

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0276

2. Reason for Submission
NEW

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No

Explanation

7. Fair Labor Standards Act
Nonexempt

8. Financial Statements Required
6-Position does not require financial disclosure.

9. Subject to IA Action
YES

10. Position Status

11. Position is
NON-SUPERVISORY

12. Sensitivity
1 - Nonsensitive/Low

13. Competitive Level Code
100

14. Agency Use

15. Drug Test Required
NO

16. ADP Status
NO

17. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Biological Science Aid	GS	0404	1	L . P	12/23/2002
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)

19. Name of Employee (if vacant, specify)

20. Department, Agency or Establishment
U.S. DEPT. OF THE INTERIOR

c. Third Subdivision

a. First Subdivision
U.S. GEOLOGICAL SURVEY

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this 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 statutes or their implementing regulations.

a. Name and Title of Supervisor

Mark Sogge, Acting Deputy Director, USGS

Signature: /s/Mark Sogge Date: 07/30/2015

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: _____ Date: _____

23. Classification/Job Grading Certification

I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

24. Position Classification Standards Used in Classifying/Grading Position

GS-400, GLG for Aid and Tech Work in the Bio Sci
GS-404, Biological Sci Tech Series

Typed Name and Title of Official Taking Action

Lorilee Penn Human Resources Specialist

Signature: Lorilee Penn /s/ Date: 12/23/2002

Information for Employees

The standards and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S Office of Personnel Management.

25. Position Review	Initials	Date								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

27. Description of Major Duties and Responsibilities (See Attached)

PD Tracking Number 0000830

Major Duties

This position is an entry level trainee position designed to provide training in the techniques and processes of biological technician work. Specific tasks vary in response to project emphasis and the needs of the organization. (Check those that apply):

- Assists in collecting, sorting and organizing samples. Learns simple and repetitive duties in support of scientific investigations.
- Follows step-by-step detailed instructions in performing laboratory duties such as cleaning, packaging, and sterilizing glassware and other laboratory equipment. Maintains general order and cleanliness of the laboratory.
- Follows detailed instructions to measure and make laboratory solutions. Operates simple laboratory instrumentation to perform basic laboratory duties. Records data.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-1, 50 points)

Ability to follow detailed instructions in order to perform simple, routine, or repetitive tasks. Skill to operate simple equipment. Knowledge of basic or common cleaning and sterilization procedures.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-1, 25 points)

Works under the immediate supervision of a higher grade biological scientist or technician. Receives specific instructions and demonstrations as to methods and work details. Work is closely checked in progress and reviewed in detail upon completion for accuracy, adherence to instructions, and training progress.

FACTOR 3 GUIDELINES (Level 3-1, 25 points)

Specific written or oral guidelines are provided to the employee. The employee works in strict conformance to the guides and refers deviations to the supervisor.

FACTOR 4 - COMPLEXITY (Level 4-1, 25 points)

Work is clear cut and relatively simple. There is little choice in deciding what work to do next.

FACTOR 5 - SCOPE AND EFFECT (Level 5-1, 25 points)

The work involves routine tasks that effect the work of higher graded employees in the work unit.

FACTOR 6 - PERSONAL CONTACTS (Level 1/B, 30 points)

Contacts are with co-workers in the immediate organization.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of exchanging information and obtaining clarification on work processes.

FACTOR 8 - PHYSICAL DEMANDS (Level 8-2, 20 points)

Work requires some physical exertion such as standing for long periods of time, walking, stooping, bending, and carrying light loads.

FACTOR 9 - WORK ENVIRONMENT (Level 9-2, 20 points)

The work environment varies from laboratory setting to field sites. The work involves moderate risks, discomfort, and unpleasantness such as exposure to high noise levels, irritant chemicals, extreme temperatures, etc.

TOTAL POINTS 220

GRADE CONVERSION GS 01

GS-404, Biological Science Technician Series, 12/91

Grade Level Guide for Aid and Technician work in the Biological Sciences, 12/91