

POSITION DESCRIPTION (Please Read Instructions on the back) Cybersecurity Category 1. Agency Position No S0308

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| 2. Reason for Submission NEW | 3. Service | 4. Employing Office Location | 5. Duty Station | 6. OPM Certification No | |
| 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 | 14. Agency Use |
| | 15. Drug Test Required NO | | | 16. ADP Status NO | |

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| 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 | (31) | 7 | lp | 1202/2002 |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

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| 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.

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| 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 |

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| 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-150, Geography Series GS-1300P, JFS for Prof Phy Sci Work |
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| Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist | 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. |
| Signature Lorilee Penn /s/ | |
| Date 12/02/2002 | |

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| 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/Geographer/, GS-07

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

Major Duties

As an advanced trainee, the incumbent is provided with orientation in the application of academic theories and basic cartographic and geographic principles in performing developmental assignments such as:

- participating in the implementation of mapping center production processes through adaptation of small digital cartographic applications;
- assisting in acceptance testing of new digital mapping equipment;
- interpreting map production standards and assisting in their modification;
- investigating potential uses of spatial data and participating in implementation procedures and techniques to improve or enhance the data;
- measuring progress toward production goal achievement and preparing production mapping status/production reports data as well as the content and format of mapping center products.
- participating in the refinement of existing mapping center products; and
- 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 1-6, 950 points) Professional knowledge of cartographic or geographic principles, theories, concepts and techniques in order to apply standard practices and techniques in solving minor analog and digital cartographic problems.

Knowledge of map production cycles in order to identify minor deficiencies in normal production operations and to recommend minor corrective action.

Knowledge and skill to evaluate the current status and trends of cartographic programs sufficient to monitor project goals.

Knowledge of the characteristics and applications of USGS data in image processing, desktop mapping, and/or geographic information systems to analyze and evaluate technological digital cartographic advances in terms of their applicability to selected user needs.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-2, 125 points)

Supervisor assigns work in detail and fully reviews work in progress. This review is typically

maintained through spot checks to monitor progress and conformance to instructions. Recurring work assignments covered by explicit procedures and guidelines are performed independently. Completed work is reviewed for compliance with instructions and to assure the quality of the work.

FACTOR 3 - GUIDELINES (Level 3-2, 125 points)

Guidelines consist of manuals and publications, technical instructions, procedure manuals, bureau policies, and information in professional journals. The supervisor may indicate source of instruction or available guidelines but the incumbent generally determines the appropriate guides to use. Deviations from guides or incomplete instructions are referred to the supervisor.

FACTOR 4 - COMPLEXITY (Level 4-3, 150 points)

Assignments consist of varied projects that are intended to provide diversified experience as a foundation for future project responsibility of greater scope, difficulty, and magnitude. Assignments typically are screened to eliminate difficult or unusual problems. Assignments include the use of standard or conventional cartographic principles, methods, and practices to solve relatively limited scientific problems.

FACTOR 5 SCOPE AND EFFECT (Level 5-2, 75 points)

The purpose of the position is to work on specified portions or minor phases of mapping projects. Work efforts have an impact on the adequacy and efficiency of mapping center capability and relieve higher graded scientists of the more routine work.

FACTORS 6 & 7, NATURE AND PURPOSE OF CONTACTS (Level 2a 45 points)

Contacts are typically with bureau employees within and outside the immediate organization. The contacts are generally to obtain advice and assistance, report on the status or results of work, and to obtain information.

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 1480

GRADE CONVERSION GS-07