

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 Laboratory Worker						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. VA	17. CLASSIFIER
WG	3511		02	MONTH/DAY/YEAR	YES	NO
				4-22-2002		

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	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			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS		27.
JGS for Laboratory Worker, WG-3511 (TS-18 dtd 12/71)					28. GRADE
					28.

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/ MARILYN STETKA	30. Date 4/22/02
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks Standard Job#3511-02	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/W/R</b>	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) <b>02</b>	6. IP NO. (8)

<b>B. MASTER RECORD</b>										
1. PAY <b>WG</b>	2. OCC.SER (4) <b>3511</b>	3. OCC FUNC.	4. OFF. TITLE CD <b>0002</b>	5. OFF. TITLE (38) <b>LAB WRKR</b>						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) <b>8</b> 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) MO   DA   YEAR <b>4   22   02</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   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)										

<b>C. INDIVIDUAL POSITION</b>															
1. FLSA CD. (1) E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) <b>0</b> 0=None 1=CD 219 <b>N</b>			3. POS. SCHED. (1) A=Sched A B=Sched B			4. POS. SENS. (1) <b>1N</b> 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) <b>02LW</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>4   22   02</b>	
18. GD. BASIS. IND. (1) <b>N</b> 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)										5=Series Change		9=Other			
<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			<b>Maintenance Review Act</b> 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			<b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.			6=Pos. Upgrade 7=Pos. Downgrade						
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 #3511-02													
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**A. MAJOR DUTIES**

Typical, but not all-inclusive, tasks are as follows:

The work involves routine tasks that have a sequence of work steps such as operating washing machines, cotton plugging machines and centrifuges. Prepares one or a few routine types of fragile or hard-to-handle glassware and instrument items, such as hand-plugging pipettes and inserting needles to syringes.

**B. FACTORS**

**1. SKILL AND KNOWLEDGE**

The work requires ability to do routine tasks that have a sequence of work steps such as hand washing items through a series of consecutive cleaning steps and operating washing machines by inserting baskets, adding the specified amount of detergent and other cleaning solutions, and routinely setting timers to start the wash cycle.

The worker routinely prepares one or a few types of fragile or hard-to-handle items such as putting syringes together by matching the numbers of syringe plungers to those of syringe barrels.

Visually checks washed items for obvious chips, burrs, water residues, stains, detergent films, and other imperfections resulting from the cleaning process.

**2. RESPONSIBILITY**

After receiving initial oral and written instructions, works routinely according to established procedures. Uses care to avoid breakage of fragile or hard-to-handle items. Work is periodically checked by the supervisor to see that work procedures are followed and that production standards are met.

**3. PHYSICAL EFFORT**

The laboratory worker frequently lifts and carries objects weighing from 10 to 30 pounds, such as pans filled with glassware, and pushes and pulls carts requiring similar

**Laboratory Worker**  
**WG-3511-02**  
(Nonexempt)

Standard Job #3511-02

effort. Occasionally handles moderately heavy objects weighing up to 40 pounds such as large containers of supplies. The work requires continuous walking, standing, or sitting and considerable arm and hand movements to operate equipment and to do preparation work.

**4. WORKING CONDITIONS**

Work areas are hot, humid, and generally noisy due to the operation of equipment such as washing machines, autoclaves, and air compressors. There is frequent chance of minor injuries such as cuts, scrapes, and burns, and the possibility of exposure to contaminated materials.

**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: \_\_\_\_\_

September 24, 1996