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| REASON FOR | | POSITION DESCRIPTION COVER SHEET |
| 1. NEW | 2. IDENTICAL ADDITION TO THE ESTABLISHED 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 | | 06 | MONTH/DAY/YEAR 01/15/03 | YES NO | FMB |

| | |
|--|-----|
| 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 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 1-4 | 550 | 6. Personal Contacts | 2 | |
| 2. Supervisory Controls | FLD 2-3 | 275 | 7. Purpose of Contacts | B | 75 |
| 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. 1215 |
| Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300 | | | | 28. GRADE: | 28. GS-6 |

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| 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#1311-06 | 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/W/R | | | | 06 | |
|-----------|--|--|--|----|--|

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 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA | | 5=Mgmt. CSRA 6= Leader LGEG 8=All Others | | 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) (4) | | | | | | | | | | | |
| 17. INTERDIS. TITLE CD. (60) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) | | | | | | | | | | | |

C. INDIVIDUAL POSITION

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| 1. FLSA CD. (1) N E=Exempt N=Nonexempt | | 2. FIN. DIS. REQ. (1) 0N 0=None 1=CD 219 2=CD 220 | | | 3. POS. SCHED. (1) 3=SF 278 4=AD 392 5=SF 849 | | | A=Sched A B=Sched B C=Sched C | | 4. POS. SENS. (1) 0=Excepted but not A, B, C 1NN 0=Nonsensitive 1=Noncritical 2=Critical Sensitive | | 5. COMP. LEV. (4) 06 | | | | |
| 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./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use | | | | | | | | 19. DT. REQ. REC. (6) MO DAY YEAR | | 20. NTE. DT. (6) MO DAY YEAR | | | 21. POS. ST. (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 #1311-06 | | | | | | | | | | | | | | | | |

FORM AD-332 (Revised 4/86)

A. MAJOR DUTIES

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 technical 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.

Maintains, calibrates and modifies equipment and automated systems used for test and evaluation procedures.

Collects, prepares, evaluates, and verifies samples and supporting records; maintains records and locates and compiles data and other information from various sources.

Keeps detailed records of experimental data. Tabulates, statistically analyzes and summarizes data using personal computers and software packages.

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

Keeps work-site in a neat and orderly manner.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-4: 550 pts)

Knowledge of the basic principles of physical science (e.g., chemistry, physics, etc.) of the research being conducted in order to assess readings and measurements taken, tests executed, observations made, work completed and samples collected; and understand and relate the significance of the results to the objective of the overall research assignment.

Practical knowledge of the processes, methods, and procedures related to the specific area of research necessary to perform a full range of duties in area of assignment.

Knowledge and understanding of the application of instrumentation used in analyses so that prescribed procedures can be modified to accommodate existing sampling and analytical conditions.

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Working knowledge of analytical chemistry in order to prepare reagents, buffers, and standards, and to analyze samples, evaluate changes proposed for methods or in procedures and suggest ways to improve methods and techniques.

Skill in the operation and maintenance of equipment systems common to the specific area of research being conducted in the laboratory including calibrating and synchronizing to achieve desired results.

Ability to follow assigned protocols and recognize and report abnormal or unexpected results.

Skill in keeping exact and detailed records of data obtained from experiments.

Ability to use personal computers and software packages in the data collection, analysis, and presentation processes.

Knowledge of safe laboratory procedures.

2. SUPERVISORY CONTROLS (FLD 2-3: 275 pts)

The supervisor or other designated authority initially provides direction on the priorities, objectives, and/or deadline for kinds of work previously performed by the unit and therefore covered by precedent. Assignments new to the organization or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The technician identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, independently coordinates work efforts with outside parties, and characteristically submits only completed work. The technician seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work.

Review is usually in the form of an assessment as to how the technician resolved technical and related administrative problems encountered. Accuracy of the data produced, quality of observations made, and the sufficiency of steps

employed in planning and executing the work assigned are customarily accepted without detailed review.

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

Procedures for doing the work have been established and a number of specific guidelines are applicable.

Incumbent uses judgment in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides. The guidelines contain criteria to solve the core question or problem contained in the assignments, though the applicability may not be readily apparent, i.e., the guides often require careful study and cross-referencing.

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

Assignments consist of performing a variety of routine 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 types 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. Incumbent 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 the scientist to complete with accuracy a phase of the research process.

6. PERSONAL CONTACTS and (2b: 75 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.

The purpose of personal contacts is to: plan and coordinate work efforts; discuss technical requirements of equipment with manufacturers and resolve problems concerning the work or the peculiar needs of the organization; interpret data obtained and explain its purpose and significance; or reach agreement on operating problems such as recurring submission of inaccurate, untimely, incomplete or irrelevant data. The persons contacted are usually working toward a common goal and generally are reasonably cooperative.

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

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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 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: 1215 points
(GS-6 Range: 1105-1350 points)