

| REASON FOR THIS POSITION | | | | 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 Support Scientist | | | | 9. INCUMBENT <i>(Optional)</i> | | | | | | | |
| OFFICIAL | | | | | | | | | | | |
| 10. TITLE Chemist | | | | | | | | | | | |
| 11. PP | 12. SERIES | 13. FUNC | 14. GRADE | 15. DATE | 16. I/A | | 17. CLASSIFIER | | | | |
| GS | 1320 | 31 | 05 | MONTH/DAY/YEAR | YES | NO | MS | | | | |
| | | | | 4/22/2002 | | | | | | | |
| 18. ORGANIZATIONAL STRUCTURE (Agency/Bureau) | | | | | | | | | | | |
| 1 st | | | | 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: N Nonsensitive/low risk FPL: GS-11 Standard Job #1320-05 | | | | | | | 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/IR | 2. DEPT. CD/AGCY-BUR-CD. (4) | 3. SON (4) | 4. MR. NO. (6) | 5. GRADE (2) 05 | 6. IP NO. (8) |
|------------------------------------|------------------------------|------------|----------------|---------------------------|---------------|

B. MASTER RECORD

| | | | | | | | | | | | | | |
|---|-------------------------------|--|---|---|----------------------------------|--|---|---------------------------------------|--|--|--------------------|--|--|
| 1. PAY PLAN (2) GS | 2. OCC.SER (4) 1320 | 3. OCC FUNC. CD (2) 31 | 4. OFF. TITLE CD (5) 0001 | 5. OFF. TITLE (38) CHEMST | | | | | | | | | |
| 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 04 22 2002 | | | | | | |
| 11. EARLY RET. CD. (1) 1=Primary 2=Secondary | | | 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) | | | | | | | | | | | | | |
| 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) 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) 1N N 1=Low risk/non sensitive 2=Non critical sensitive 3=Critical sensitive | | | 5. COMP. LEV. (4) 05XX | | | | | | | | | |
| 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) County 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 04 22 02 | | |
| 18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG 4=Sup./Program 5=RREG 6=Policy Analysis GEG | | | | | | | | | 19. DT. REQ. REC. (6) MO DAY YEAR | | | 20. NTE. DT. (6) MO DAY YEAR | | | 21. POS. ST. BUD(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 #1320-05

A. Major Duties

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

As a trainee chemist, performs duties that are designed to orient the incumbent in the mission and work of the laboratory.

Receives training in the functions and operations of the organization, agency policies and regulations, the specialty area with which the laboratory is concerned, established analyses and tests performed in the laboratory, and the operation and calibration of common analytical instruments.

Performs experiments which are designed to provide answers for specific research problem areas.

Performs the proper experimental procedure(s).

Searches literature for methods to meet assignment objectives.

Carries out measurements and analyses by applying established chemical methods, using microcomputers when appropriate.

Analyzes the results according to established principles and procedures.

Writes periodic laboratory reports discussing experimental procedures and results.

Undertakes routine care, maintenance, and calibration of common laboratory instruments.

Maintains official laboratory notebook in accordance with good laboratory practices.

Maintains general laboratory cleanliness and, supplies and materials are kept up-to-date.

B. Evaluation Factors

1. Knowledge Required by the Position

Professional knowledge of chemical principles, theories, and practices sufficient to perform trainee-level duties.

Knowledge of common laboratory methods and procedures.

Ability to calibrate, maintain, and operate analytical instruments sufficient to independently perform measurements and analyses.

Skill to record results accurately, prepare graphic illustrations of these results, and recognize deviations from expected test results.

2. Supervisory Controls

The supervisor provides clear, specific and detailed instructions for specific assignments including the analyses or measurements to be made and priorities. The incumbent independently performs assignments as instructed and refers matters not specifically covered to the supervisor. Work methods and end results are reviewed for technical soundness, accuracy and adherence to instructions and established procedures.

3. Guidelines

Specific guidelines include established methodology, manuals, technical references, instrument handbooks and precedent investigations. Normally the supervisor will provide the criteria for selecting the most appropriate guides and references to apply in each situation. All deviations from guidelines are referred to senior researchers for recommended action.

4. Complexity

Assignments consist of specific, well-defined, routine duties involving well-established analyses and tests that are designed to orient the incumbent in the work and mission of the laboratory. The specific analyses and tests are easily determined, differing only with respect to the substances involved and the determinations to be made.

5. Scope and Effect

The work involves the performance of specific experiments, analyses and measurements primarily designed to expose the incumbent to methods, standard practices, and the specialized research project.

6. Personal Contacts

Personal contacts are principally with scientists within the immediate work unit or other laboratories within the Center. Occasionally, contacts with scientists outside the Center may be required.

7. Purpose of Contacts

Contacts are to report the results and obtain information on how to perform the work.

8. Physical Demands

The work requires regular and recurring physical exertion such as 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: