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|---|--|---|---|----------|---|-------------------|--|----------|----------------------------|
| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | 1. Agency Position No. S0227 | | | | |
| 2. Reasons for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New | | 3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field | 4. Employing Office Location Reston, VA | | 5. Duty Station | | 6. OPM Certification No. | | |
| 7. Fair Labor Standards Act Exempt <input checked="" type="checkbox"/> Nonexempt | | | 8. Financial Statement Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment & Financial Interest | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | |
| | | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither | | 12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive | | 13. Competitive Level Code |
| 15. Classified/Graded by | | Official Title of Position | | | Pay Plan | Occupational Code | Grade | Initial | Date |
| a. Office of Personnel Management | | | | | | | | | |
| b. Department, Agency or Establishment | | | | | | | | | |
| c. Second Level Review | | Student Trainee (Chemistry) | | | GS | 1399 | 07 | lp | 01/01/2002 |
| d. First Level Review | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | |
| 16. Organizational Title of Position (if different from official title) | | | | | 17. Name of Employee (If vacant, specify) | | | | |
| 18. Department, Agency, or Establishment U.S. Department of the Interior | | | | | c. Third Subdivision | | | | |
| a. First Subdivision U.S. Geological Survey | | | | | d. Fourth Subdivision | | | | |
| b. Second Subdivision | | | | | e. Fifth Subdivision | | | | |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position. | | | | | Signature of Employee (optional) | | | | |
| 20. 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 our 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. Typed Name and Title of Immediate Supervisor Mark Sogge, Acting Deputy Director, USGS | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | | |
| Signature /s/ Mark Sogge | | | Date 07/30/2015 | | Signature | | | Date | |
| 21. 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. | | | | | 22. Position Classification Standards Used in Classifying/Grading Position GS-1300P, JFS for Prof Phy Sci Work | | | | |
| 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 01/01/2002 | | | | | | |
| 23. Position Review | | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
| a. Employee (Optional) | | | | | | | | | |
| b. Supervisor | | | | | | | | | |
| c. Classifier | | cs | 08/20/13 | | | | | | |
| 24. Remarks Changed SCEP to Pathways | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | | | |

1399, Student Trainee (Chemistry), GS-07

PD Tracking Number 0000014

Standard PD S0227

Introduction

The incumbent of this position serves as a student trainee under the Pathways Internship Program. This program is designed to provide the student with paid work experience and orient them to the mission of the U.S. Geological Survey and the benefits and conditions of a Federal career. It provides formal periods of work and study while the student is enrolled in school, the conditions of which are outlined in the Working Agreement that must be signed by the student, and the employing Office

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.

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.

Select the appropriate statement:

____ The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

____ The U.S. Geological Survey has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

____ The U.S. Geological Survey has determined that telework is required for this position and is a condition of employment. The selectee is expected to telework ____ days a week and must be eligible to telework under the 2010 Telework Act.

TOTAL POINTS - 1495

GRADE CONVERSION - GS-7

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

Introduction to the Position Classification Standards

Primary Standard (Source Document Std PD S0227)