

**POSITION DESCRIPTION** (Please Read Instructions on the back) 1. Agency Position No  
S0047

|                                 |            |                              |                 |                         |
|---------------------------------|------------|------------------------------|-----------------|-------------------------|
| 2. Reason for Submission<br>NEW | 3. Service | 4. Employing Office Location | 5. Duty Station | 6. OPM Certification No |
|---------------------------------|------------|------------------------------|-----------------|-------------------------|

|             |   |                                    |                 |                                |
|-------------|---|------------------------------------|-----------------|--------------------------------|
| Explanation | 7. Fair Labor Standards Act<br>Non-Exempt | 8. Financial Statements Required   |                 | 9. Subject to IA Action<br>Yes |
|             | 10. Position Status                       | 11. Position is<br>NON-SUPERVISORY | 12. Sensitivity | 13. Competitive Level Code     |
|             | 15. Drug Test Required<br>NO              |                                    |                 | 16. ADP Status                 |

|   |                            |           |                   |           |              |                   |
|---|----------------------------|-----------|-------------------|-----------|--------------|-------------------|
| 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                            | <b>Chemist</b>             | <b>GS</b> | <b>1320</b>       | <b>05</b> | <b>L . P</b> | <b>01/01/2002</b> |
| 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<br><b>Department of the Interior</b>                                  | c. Third Subdivision             |
| a. First Subdivision<br><b>U. S Geological Survey</b>   | 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.

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| a. Name and Title of Supervisor<br><b>Mark Sogge, Acting Deputy Director, USGS</b> | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) |
| Signature<br><b>/s/ Mark Sogge</b>   | Signature  |
| Date<br><b>07/30/2015</b>  | Date   |

|   |   |
|---|---|
| 23. Classification/Job Grading Certification<br><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<br><b>GS-1300P, JFS for Prof Phy Sci Work</b>  |
| Typed Name and Title of Official Taking Action<br><b>Lorilee Penn Human Resources Specialist</b>  | <b>Information for Employees</b><br><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<br><b>Lorilee Penn /s/</b>  |   |
| Date<br><b>01/01/2002</b>   |   |

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

26. Remarks

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

PD Tracking Number 0000002

### Major Duties

As a trainee chemist, performs duties that are designed to orient the chemist in the mission and work of the laboratory. Assignments are similar to those assigned to nonprofessional employees, but such tasks are primarily for training purposes.

Receives formal and on-the-job training in the functions and operations of the organization, agency policies and regulations, the specialty area with which the laboratory is concerned, established analyses and tests performed in the laboratory, and the operation and calibration of laboratory instruments.

Performs routine limited chemical analyses and tests and physical measurements. Uses and maintains standard chemical laboratory equipment.

Performs routine calculations such as determining concentration or the amount of a substance in total sample based on an analysis or known portion of the sample.

Learns procedures for preparation of writing reports and illustrations for publication. Writes minor portions of reports for review by higher grade professional personnel before inclusion in a final report.

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### Factor Statements

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-5, 750 points)** Professional knowledge of chemical principles, theories, and practices as would typically be acquired through a bachelor's degree program in chemistry sufficient to perform trainee level duties.

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

The supervisor assigns the work with clear, specific, and detailed instructions as to the methods, procedures, and guidelines to use. The chemist strictly follows the instructions, referring to the supervisor or a higher-level chemist in the laboratory and matter not covered in the instructions or guidelines. The work is reviewed in progress and upon completion for technical accuracy, adequacy, and compliance with the instructions and established procedures.

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

The guidelines include standard chemistry references, established operating procedures, and directives, which are specific and directly applicable to the work. The chemist strictly adheres to the guidelines, referring any deviations for authorization to the supervisor or a higher-level chemist in the laboratory.

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

Assignments consist of specific, well defined, routine duties involving well established analyses

and tests that are designed to orient the chemist in the work and mission of the laboratory. The specific analyses and tests are easily determined, differing only with respect to the substances involved and the determinations to be made.

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

The purpose of the work is to orient the chemist in the mission and work of the laboratory. The work efforts facilitate the work of other chemists in the laboratory.

**FACTOR 6 - PERSONAL CONTACTS (Level 6-1, 10 points)**

The personal contacts are with chemists and physical science technicians within the laboratory.

**FACTOR 7 - PURPOSE OF CONTACTS (Level 7-1, 20 points)**

The personal contacts are to report the results and receive assistance from other chemists on how to perform the work.

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

The work involves prolonged standing.

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

The work involves regular and recurring exposure to irritant chemicals and X-ray instrumentation. Special safety precautions are required and the chemist must use protective clothing and gear in the laboratory as required.

**TOTAL POINTS - 970**

**GRADE CONVERSION - GS-5**

**GS-1300, JFS for Professional Physical Science Work, 10/97**

**Primary Standard**

**(Source Document Std PD S0047)**