REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE Support Scientist	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE Chemist

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
				MONTH/DAY/YEAR	YES	NO	
GS	1320	31	11	4/22/2002			MS

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			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. **TOTAL POINTS**		27.
Grade based on JFS for Professional Physical Science Work, GS-1300P (HRCD-4, 12/97)			28. **GRADE**		28.

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/ MARILYN STETKA	30. Date 4/22/2002
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks: FLSA: E Nonsensitive/low risk FPL: GS-11 Standard Job #1320-11	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				11	

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	1320	31	0001	CHEMST

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 6=Leader WLGEG 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO: 04 DAY: 22 YEAR: 2002

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)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(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)
E E=Exempt N=Nonexempt	0N 0=None 3=SF 278 4=OGE 450	A=Sched A B=Sched B C=Sched C 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	11XX

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)
11		Blank=N/A Y=Yes	State (2) City(4) County 3		MO DAY YEAR	Blank=N/A 1=PAS	MO: 04 DAY: 22 YEAR: 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD(1)
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 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	Maintenance Review Act	Results		
1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.	5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.	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 #1320-11

FORM AD-332 (Revised 4/86)

Chemist Standard Job #1320-11
GS-1320-11

A. Major Duties

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

Performs a wide range of duties designed to solve complex chemical research problems.

Searches literature for principles and methods to meet assignment objectives.

Determines the proper experimental approach.

Carries out measurements and component characterization and analyses by applying established or modified chemical methods.

Analyzes the results according to established principles and procedures.

Modifies methods, if necessary, to solve problems or make improvements. Devises experimental protocols to help meet program objectives.

Writes periodic laboratory reports including discussion on experimental design, principle, procedure and results.

Evaluates the adequacy of the results for meeting objectives.

Maintains official laboratory notebook in accordance with good laboratory practices.

Summarizes experimental results of completed projects in the form suitable as the basis for the first draft of written reports to scientific journals.

Organizes experimental progress in the form suitable for oral presentation or posters for scientific meetings.

Undertakes routine care, maintenance, and calibration of moderately complex laboratory instruments, e.g. centrifuges, UV-VIS spectrometer, HPLC instrument, ion-selective meter.

Provides proper technical advice, when needed, to lower level support personnel assigned to research programs in the unit.

Keeps abreast of current scientific advancement by reading literature, review articles, and attending supervisor approved meetings, workshops, and conferences.

B. Evaluation Factors

1. Knowledge Required by the Position

Professional knowledge of the principles, theories, and practices of chemistry, physics, and mathematics including calculus.

Professional understanding of biophysics and biochemistry approaches and an advanced knowledge of sophisticated laboratory methods and procedures.

Skill in calibrating, maintaining, operating, and modifying moderately complex analytical instruments to independently perform measurements and analyses, and to interpret results.

Skill in obtaining accurate and valid results when analyzing and characterizing components by their biophysical and biochemical properties.

Skill in evaluating established methods and making proper modifications.

Ability to organize and record experimental data and write reports.

2. Supervisory Controls

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done. Incumbent plans and carries out the assignment; resolves most of the conflicts which arise, coordinates the work with others as necessary; and interprets policy on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. Guidelines

Guidelines include established methodology, manuals, technical references, precedent investigations and agency policies and regulations. Guidelines are not completely applicable or specific to the work. Judgment is required in selecting and modifying the most appropriate guides and references for each problem area. Significant deviations from guidelines are discussed with senior researchers for recommended action. Incumbent must evaluate new methods and make adaptations or modifications to solve specific problems or meet objectives.

4. Complexity

The work involves a variety of rather complex procedures, whether established or modified, to prepare biological materials and obtain needed biochemical and biophysical information for generally defined objectives. Incumbent will need to select methods and procedures which depend on the identity of the sample, its physical state, and objectives to be determined. Assignments normally require the application of established methods and procedures requiring frequent modification or adaptation. In planning and completing the work, the incumbent must produce the data, analyze and interpret the results, draw conclusions and report the findings.

5. Scope and Effect

The work involves performance and development of specific experiments, analyses and measurements in support of the research project objectives. The results of the work affect the scientific adequacy and accuracy of the research project and impact on the research reputation of the organization.

6. Personal Contacts

Personal contacts are primarily with scientists within the immediate work unit or other laboratories at the location. Contact is also made with scientists outside the location.

7. Purpose of Contacts

Contacts are for the purpose of obtaining, clarifying, or exchanging information regarding theoretical and problematic solutions to the experimental designs and methods, planning and coordinating work of others, receiving instructions and reporting progress and results of work.

8. Physical Demands

The work requires standing for prolonged periods of time.

9. Work Environment

The work is performed in a laboratory and involves regular and recurring exposure to irritant chemicals. Special safety precautions are required such as fume hoods, etc. Incumbent uses protective clothing and equipment such as safety glasses, gloves, and laboratory coats when needed.

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: