

**POSITION DESCRIPTION** (Please Read Instructions on the back)

1. Agency Position No  
S0048

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		9. Subject to IA Action Yes
	10. Position Status	11. Position is NON-SUPERVISORY	12. Sensitivity	13. Competitive Level Code	14. Agency Use
	15. Drug Test Required 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	Chemist	GS	1320	07	L . P	01/01/2002
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 Department 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)
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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-1300P, JFS for Prof Phy Sci Work
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Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist	<b>Information for Employees</b> <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 01/01/2002	

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

26. Remarks
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27. Description of Major Duties and Responsibilities (See Attached)
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PD Tracking Number 0000003

### Major Duties

Performs varied but relatively routine and limited chemical analyses and tests on samples submitted by bureau personnel to the laboratory. The analyses and tests are to determine the chemical composition of substances, presence, and identification of compounds in samples submitted to the laboratory. The results are used by bureau personnel for scientific investigations and research studies.

Based upon previous assignments or instructions as to the specific analyses and tests to be performed, selects the appropriate methods and procedures.

Performs the analyses and tests, which include physical tests, wet laboratory analyses and instrumental analyses.

Performs routine calculations. May perform computer programming used for the analysis and reduction of data.

Detects unusual reactions and instances when the established methods and procedures are not applicable. Recommends to the supervisor a minor modification to the method, extending examination, or alternate methods to use.

Writes a laboratory report identifying the sample, stating the methods and procedures used, and showing the results.

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**Factor Statements**

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-6, 950 points)** Professional knowledge of chemical principles, theories, and practices, a knowledge of common methods and procedures, and a skill in calibrating and operating analytical instruments sufficient to perform relatively routine and limited analyses and tests by applying established methods and procedures.

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

The supervisor assigns individual samples with clear instructions as to the data to be obtained. For new or more difficult assignments, the supervisor also provides instructions as the methods and procedures to apply and the location of source material available for reference. The chemist is responsible for independently completing recurring assignments, but refers all deviations and problems not covered by the instructions to the supervisor or a higher-level chemist for assistance. The work is reviewed for adherence to instructions and standard laboratory procedures and for technical soundness of the results. New or more difficult assignments are reviewed more closely including in-progress review.

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

The methods and procedures for performing the work are established. Specific guidelines such as established methodology manuals, precedents, and standard operating procedures are available for reference. For each sample, the chemist must exercise judgment to select the appropriate methods and procedures to carry out the analyses and tests. Situations in which the guides do not apply are referred, typically with a recommended action, to the supervisor or a higher level chemist.

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

The assignments involve a variety of analyses and tests. To select the appropriate methods and procedures, the chemical identity of the sample, its physical state, and the data specified to be determined must be considered. The work is performed by applying established methods and procedures. Problems encountered can usually be solved by minor method modification or adaptation.

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

The involves carrying out well established chemical analyses and tests of water and sediment samples and according to specific guidelines. The work efforts affect the accuracy and reliability of the chemical analytical services provided by 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 receive advice and assistance and to report the progress and results of 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. Special safety precautions are required and the chemist uses protective clothing and gear such as a laboratory coat, gloves, and safety glasses.

TOTAL POINTS - 1495

GRADE CONVERSION - GS-7

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

Primary Standard

(Source Document Std PD S0048)