

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

RECOMMENDED			
4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE		9. INCUMBENT <i>(Optional)</i>	

OFFICIAL						
10. TITLE Hydrologic Technician						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	1316		02	MONTH/DAY/YEAR	YES	NO
				01/15/03		

18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>	
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 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	8-2	20
4. Complexity	FLD 4-1	25	9. Work Environment	9-2	20
5. Scope and Effect	FLD 5-1	25	27. TOTAL POINTS		27. 370
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#1316-02	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) 1316	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0002	5. OFF. TITLE (38) HYDR LGC TECHNCN							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA			8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA			9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) M 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 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)											

C. INDIVIDUAL POSITION															
1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 2=CD 220		3. POS. SCHED. (1) 3=SF 278 4=AD 392 5=SF 849		4. POS. SENS. (1) 1N N 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) M DAY YEAR 01 15 03	
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG				4=Sup./Program 5=RGEG 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 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) 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
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32. REMARKS Standard Job #1316-02

**Hydrologic Technician
GS-1316-02**

Standard Job #1316-02

A. Major Duties

Performs a limited variety of simple routines in support of research projects involving hydrologic principles. Such duties involve simple repetitive tests, procedures, routines, or operations which require little 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 and simple arithmetic computations.

Records specified data or instrument readings at specified intervals. Identifies, weighs, and makes a limited variety of easy-to-identify items or samples.

Operates simple test instruments.

Assists in the assembly, installation, or operation of equipment, instruments, or facilities.

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

B. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-2: 200 pts)

Ability to use a variety of simple laboratory/field equipment and perform simple, repetitive tasks in a prescribed sequence.

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)

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

The incumbent works as instructed and consults with the supervisor or higher graded employee 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 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)

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

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. 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 basic support service to others, but has little impact beyond the immediate research unit or location.

**Hydrologic Technician
GS-1316-02**

Standard Job #1316-02

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.

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 9-2: 20 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: 370 points
(GS-2 Range: 255-450 points)