

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
<b>RECOMMENDED</b>							
4. TITLE				5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE				9. INCUMBENT <i>(Optional)</i>			
<b>OFFICIAL</b>							
10. TITLE Hydrologic Technician							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	1316		01	MONTH/DAY/YEAR	YES	NO	FMB
				01/15/03			
18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
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			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	FLD 1-1	50	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	8-2	20		
4. Complexity	FLD 4-1	25	9. Work Environment	9-1	5		
5. Scope and Effect	FLD 5-1	25	<b>POINTS</b>		27. TOTAL	27. 205	
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300				28. GRADE		28. GS-1	
<b>CLASSIFICATION CERTIFICATION</b>							
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#1316-01				33. OPM Certification Number			

# MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

<b>A. KEY DATA</b>					
1. FUNCTION (1) <b>A/C/D/I/R</b>	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) <b>01</b>	6. IP NO. (8)

<b>B. MASTER RECORD</b>											
1. PAY PLAN (2) <b>GS</b>	2. OCC.SER (4) <b>1316</b>	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) <b>0002</b>	5. OFF. TITLE (38) <b>HYDR LGC TECHNCN</b>							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) <b>8</b> 1=Sup. SGE 3=Mgr. SGE 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 <b>01 15 03</b>	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA			12. INACT/ACT (1) <b>A</b> I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DA 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)											

<b>C. INDIVIDUAL POSITION</b>															
1. FLSA CD. (1) <b>N</b> E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) <b>0</b> 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 0=Excepted but not A, B, C			4. POS. SENS. (1) <b>1N</b> N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) <b>01</b>						
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 <b>01 15 03</b>	
18. GD. BASIS. IND. (1) 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)												
<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			<b>Maintenance Review Act</b> 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			<b>Results</b> 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) <b>A</b> 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 #1316-01															
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**Hydrologic Technician  
GS-1316-01**

Standard Job #1316-01

**A. Major Duties**

Works in a basic trainee capacity and performs simple tasks in support of research projects involving hydrologic principles. Such duties involve very simple repetitive tests, procedures, routines, or operations which require no previous knowledge or skills in this line of work.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory and/or field setting:

Performs routine measurements, simple arithmetic computations, and instrument readings.

Records specified data.

Operates simple test instruments.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

**B. Evaluation Factors**

**1. Knowledge Required by the Position (FLD 1-1: 50 pts)**

Ability to use simple laboratory/field equipment and perform simple, repetitive tasks.

Ability to learn basic hydrologic and laboratory terminology.

Ability to remember simple procedures, read simple instructions, and write legibly.

Ability to learn proper safety procedures and precautions.

**2. Supervisory Controls (FLD 2-1: 25 pts)**

Specific and clear instructions are given on a task-by-task basis by the supervisor.

A higher grade worker is immediately available to answer questions or resolve problems. The employee works in strict adherence to instructions.

**Hydrologic Technician  
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All work is closely checked for accuracy, quality, and adherence to instructions while in progress and upon completion.

**3. Guidelines (FLD 3-1: 25 pts)**

Specific detailed guidelines are provided verbally by the supervisor or higher grade employee.

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

**4. Complexity (FLD 4-1: 25 pts)**

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

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

There is little or no choice to be made in deciding what needs to be done or the method of accomplishing the tasks.

**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 basic support service to others, but 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. The facts or information are generally easily understood.

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**8. Physical Demands (FLD 8-2: 20 pts)**

Typically, the incumbent performs the work in a laboratory or field setting but occasionally may work in other settings. Work conditions may range from sedentary to primarily physical. Work requires occasional walking, standing, climbing, crouching, bending, and carrying items ranging from lightweight to moderately heavyweight (less than 50 lbs.). Good eye and hand coordination is necessary to perform satisfactorily.

**9. Work Environment (FLD 9-1: 5 pts)**

The work is performed in a laboratory, shop, field, or other research setting which involves everyday risks or discomforts, requiring normal safety precautions. Indoor areas are 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: 205 points  
(GS-1 Range: 190-250 points)