moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, machines, with irritant chemicals, bacteria, or obnoxious odors. The incumbent is required to use protective clothing or gear such as masks, gowns, goggles, 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 Applicator's 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: 835 points
(GS-4 Range: 655-850 points)