

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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POSITION DESCRIPTION COVER SHEET**RECOMMENDED**

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE
Physical Science Technician

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	1311		02	MONTH/DAY/YEAR	YES	NO
				01/15/03		

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	FLD 1-2	200	6. Personal Contacts	1	
2. Supervisory Controls	FLD 2-1	25	7. Purpose of Contacts	A	30
3. Guidelines	FLD 3-1	25	8. Physical Demands	8-1	5
4. Complexity	FLD 4-1	25	9. Work Environment	9-1	5
5. Scope and Effect	FLD 5-1	25	27. TOTAL POINTS		27. 340
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300			28. GRADE	28. GS-2	

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ FRANCINE M. BENKO	30. Date 01/15/03
31. Name and Title: Francine M. Benko, Human Resources Specialist	
32. Remarks FLSA: N Nonsensitive/Low Risk FPL: Standard Job#1311-02	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 02	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC.SER (4) 1311	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0002	5. OFF. TITLE (38) PHYS SCI TECHNCN						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others			8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DAY YEAR 01 15 03	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA			12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

C. INDIVIDUAL POSITION													
1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 0=None 1=CD 219 2=CD 220 3=SF 278 4=AD 392 5=SF 849			3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C			4. POS. SENS. (1) 1N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 02			
6. WK. TITLE CD. (4)		7. WK TITLE (38)											
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE					
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 01 15 03	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGE 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other			
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)													
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.		9=Other		
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE								31. DATE					

32. REMARKS Standard Job #1311-02
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A. MAJOR DUTIES

Performs routine tasks in support of research projects such as simple repetitive tests, procedures, routines, or operations which require little knowledge or skills in this line of work.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Prepares routine media and solutions for laboratory use by weighing and measuring constituents according to well established methods. May prepare culture media, purify solvents by distillation, and perform other similar tasks.

Uses common laboratory equipment and apparatus to prepare various types of materials for use by others. Makes simple decisions on which established procedures to use.

Assists in sample collection and prepares sample labels.

Records data, makes routine tabulations, and maintains simple worksheets.

Maintains laboratory and equipment in a neat and orderly manner and may wash and clean laboratory equipment and glassware.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-2: 200 pts)

Knowledge in the use of various laboratory glassware cleaning solutions, cleaning apparatus, and cleaning methods.

Knowledge of terminology of certain laboratory glassware and equipment.

Knowledge of basic laboratory terminology and common laboratory equipment and apparatus.

Knowledge of laboratory procedures and simple laboratory routines.

Ability to accurately measure and mix common chemical solutions.

Ability to read simple instructions and write legibly.

Ability to learn proper safety procedures and precautions.

2. SUPERVISORY CONTROLS (FLD 2-1: 25 pts)

All assignments are clearly defined and made with clear, specific, detailed instructions.

The incumbent works as instructed and consults with the supervisor or higher graded technician on all matters not specifically covered in the original guidelines or instructions.

The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. GUIDELINES (FLD 3-1: 25 pts)

Specific detailed guidelines, usually provided verbally by the supervisor or higher graded employee, cover all assigned tasks.

The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. COMPLEXITY (FLD 4-1: 25 pts)

Most assignments are directly related to routine tasks that are clear-cut and directly related.

Steps for completing assignments according to written and oral instructions are memorized.

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

5. SCOPE AND EFFECT (FLD 5-1: 25 pts)

The work involves the performance of specific routine operations that include a few separate tasks or procedures.

The purpose of this work is to provide a support service to others; however, it has little impact beyond the immediate research unit or location.

6. PERSONAL CONTACTS and (1a: 30 pts)

7. PURPOSE OF CONTACTS

Contacts are primarily with other employees within the research location and facilities.

The purpose of contacts is to obtain, clarify, or give facts or information regardless of the nature of those facts. The facts or information may range from easily understood to highly technical.

8. PHYSICAL DEMANDS (FLD 8-1: 5 pts)

Typically, the incumbent performs the work in a laboratory setting. Some physical activity is required, including walking, standing, bending, and lifting in the operation of the laboratory equipment.

9. WORK ENVIRONMENT (FLD 9-1: 5 pts)

The work is performed in a laboratory setting which involves everyday risks or discomforts requiring use of normal safety precautions. The work area is adequately lighted, heated, and ventilated.

C. OTHER CONSIDERATIONS (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: _____

TOTAL POINTS: 340 points
(GS-2 Range: 255-450 points)