

| 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 Hydrologic Technician | | | | | | |
| 11. PP | 12. SERIES | 13. FUNC | 14. GRADE | 15. DATE | 16. I/A | 17. CLASSIFIER |
| GS | 1316 | | 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 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 1-3 | 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#1316-04 | | | | 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 | | | | 04 | |

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 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 | | 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA | | 6=Leader WLGE 8=All Others | | 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 | | |
| | | | | | | | | | | | | | | |
| 16. INTERDIS. SER. (40) | | | | | | | | | | | | | | |
| (4) | | (4) | | (4) | | (4) | | (4) | | (4) | | (4) | | |
| 17. INTERDIS. TITLE CD. (50) | | | | | | | | | | | | | | |
| (5) | | (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. (4) | | |
| 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG | | 4=Sup./Program 5=RGE 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 | |
|----------------------------|--|--|--|--|--|--|--|--|--|----------|--|

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|-----------------------|--|--|--|--|--|--|--|--|--|--|--|
| 32. REMARKS | | | | | | | | | | | |
| Standard Job #1316-04 | | | | | | | | | | | |

**Hydrologic Technician
GS-1316-04**

Standard Job #1316-04

A. Major Duties

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

Performs a variety of routine tests in accordance with established methods including setting up, adjusting and operating equipment, and recording instrumental readings.

Constructs, modifies, and assembles equipment; and maintains and repairs experimental or other equipment used in conducting research experiments.

Examines equipment during operation for faults or defects which may affect the accuracy of the data.

Determines whether the test data falls within normal limits and determines the apparent causes of deviations in the test data resulting from equipment malfunctions, observational errors, and other causes. Reports data inconsistencies and deficiencies due to equipment and observational errors to the supervisor.

Performs computations either manually or by using the computer. Assembles and tabulates collected data.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organized 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 to participate in scientific experiments where equipment and methods are being evaluated.

Knowledge of, and skill in applying standardized water measurement and sampling methods that require considerable training and experience.

Skill in the operation of basic instrument/equipment common to laboratory, field, and shop to perform routine tests, take measurements or take readings.

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

Ability to recognize subtle variations in test results and instrumentation.

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

2. Supervisory Controls (FLD 2-2: 125 pts)

The supervisor or higher graded employee makes continuing assignments by initially indicating, orally or through written work orders, the amount of work expected, what is to be done, the location of reference material or work samples, and the nature of the limits applicable to the assignments.

Within established procedures, the incumbent 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 for guidance or resolution.

The supervisor ensures that tasks completed, data developed, 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)

Procedures for doing the work have been established and a number of guidelines are available such as handbooks, equipment guides, files from previous projects, textbooks, and procedural manual.

The incumbent is required to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

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

The position entails a variety of general technical support activities within a research setting. The incumbent performs a sequence of operations which require application of skill and judgment in well-defined situations in accordance with established methods and procedures. Events or deviations not covered by established procedures are referred to the supervisor or higher graded employee.

5. Scope and Effect (FLD 5-2: 75 pts)

Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily operates equipment and collects data for use by others involved in research. Work products affect 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 work unit, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

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 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 exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) 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.

**Hydrologic Technician
GS-1316-04**

Standard Job #1316-04

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

The work is performed in a laboratory, shop, field, or other research setting which involves regular and recurring moderate risks or discomforts requiring special safety precautions, e.g., working with electronic equipment or working outdoors. The employee is required to use protective clothing such as boots, 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: 835 points
(GS-4 Range: 655-850 points)**