

PD Tracking Number 0000832

#### Major Duties

This position is a trainee position designed to provide training in the techniques and process of biological technician work. Assignments may include, but are not limited to the following (Check those that apply):

- ( ) Assists in collecting, sorting and organizing samples. Performs simple and repetitive duties in support of a research study.
- ( ) Follows instructions in performing laboratory duties such as cleaning, packaging, and sterilizing glassware and other laboratory equipment. Maintains general order and cleanliness of the laboratory.
- ( ) Measures and makes laboratory solutions. Operates pH meter, spectrophotometer, electronic balance to determine chemical and physical characteristics of compounds and solutions. Records data.
- ( ) Follows standard operating procedures to determine the species, density and distribution of bird, plant and invertebrate populations. Assists with the fabrication of pens, cages, etc.

#### KNOWLEDGE REQUIRED BY THE POSITION (Level 1-2, 200 points)

Knowledge of simple, basic biological science procedures and operations associated with aid duties in order to perform routine tasks and learn to perform a wider range of duties.

Knowledge of basic or common cleaning and sterilization procedures.

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

Works independently in carrying out routine assignments and receives specific instructions for new or more difficult assignments. Completed work is reviewed for accuracy and adherence to instructions.

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

Detailed guidelines, instructions, and samples formats are provided. The incumbent may not deviate from established guides.

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

Assignments consists of a variety of routine procedural tasks, or one or more complex duties related to regular, recurring work and require the employee to select and execute the proper task sequence for completing the work.

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

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

**PERSONAL CONTACTS (Level /B, 30 points)**

Contacts are with co-workers in the immediate area.

**PURPOSE OF CONTACTS**

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

**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.

**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 high noise levels, chemical, deep freezers, etc.

**TOTAL POINTS 520**

**GRADE CONVERSION GS-03**

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

Grade Level Guide for Aid and Technician Work in the Biological Sciences,

GS-400, 12/91