

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

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		05	MONTH/DAY/YEAR	YES	NO
				01/15/03		

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st	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 continue violations of such statute or their implementing regulations.			
19. Supervisor's Signature		20. Date	22. Second Level Supervisor's Signature
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 1-4	550	6. Personal Contacts	2	
2. Supervisory Controls	FLD 2-2	125	7. Purpose of Contacts	A	45
3. Guidelines	FLD 3-2	125	8. Physical Demands	FLD 8-2	20
4. Complexity	FLD 4-2	75	9. Work Environment	FLD 9-2	20
5. Scope and Effect	FLD 5-2	75	27. TOTAL POINTS		27. 1035
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300			28. GRADE		28. GS-5

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#1311-05	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				05	

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

C. INDIVIDUAL POSITION																										
1. FLSA CD. (1)			2. FIN. DIS. REQ. (1)				3. POS. SCHED. (1)				4. POS. SENS. (1)			5. COMP. LEV. (4)												
N E=Exempt N=Nonexempt			0 N 0=None 1=CD 219 2=CD 220 3=SF 278 4=AD 392 5=SF 849				A=Sched A B=Sched B C=Sched C				0=Excepted but not A, B, C			1N N 0=Nonsensitive 1=Noncritical 2=Critical Sensitive			05									
6. WK. TITLE CD. (4)			7. WK TITLE (38)																							
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)																		
1st		2nd		3rd		4th		5th		6th		7th		8th		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)		13. DUTY STATION (9)				14. BUS. CD. (4)		15. DT. LST. AUDIT (6)			16. PAS. IND. (1)		17. DATE EST. (6)									
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)						MO DAY YEAR			Blank=N/A 1=PAS		MO DAY YEAR									
																	01 15 03									
18. GD. BASIS. IND. (1)						19. DT. REQ. REC. (6)						20. NTE. DT. (6)			21. POS. ST.											
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						MO DAY YEAR			MO DAY YEAR			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 Audi 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)			24. DT. ABOL. (6)			25. INACT/ACT (1)			26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)								
MO		DAY		YEAR		MO		DAY		YEAR		A 1=Inact. 2=Act.			MO DAY YEAR											
30. CLASSIFIER'S SIGNATURE									31. DATE																	
32. REMARKS																										
Standard Job #1311-05																										

A. MAJOR DUTIES

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

Assists in one or more phases of the research process by performing a variety of technical duties, in a laboratory environment, common to the assigned area of work.

Performs routine and recurring techniques and studies using a variety of specialized equipment.

Maintains, calibrates and modifies equipment and automated systems used for test and evaluation procedures.

Collects, prepares, evaluates, and verifies samples and supporting records; maintains records and locates and compiles data and other information from various sources.

Keeps detailed records of experimental data. Tabulates, statistically analyzes and summarizes data using personal computers and software packages.

Maintains inventory of chemicals, prepares solutions and reagents for use in the laboratory, and safely disposes of waste material (both chemical and biological).

Keeps work-site in a neat and orderly manner.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-4: 550 pts)

Knowledge of the basic principles of physical science (e.g., chemistry, physics, etc.) of the research being conducted to assess readings and measurements taken, tests executed, observations made, work completed and samples collected to understand and relate the significance of the results to the objective of the overall research assignment.

Practical knowledge of processes, methods, and procedures related to the specific area of research necessary to perform a full range of duties in area of assignment.

Knowledge and understanding of the application of instrumentation used in analyses so that prescribed procedures can be modified to accommodate existing sampling and analytical conditions.

Skill in the operation and maintenance of equipment systems common to the specific area of research being conducted including calibrating and synchronizing to achieve desired results.

Ability to follow assigned protocols and recognize and report abnormal or unexpected results.

Skill in keeping exact and detailed records of data obtained from experiments.

Ability to use personal computers and software packages in the data collection, analysis, and presentation processes.

Knowledge of safe laboratory procedures.

2. **SUPERVISORY CONTROLS (FLD 2-2: 125 pts)**

The supervisor or other designated authority makes continuing assignments by initially indicating, orally or through written work orders, such criteria as the amount of work expected, general explanation of what is to be done, advice on the location of reference material or work samples, and the nature of the limits applicable to the assignments.

Within established procedures, the technician independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. Unfamiliar situations or technical deviations from established practices are referred to the supervisor or designated employee for guidance or resolution.

The supervisor or designated employee ensures that tasks completed, data developed, methods used in securing and verifying data, and application of guidelines are technically accurate and in compliance with instructions and established procedures.

3. **GUIDELINES (FLD 3-2: 125 pts)**

Procedures for doing the work have been established and a number of specific guidelines are applicable.

Incumbent uses judgment in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides. The guidelines contain criteria to solve the core question or problem contained in the assignments, though the applicability may not be readily apparent, i.e., the guides often require careful study and cross-referencing.

4. COMPLEXITY (FLD 4-2: 75 pts)

Assignments consist of performing a variety of routine tasks or one or more complex duties related to regular and recurring technical work, operating a variety of pieces of equipment or one or more complex equipment systems commonly associated with the work site, and/or performing a full variety of the standardized technical support and technical duties associated with the work.

Performance of the assignments requires making choices when, for example, executing a number of types of sequential, related steps or assembling several pieces of equipment. Incumbent exercises independence in recognizing differences, choosing the right course of action, and then selecting and executing the proper task sequences for completing the work.

Incumbent deals with facts, e.g., spots readings which are outside the normal range of tolerance or acceptability, or determines how best to present raw data. Incumbent determines what needs to be done to update or complete records and documents and initiates action to acquire needed information from others as indicated by situations encountered in the work.

5. SCOPE AND EFFECT (FLD 5-2: 75 pts)

Work involves executing specific tasks and procedures. Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily collects data for use by others involved in research.

Work affects the accuracy, reliability, or acceptability of further procedures, processes or services, e.g., the ability of the scientist to complete with accuracy a phase of the research process.

6. PERSONAL CONTACTS and (2a: 45 pts)

7. PURPOSE OF CONTACTS

Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

The personal contacts are established to: exchange information about procedures, schedules, or operating problems; clarify information on records; report on the results of studies; explain the steps involved in operating equipment; explain the reason that work is being performed; or to explain other factual information. The facts or information exchanged may range from easily understood to highly technical.

8. PHYSICAL DEMANDS (FLD 8-2: 20 pts)

The work requires some physical exertions, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (e.g., continuous testing of samples) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. WORK ENVIRONMENT (FLD 9-2: 20 pts)

The work requires moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, machines, with irritant chemicals, bacteria, or obnoxious odors. The incumbent is required to use protective clothing or gear such as masks, gowns, goggles, gloves.

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: 1035 points
(GS-5 Range: 855-1100 points)