

**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  
Insects Production Worker

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
WG	5031		04	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			<b>27. TOTAL POINTS</b>		27.

JGS for Insects Production Worker, WG-5031 (TS-25 dtd 6/73)	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#5031-04	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//R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 04	6. IP NO. (8)

<b>B. MASTER RECORD</b>																			
1. PAY WG	2. OCC.SER (4) 5031	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) INS PRODN WRKR															
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)	(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) 041W					
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 4 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RGE 6=Policy Analysis		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use - ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DA YEA		20. NTE. DT. (6) MO DA 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 6=Pos. Upgrade 7=Pos. Downgrade		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 #5031-04															

**A. MAJOR DUTIES**

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

Raises insects. Prepares rearing media, provides feed, controls temperature and humidity in incubator, and transfers adult insects to holding cages.

Separates insects into categories such as sex, species, or use in tests, and controls them to prevent their escape or intermingling.

Observes insect collections for obvious changes of life cycles, deaths, and general activity. Reports observations to supervisor or specialist.

**B. FACTORS**

**1. SKILL AND KNOWLEDGE**

Ability to follow such procedures as regulating temperature and humidity in rooms and incubators, cleaning and sterilizing equipment, preparing rearing media, and keeping cages secured.

Ability to catch and control insects individually or as groups and handle them without injuring them.

General knowledge of the type of specie or species the incumbent works with such as their appearance, life cycles, differences between the sexes, and general activity patterns.

**2. RESPONSIBILITY**

The employee receives assignments from the supervisor or higher graded employee. Follows established work methods and routines. Receives specific instruction on new or unusual tasks. Employee makes judgments as to whether the activity and appearance of the insect collections are abnormal. Work is checked for adherence to instructions and established methods and routines.

**Insects Production Worker**  
**WG-5031-04**  
(Nonexempt)

Standard Job #5031-04

**3. PHYSICAL EFFORT**

Constant standing and walking on concrete floors and moderate physical effort to lift and push wheeled tray, racks, and equipment.

**4. WORKING CONDITIONS**

Work is usually performed indoors. The employee is usually subjected to disagreeable odors and fumes, high humidity, and above average temperatures. Employee is also exposed to cuts or bruises.

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