

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 Biological Science Aid						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	404		01	MONTH/DAY/YEAR	YES NO	MS
				4/22/2002		

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1 st	5th
2 nd	6th
3 rd	7th
4 th	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	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	FLD 8-2	20
4. Complexity	FLD 4-1	25	9. Work Environment	FLD 9-1	5
5. Scope and Effect	FLD 5-1	25	27. TOTAL POINTS		205
Grade based on GS Position Classification Flysheet for Biological Science Technician Series GS- 404, and GLG for Aid & Technical Work in the Biological Sciences GS-400 (TS-111 dtd 12/91)				28. GRADE	28. GS-1

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 4/22/2002
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks: FLSA: N Nonsensitive/low risk FPL: Standard Job #404-01	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) 01	6. IP NO. (8)

B. MASTER RECORD												
1. PAY GS	2. OCC.SER (4) 0404	3. OCC FUNC.	4. OFF. TITLE CD 0011	5. OFF. TITLE (38) BIOLCL SCI AID								
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 DA YEAR 04 22 2002	
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 N 0=None 1=CD 219 3=SF 278 4=AD 392			3. POS. SCHED. (1) A=Sched A B=Sched B			4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4)					
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) County(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 4 22 02	
18. GD. BASIS. IND. (1) N 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. BUD(1) Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)										9=Other					
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 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) 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 #404-01

A. MAJOR DUTIES

Works in a basic trainee capacity and performs simple routines in support of plant or animal related research projects. 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:

Laboratory--prepares routine media, and solutions, by weighing and measuring constituents according to established methods; uses common laboratory equipment and apparatus such as autoclaves, sterilizers, centrifuges and homogenizers; prepares labels for specimens; maintains work area in a neat and orderly manner and may wash or clean other laboratory equipment. Assists in other closely related duties.

Field--performs simple repetitive tasks incidental to the research project; assists in plot preparation and maintenance, plant harvesting and sample preparation as well as sample and seed sorting, or processing for analysis and storage; may perform such duties as servicing and cleaning insects traps.

Greenhouse--performs simple repetitive tasks incidental to the research project such as watering, fertilizing, weeding, potting, and maintaining plants. Maintains work area in a neat and orderly manner.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-1: 50 points)

Ability to accurately measure and mix common chemical solutions.

Ability to learn general basic biological laboratory terminology.

Ability to read simple instructions and write legibly.

Ability to learn laboratory procedures and remember simple routines.

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

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 to resolve problems. The employee works in strict adherence to instructions.

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

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

Specific detailed guidelines are provided verbally by the supervisor or higher grade employee, covering all assigned tasks.

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

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

All 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 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 points)

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; however, it has little impact beyond the immediate research unit or location.

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6. **PERSONAL CONTACTS** (1a: 30 points)
AND
7. **PURPOSE OF CONTACTS**

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

The purpose of the contacts is to obtain, clarify, or give facts or information. Regardless of the nature of those facts, the facts or information are generally easily understood.

8. **PHYSICAL DEMANDS** (FLD 8-2: 20 points)

Typically, the incumbent performs the work in a laboratory, field, and/or greenhouse setting. Work conditions may range from sedentary to primarily physical. Work requires occasional walking, standing, bending, and carrying items ranging from lightweight (in laboratory conditions) to moderately heavyweight (in field conditions).

9. **WORK ENVIRONMENT** (FLD 9-1: 5 points)

The work is performed in laboratory, field, and/or greenhouse settings which involve everyday risks or discomforts which require normal safety precautions. In door 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)

August 9, 1996