

REASON FOR			POSITION DESCRIPTION COVER SHEET				
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
<b>RECOMMENDED</b>							
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE		
8. WORKING TITLE			9. INCUMBENT ( <i>Optional</i> )				
<b>OFFICIAL</b>							
10. TITLE Hydrologic Technician							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
GS	1316		09	MONTH/DAY/YEAR	YES	NO	FMB
				01/15/03			
18. <b>ORGANIZATIONAL STRUCTURE</b> ( <i>Agency/Bureau</i> )							
1st			5th				
2nd			6th				
3rd			7th				
4th			8th				
<b>SUPERVISOR'S CERTIFICATION</b>							
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			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	FLD 1-6	950	6. Personal Contacts	2			
2. Supervisory Controls	FLD 2-3	275	7. Purpose of Contacts	B	75		
3. Guidelines	FLD 3-3	275	8. Physical Demands	8-2	20		
4. Complexity	FLD 4-3	150	9. Work Environment	9-2	20		
5. Scope and Effect	FLD 5-3	150	27. <b>TOTAL POINTS</b>		27. 1915		
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300				28. <b>GRADE</b>	28. GS-9		
<b>CLASSIFICATION CERTIFICATION</b>							
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 No known promotion potential.			Standard Job#1316-09		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) 09	6. IP NO. (8)
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**B. MASTER RECORD**

1. PAY PLAN (2) GS	2. OCC.SER (4) 1316	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0002	5. OFF. TITLE (38) HYDRILGC 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) (4) (4)														
17. INTERDIS. TITLE CD. (50) (5) (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) 0 N 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 1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			5. COMP. LEV. (4) 09										
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) 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 #1316-09																				

**Hydrologic Technician  
GS-1316-09**

Standard Job #1316-09

**A. Major Duties**

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

Participates as a team member with the scientist in all phases of the assignment(s) and assumes full technical and operational responsibility for specific phases assigned.  
Provides input into the initial planning of experiments.

Independently develops or designs various aspects of the projects on the basis of overall objectives outlined by the supervisor.

Contributes to the planning of various steps in experiment or project, and interpretation and documentation of findings.

Selects appropriate methods and procedures for carrying the project plan to completion.

Constructs, assembles, installs, operates and maintains a variety of highly specialized scientific equipment/instruments which must be calibrated and synchronized to achieve desired results.

Assembles and installs complex precision instruments and devices; modifies or adapts instruments and equipment to obtain desired performance characteristics; devises experimental techniques; and observes significant trends in experimental data.

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

Searches literature in the area of research for new procedures or techniques to use in the experiments.

**B. Evaluation Factors**

**1. Knowledge Required by the Position (FLD 1-6: 950 pts)**

Knowledge of, and skill in applying the technical methods and procedures, management practices, policies and programs, and hydrologic principles and practices in order to:

- a. design, coordinate, and execute complete conventional experiments when they are well preceded in scientific literature and within the organization's technical and administrative guides but require the exercise of judgment based on critical analysis and evaluation of objectives, past practices, source materials, alternatives among available work processes, and recognition of the intended use of completed work; **OR**
- b. participate with the scientist in most phases of the experimental process (development of original hypothesis and proposal excepted) and assume full technical and operational responsibility for specific phases of the experiments; **OR**
- c. administratively maintain a significant function or area of responsibility continually.

Ability to adapt, develop or improve techniques and procedures, and/or design special equipment/instruments.

Intensive knowledge of the project objectives sufficient to contribute ideas to the planning and sequencing of experimental designs.

Knowledge of the hydrologic and electronic processes, methods, procedures, and management practices necessary to perform a full range of complex 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 conditions.

Skill to operate and maintain complex equipment/instrumental systems common to the specific area of research which must be calibrated and synchronized to achieve desired results.

Ability to locate, organize and adapt information from published literature for use as guidelines for new procedures.

Skill to interpret and document findings, and prepare segments of manuscripts or reports summarizing progress or results of project in proper format.

Skill to recognize results that are unexpected, unusual or erroneous, and independently initiate action to overcome technical difficulties or refer for professional resolution or interpretation.

Skill to obtain, tabulate, statistically analyze, and summarize data by graphic or other means. Familiarity with electronic and microprocessor-based calculators and equipment, and with computerized data storage and manipulation. Skill in the use of 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 higher graded employee initially provides direction on the priorities, objectives, and/or deadline for kinds of work previously performed in 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 incumbent 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. Administrative direction or decision is sought 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 incumbent resolved technical and related administrative problems encountered. Accuracy of 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 3-3: 275 pts)**

Incumbent works with new requirements or applications for which only general guidelines are available or with assignments where the most applicable guides are limited to general functional statements and/or work samples which are not always directly related to the core problem of the assignments, have gaps in specificity, or are otherwise not completely applicable.

**4. Complexity (FLD 4-3: 150 pts)**

The work requires the performance of various technical duties which involve differing and unrelated processes and methods. The test equipment/instruments and test procedures require considerable skill in experimentation and judgment to obtain data, and recognize and interpret reactions that are difficult to observe and that can significantly affect the validity of the data. A number of possible courses of action for planning and executing the work exists, and the incumbent exercises discretion in choosing from among them.

Judgment is required to apply a wide range of conventional, established approaches, methods, techniques and solutions to new situations. The technician identifies and recommends resolution of discrepancies in data based on a study of how the data interrelate; adjusts work methods to accommodate unusual conditions; and/or recommends or determines what data to use, record and report.

**5. Scope and Effect (FLD 5-3: 150 pts)**

The work involves applying conventional, technical and administrative solutions and practices to a variety of problems. Incumbent is involved in almost all phases of the scientist's study, and has responsibility for selected phases or conducts test applications of scientific and technical theories when the methods, techniques, and procedures are clearly outlined.

Work products directly affect the design and execution of experiments or the adequacy of such activities as long range work plans, field investigations, testing operations, or research conclusions.

**6. Personal Contacts and (2b: 75 pts)**

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.

**7. Purpose of Contacts**

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 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, such as in a laboratory, 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 is performed in a laboratory, shop, field, or other research setting which involves 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, etc.

**Hydrologic Technician  
GS-1316-09**

Standard Job #1316-09

**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: 1915 points  
(GS-9 Range: 1855-2100 points)**