

**POSITION DESCRIPTION COVER SHEET**

REASON FOR THIS POSITION		
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 (Optional)		

**OFFICIAL**

10. TITLE	Biological Science Aid		
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11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	404		03	MONTH/DAY/YEAR	YES NO	MS
				4/22/2002		

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1 <sup>st</sup>	5th
2 <sup>nd</sup>	6th
3 <sup>rd</sup>	7th
4 <sup>th</sup>	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 1-3	350	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 9-2	20
5. Scope and Effect	FLD 5-1	25	<b>27. TOTAL POINTS</b>		27. 520
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)				<b>28. GRADE</b>	28. GS-3

**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 #404-03	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) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 03	6. IP NO. (8)

<b>B. MASTER RECORD</b>																		
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 4   22   02						
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)
17. INTERDIS. TITLE CD. (50)										(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

<b>C. INDIVIDUAL POSITION</b>																		
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)																		
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										
32. REMARKS  Standard Job #404-03																		

## A. MAJOR DUTIES

Performs standardized routines in support of research projects. Such duties involve standardized tests, procedures, routines, or operations which require a general knowledge of basic biological science and the ability to know when and how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed. Keeps detailed records of experimental data and tabulates data using personal computers and software packages.

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 and maintenance, as well as sample and seed sorting, or processing for analysis and storage; may perform such duties as servicing and cleaning insect traps, keeping simple records of work accomplished, etc.

Greenhouses -- 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 1-3: 350 pts)

General knowledge of the basic principles of biological science (e.g., plant pathology, plant physiology, entomology, biochemistry, microbiology, genetics, etc.) to perform routine or recurring techniques and studies, record instrument readings, collect samples, and take measurements.

Basic knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area.

Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

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Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

Ability to recognize subtle variations in often repeated experiments.

Ability to schedule and independently carry out work assignments.

2. **SUPERVISORY CONTROLS** (FLD 2-1: 25 pts)

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

The incumbent works as instructed and consults with the supervisor or higher graded technician 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 usually provided verbally by the supervisor or higher graded employee, cover all assigned tasks.

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 tasks that are clear-cut and directly related.

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

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

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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 support service to others; however, it has little impact beyond the immediate research unit or location.

6. **PERSONAL CONTACTS** (1a: 30 pts)  
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 may range from easily understood to highly technical.

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

The work requires regular and recurring physical exertion such as standing for prolonged periods; walking over rough and uneven surfaces; considerable bending, stooping, reaching, or similar activities; or lifting moderately heavy (less than 50 lbs.) items.

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 contagious diseases or irritant chemicals. Incumbent occasionally will be required to use protective clothing or gear such as masks, gowns, goggles, gloves. Incumbent is also exposed to moderate discomforts, such as noise and adverse weather.

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**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 Applicator's 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: 520 points  
(GS-3 Range: 455 - 650 points)

August 13, 1996