

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			9. INCUMBENT (Optional)		

OFFICIAL						
10. TITLE Physical Science Technician						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	1311		07	MONTH/DAY/YEAR 01/15/03	YES NO	FMB

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	1-5	750	6. Personal Contacts	6-2	
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	7-b	75
3. Guidelines	3-2	125	8. Physical Demands	8-2	20
4. Complexity	4-3	150	9. Work Environment	9-2	20
5. Scope and Effect	5-3	150	27. TOTAL POINTS		27. 1565
OPM JFS for Physical Sciences Group, GS-1300, Aug 2002				28. GRADE	28. GS-07

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 1/15/03
31. Name and Title: Francine M. Benko, Human Resources Specialist	
32. Remarks: FLSA: N Nonsensitive/Low Risk SJ # 1311-07	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) 07	6. IP NO. (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC.SER (4) 1311	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0002	5. OFF. TITLE (38) PHYS SCI TECHNCN							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 2 = Supv/ GSSG 4 = Supv. CSRA 5 = Max CSRA		6 = Leader WLGE 8 = All other posns		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 1 15 03			
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) 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)											
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0 = None 3 = 278 4 = 450		3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C			4. POS. SENS. (1) 1N N 1 = Low Risk/nonsens 2 = Noncrit sens 3 = Critical sens 4 = Spec sens 5 = Mod risk 6 = High risk			5. COMP. LEV. (4) 07							
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./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use								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 SJ # 1311-07																	