

REASON FOR THIS POSITION				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     Support Scientist				9. INCUMBENT <i>(Optional)</i>			
<b>OFFICIAL</b>							
10. TITLE     Chemist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	1320	31	07	MONTH/DAY/YEAR	YES	NO	MS
				4/22/2002			
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>							
1 <sup>st</sup>				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		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.	
<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/ 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 #1320-07				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				07	

## 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		X=New Std. Applied Blank=NA		N=NO Y=Interdis		MO	DAY	YEAR	
		2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		6=Leader WLGE 8=All Others				04	22	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
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		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		1=Low risk/non sensitive 2=Non critical sensitive		4=Special sensitive 5=Moderate risk 6=High risk		07XX	
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)    County 3					MO    DAY    YEAR		Blank=N/A 1=PAS		MO    DAY    YEAR						
															04    22    02						
18. GD. BASIS. IND. (1)						19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST. BUD(1)									
N		1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG		4=Sup./Program 5=RREG 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 #1320-07

**A. Major Duties**

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

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

Searches literature for methods to meet assignment objectives.

Selects the proper methods and procedures according to the experimental design.

Carries out measurements and analyses by applying established chemical methods.

Analyzes the results according to established principles and procedures.

Modifies methods, if necessary, to solve problems or make improvements. Typically, minor modifications are required.

Writes periodic laboratory reports discussing experimental procedures and results.

Maintains official laboratory notebooks in accordance with good laboratory practices.

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

Maintains general laboratory cleanliness and, supplies and materials appropriate to research work.

**B. Evaluation Factors**

**I. Knowledge Required by the Position**

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

Knowledge of established chemical methods and procedures sufficient to perform routine and limited analyses and tests by applying established methods and procedures.

Skill in calibrating and operating standard and sophisticated analytical instrumentation and equipment.

Skill in independently applying established and newly developed methodology to chemical and physical analyses.

Ability to detect unusual or erroneous results.

Skill in analyzing results and interpreting significant impact and validity of tests and experiments.

Skill in evaluating established methods and making minor modifications.

**2. Supervisory Controls**

Supervisor provides continuing assignments, sets objectives, and indicates priorities and provides technical direction. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The incumbent is responsible for independently completing recurring projects but refers deviations or problems not covered by instructions to the supervisor. Situations requiring significant deviations are referred to the supervisor. Completed work is reviewed for adherence to instructions, established laboratory procedures, and technical soundness of results. New or unusual assignments may be reviewed in progress.

**3. Guidelines**

Guidelines are the technical literature and precedents that are applicable to the work. These guides do not always specifically apply to the work. Incumbent must exercise judgment in selecting the most appropriate guides and references and must adapt established precedents to the specific requirements and problems encountered. The incumbent analyzes the results to ensure that the changes are valid and may recommend and implement further changes.

**4. Complexity**

Assignments involve a variety of limited research tasks. Judgment and initiative are required in planning details of work, deciding how to collect and present results, determining methods and techniques to use and making minor modifications. The incumbent must consider various factors such as the chemical and physical properties of the sample, the information sought, and the expected composition and properties of the substances to select from established alternatives the appropriate procedures to be adopted.

**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.

**6. Personal Contacts**

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

**7. Purpose of Contacts**

Contacts are for the purpose of obtaining, clarifying, or exchanging information, receiving instructions or 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.

**CHEMIST**  
**GS-1320-07**

Standard Job #1320-07

**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:

September 26, 1996