
TITLE 42 POSITION DESCRIPTION TEMPLATE

1. Cover Sheet

Instructions: Please complete the “Position Description Coversheet”, available at <http://intranet.epa.gov/oas/fmsd/forms/f3.htm> , and submit it with the statement of work.

2. Position Title, Pay Plan, Series, and Grade

Instructions: Please ensure that the position title is consistent with the basic titling guidance provided for General Schedule occupational series. A parenthetical title may be added to reflect a more narrow area of specialization. Note that for all Title 42 positions the pay plan is “AD” and the grade is “00.”

Example —

Biologist (Systems Biology), AD-0401-00

3. Background

Instructions: Provide information on the organizational location of the position, the organization’s functions, length of the term of the appointment, and the appointee’s area of scientific expertise.

Example —

This position is located in the National Center for Environmental Assessment (NCEA) within the Office of Research and Development. NCEA is responsible for providing guidance and risk assessments aimed at protecting human health and the environment.

This is a 5-year term position under the Agency’s Title 42 Program. The incumbent of this position is recognized as an expert in microbiology.

4. Major Duties and Responsibilities

Instructions: Provide the following information, if applicable, regarding the employee’s research assignment:

- What is the research issues that this employee is being hired to address?
- How will the employee apply unique knowledge and skills in addressing them?
- What deliverable(s) are anticipated as a result of this work?
- How will this work influence recommendations or decisions made by management (i.e., policy, regulatory, programmatic)?
- How will this work affect work done in other parts of the Agency?
- How will this work be peer-reviewed?

5. Extramural Resources Management

Instructions: Indicate one of the following statements in this section:

- “This position has no extramural resources management responsibilities” **OR**
- “Total extramural resources management duties occupy [*insert %*] of the time of this position and are described in the attached Extramural Resources Management Duties Checklist.” The Extramural Resources Management Duties Checklist is available at <http://intranet.epa.gov/ohr/forms/formsohr/index.htm> .

6. Supervisory Controls

Instructions: Describe the type of supervision that will be provided for the Title 42 appointee.

Example —

The supervision provided to the incumbent is usually limited to administrative guidance. The nature of the supervisory relationship is characterized by a high degree of confidence in and reliance on the incumbent’s productivity, competence, and judgment such that there is an unusual level of support for his/her recommendations and most novel investigations. The incumbent is recognized by management as a distinguished and brilliant scientist and is responsible for planning, designing and carrying out research projects, studies, programs or other work independently. Interpretations, recommendations and conclusions made by the incumbent which have major impact on matters of great urgency and significance are furnished to other agencies and the professional community without reference to or knowledge of higher authority in the Agency.

7. Qualifications and Scientific Contributions

Instructions: Provide a concise description of the employee’s qualifications and scientific contributions.

Example —

The incumbent is a nationally recognized authority and leader in an area of widespread scientific interest and investigation who has received honors and awards from major national organizations for his/her accomplishments. The incumbent is sought as an advisor and consultant on scientific and technological programs and problems which extend well beyond his/her own field. The employee’s reputation as a scientific leader is such that he/she may also serve as a recruiting attraction for recent graduates who seek opportunities to work under the incumbent’s inspiration and guidance to learn from his/her critical judgment and research technique. The incumbent’s personal competence is likely to be a major consideration in Agency sponsorship of programs in this field.