

					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 Hydrologic Technician						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A
GS	1316		03	MONTH/DAY/YEAR	YES	NO
				01/15/03		
17. CLASSIFIER FMB						
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	
21. Supervisor's Name and Title			24. Second Level Supervisor's Name and Title			
23. Date						
FACTOR EVALUATION SYSTEM						
FACTOR		25. FLD/BMK	26. POINTS	FACTOR		26. POINTS
1. Knowledge Required		FLD 1-3	350	6. Personal Contacts		1
2. Supervisory Controls		FLD 2-1	25	7. Purpose of Contacts		A
3. Guidelines		FLD 3-1	25	8. Physical Demands		8-2
4. Complexity		FLD 4-1	25	9. Work Environment		9-2
5. Scope and Effect		FLD 5-1	25	27. TOTAL POINTS		27. 520
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300				28. GRADE		28. GS-3
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#1316-03		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				03	

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	1316		0002	HYDR LGC TECHN CN						
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		0 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						
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)			
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 #1316-03																

**Hydrologic Technician
GS-1316-03**

Standard Job #1316-03

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of the following in a laboratory or field setting:

Operates simple test instruments and controls during tests, makes simple adjustments, and records data.

Performs specified arithmetic computations either manually or by computer.

Uses standard tables and substitutes formulas as required.

Assembles, installs, and maintains instruments and equipment involving simple wiring, soldering, grinding, etc.

Records and compiles specified data from records or other sources such as specifications and drawings.

Examines materials, instruments, equipment, or items to be tested for flaws or defects.

Observes operation of instruments and equipment to detect apparent malfunction.

Searches for cause when deviations occur.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

B. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-3: 350 pts)

General knowledge of hydrologic processes, methods and techniques.

Skill in the operation of basic instruments/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 detect subtle variations in test results or in instrumentation.

2. Supervisory Controls (FLD 2-1: 25 pts)

All assignments are clearly defined and made, orally or in writing, with specific and detailed instructions.

The incumbent works as instructed and consults with the supervisor or higher graded employee on all matters not specifically covered in the original guidelines or instructions.

The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

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

Specific detailed guidelines are provided verbally by the supervisor or higher grade employee.

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

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

Most assignments involve routine tasks that are clear-cut and directly related.

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

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

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 support service to others, but has little impact beyond the immediate research unit or location.

**Hydrologic Technician
GS-1316-03**

Standard Job #1316-03

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. The facts or information may range from easily understood to highly technical.

8. Physical Demands (FLD 8-2: 20 pts)

The work requires regular and recurring physical exertion such as standing for prolonged periods; walking over rough and uneven surfaces; considerable bending, stooping, reaching, or similar activities; or lifting moderately heavy (less than 50 lbs.) items. Good eye and hand coordination is necessary to perform satisfactorily.

9. Work Environment (FLD 9-2: 20 pts)

The work is performed in a laboratory, shop, field, or other research setting which involves moderate risks or discomforts requiring special safety precautions, e.g., working around moving parts or machines. Incumbent occasionally will be required to use protective clothing or gear such as goggles, masks, gloves, etc. Incumbent is also exposed to moderate discomforts, such as noise and adverse weather.

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: 520 points
(GS-3 Range: 455-650 points)**