

POSITION DESCRIPTION (Please Read Instructions on the back) Cybersecurity Category 1. Agency Position No S0307

2. Reason for Submission NEW	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No
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Explanation	7. Fair Labor Standards Act Non Exempt	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
	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	Cartographer/Geographer/	GS		5	L.P.	12/02/2002
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)
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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 OFFICE OF THE DIRECTOR	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	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature /s/Mark Sogge	Signature
Date 07/30/2015	Date

23. Classification/Job Grading Certification <i>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.</i>	24. Position Classification Standards Used in Classifying/Grading Position GS-150, Geography Series GS-1300P, JFS for Prof Phy Sci Work
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist	Information for Employees <i>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.</i>
Signature Lorilee Penn /s/	
Date 12/02/2002	

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

26. Remarks

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

1370, Cartographer/150, Geographer/, GS-05

PD Tracking Number 0000774

This is an interdisciplinary position that may be filled as either a Cartographer, GS-1370, or Geographer, GS-150.

Major Duties

As a basic trainee, the incumbent is provided with orientation in the application of academic theories and basic cartographic and geographic principles in performing developmental assignments. He/She receives on-the-job instruction and training designed to provide familiarization with the functions and operations of the organization and to provide experience in the practical application of basic cartographic and geographic principles, techniques, and concepts. The incumbent assists higher-grade employees by performing selected, uncomplicated tasks, e.g.,

- conducting prescribed tests, operating instruments, and gathering spatial data;

- assisting in analyzing and evaluating operating program data concerning financial plans, statistical reviews, program objectives documents, estimates of expenditures and human resources, and other program related scheduling/monitoring documents.

- Conducting analyses of digital cartographic processes to become familiar with cartographic and geographic work methods and procedures.

- Studying theoretical literature of cartography, geography and related sciences to keep abreast of the state-of-the-art.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION (Level 1-5, 750 points) Professional knowledge of cartographic or geographic principles, theories, concepts and techniques as would typically be acquired through a bachelors degree program in cartography or geography in order to perform basic trainee work.

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

The supervisor assigns work with specific and detailed instructions as to what is required and guidance as to probable results. The work is carried out under close supervision. The incumbent receives recurring technical assistance on matters not specifically covered in the original instructions. Work is reviewed in-progress and on completion for technical accuracy, adequacy, and conformance to instructions.

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

Guidelines consist of manuals and publications, technical instructions, procedure manuals, bureau policies, and criteria that are detailed and directly applicable. The incumbent adheres strictly to the guidelines and consults the supervisor or higher-grade employee if guidelines lack applicability.

FACTOR 4 - COMPLEXITY (Level 4-2, 75 points)

Assignments consist of specific, often unrelated, tasks designed to orient the incumbent in the

practical application of theory and basic principles and concepts of cartography and geography. These detailed and routine tasks pertain to projects of higher-grade employees.

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

The purpose of the work is to orient the incumbent in the practical application of academic theory and basic principles of cartography and geography. The effect of the work is to facilitate the work of higher-grade employees.

FACTORS 6 & 7, NATURE AND PURPOSE OF CONTACTS (Level 1a 30 points)

Contacts are typically with employees within the immediate organization. The contacts are generally to obtain advice and direction.

FACTOR 8 PHYSICAL DEMANDS (Level 8-1, 5 points)

The work is usually sedentary.

FACTOR 9 Work Environment (Level 9-1, 5 points)

Work is typically performed in an office environment.

TOTAL POINTS 940

GRADE CONVERSION GS-05