

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 Technician, Biological Science Laboratory Technician, Agricultural Science Research Technician**

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	404		07	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 1-5	750	6. Personal Contacts	2	
2. Supervisory Controls	FLD 2-3	275	7. Purpose of Contacts	B	75
3. Guidelines	FLD 3-2	125	8. Physical Demands	FLD 8-2	20
4. Complexity	FLD 4-3	150	9. Work Environment	FLD 9-2	20
5. Scope and Effect	FLD 5-3	150	<b>27. TOTAL POINTS</b>		27. 1565
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-7

**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
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31. Name and Title:    Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks: FLSA: N    Nonsensitive/low risk            FPL:                    Standard Job #404-07	33. OPM CERTIFICATION NUMBER
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# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D//R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 07	6. IP NO. (8)

<b>B. MASTER RECORD</b>											
1. PAY GS	2. OCC.SER (4) 0404	3. OCC FUNC.	4. OFF. TITLE CD 0033/ 0021/ 0001	5. OFF. TITLE (38) BIOLCL SCI TECHNCN/ BIOLCL SCI LAB TECHNCN/ AGRL SCI RES TECHNCN							
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)											

<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) 07							
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		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 Audit 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 #404-07															

**Biological Science Technician**  
**Biological Science Laboratory Technician**  
**Agricultural Science Research Technician**  
**GS-0404-07**

Standard Job #404-07

**A. MAJOR DUTIES**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Actively participates in one or more phases of the research process by performing a variety of complex technical duties, in a laboratory, field, or greenhouse environment, common to the assigned area of work, and contributes ideas towards the planning and sequencing of the technical aspects of the research.

Adapts, modifies or develops new techniques and/or procedures to satisfy the needs of the research project.

Performs the full range of techniques and studies using a variety of specialized equipment.

Maintains, calibrates and modifies complex/specialized equipment and automated systems used for test and evaluation procedures.

Independently initiates action to resolve or correct technical difficulties and results, or recommends resolution to supervisor.

As directed, searches for literature pertinent to area of research for new procedures or techniques to use in the laboratory, field, or greenhouse.

Collects, prepares, evaluates and verifies samples and supporting records. Maintains records and locates and compiles data and other information from various sources.

Keeps detailed records of experimental data. Tabulates, statistically analyzes and summarizes data using personal computers and software packages.

Maintains inventory of chemicals, stock solutions, etc., prepares solutions and reagents for use in the laboratory, field, or greenhouse, and safely disposes of waste material (both chemical and biological).

Keeps work-site in a neat and orderly manner.

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**GS-0404-07**

**B. EVALUATION FACTORS**

**1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-5: 750 pts)**

Extensive practical knowledge of the principles of biological science (e.g., plant pathology, plant physiology, entomology, biochemistry, microbiology, genetics, etc.) of the research being conducted, and ARS' policies and programs to lay out, schedule, organize, and execute the details of either: (1) a wide variety of types of limited operational projects; and/or (2) one-at-a-time (and often long range) multi-phased projects, at least some of which have nonstandard technical problems that must be coordinated with others.

Practical knowledge of the basic theories and practices of the scientific discipline(s) supported.

Ability to adapt, develop or improve techniques and procedures.

Knowledge of the processes, methods, procedures and management practices necessary to perform a full range of complex duties in area of assignment.

Knowledge and understanding of the application of instrumentation used in analyses so that prescribed procedures can be modified to accommodate existing sampling and analytical conditions.

Skill to operate and maintain complex equipment systems common to the specific area of research which must be calibrated and synchronized to achieve desired results.

Ability to locate, organize and adapt information from published literature for use as guidelines for new procedures.

Skill in keeping exact and detailed records of data obtained from experiments.

Knowledge of the research project objectives sufficient to plan the technical aspects of experimental design and execution.

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Skill to recognize results that are unexpected, unusual or erroneous and to independently initiate action to overcome technical difficulties or refer for professional resolution or interpretation.

Skill to obtain, tabulate, statistically analyze, and summarize data by graphic or other means. Familiarity with electronic and microprocessor-based calculators and equipment, and with computerized data storage and manipulation. Skill in the use of personal computers and software packages in the data collection, analysis, and presentation processes.

Knowledge of safe laboratory procedures.

**2. SUPERVISORY CONTROLS** (FLD 2-3: 275 pts)

The supervisor or other designated authority initially provides direction on the priorities, objectives, and/or deadline for kinds of work previously performed by the unit and therefore covered by precedent. Assignments new to the organization or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The technician identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, independently coordinates work efforts with outside parties, and characteristically submits only completed work. The technician seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work.

Review is usually in the form of an assessment as to how the technician resolved technical and related administrative problems encountered. Accuracy of the data produced, quality of observations made, and the sufficiency of steps employed in planning and executing the work assigned are customarily accepted without detailed review.

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3. **GUIDELINES** (FLD 3-2: 125 pts)

Procedures for doing the work have been established and a number of specific guidelines are applicable.

Incumbent uses judgment in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides. The guidelines contain criteria to solve the core question or problem contained in the assignments, though the applicability may not be readily apparent, i.e., the guides often require careful study and cross-referencing.

4. **COMPLEXITY** (FLD 4-3: 150 pts)

The work requires the performance of various technical duties which involve differing and unrelated processes and methods. A number of possible courses of action for planning and executing the work exists, and the incumbent is given leeway or otherwise exercises discretion in choosing from among them.

Judgment is required to apply a wide range of conventional, established approaches, methods, techniques and solutions to new situations. The technician: identifies and recommends resolution of discrepancies in data based on a study of how the data interrelate; adjusts work methods to accommodate unusual conditions; and/or recommends or determines what data to use, record or report.

5. **SCOPE AND EFFECT** (FLD 5-3: 150 pts)

The work involves applying conventional technical and administrative solutions and practices to a variety of problems. Incumbent is involved in almost all phases of the scientist's study, and has responsibility for selected phases or conducts test applications of scientific and technical theories when the methods, techniques, and procedures are clearly outlined.

Work products directly affect the design and execution of experiments or the adequacy of such activities as long range work plans, field investigations, testing operations, or research conclusions.

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6. **PERSONAL CONTACTS** (2b: 75 pts)  
and  
7. **PURPOSE OF CONTACTS**

Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

The purpose of personal contacts is to: plan and coordinate work efforts; discuss technical requirements of equipment with manufacturers and resolve problems concerning the work or the peculiar needs of the organization; interpret data obtained and explain its purpose and significance; or reach agreement on operating problems such as recurring submission of inaccurate, untimely, incomplete or irrelevant data. The persons contacted are usually working toward a common goal and generally are reasonably cooperative.

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

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. **WORK ENVIRONMENT** (FLD 9-2: 20 pts)

The work involves regular and recurring moderate risks or discomforts which require special safety precautions, e.g., working with contagious diseases or irritant chemicals or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

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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 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: 1565 points  
(GS-7 Range: 1355 - 1600 points)