

REASON FOR			POSITION DESCRIPTION COVER SHEET								
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 <i>(Optional)</i>								
OFFICIAL											
10. TITLE Laboratory Worker											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER					
WG	3511		01	MONTH/DAY/YEAR	YES	NO					
				4-22-2002			MS				
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 constitute 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#3511-01			33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				01	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)						
WG	3511		0002	LAB WRKR						
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)	10. DT. CLASS (6)			
1=HQ 2=FLD		8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		X=New Std. Applied Blank=NA		N=NO Y=Interdis	MO	DAY	YEAR	
							4	22	02	
11. EARLY RET. CD. (1)			12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT.INACT/REACT (6)		15. AGCY. USE (10)	
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA		A I=Inactive A=Active		MO DAY YEAR		MO DAY YEAR	
16. INTERDIS. SER. (40)										
(4)		(4)		(4)		(4)		(4)		
17. INTERDIS. TITLE CD. (50)										
(5)		(5)		(5)		(5)		(5)		

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)							
E=Exempt N=Nonexempt		0 N 0=None 3=SF 278 4=OGE 450		A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C			1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk							
6. WK. TITLE CD. (4)		7. WK TITLE (38)															
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)									
1st		2nd		3rd		4th		5th		6th		7th		8th			
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)		13. DUTY STATION (9)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)		
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)					MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR		
													4		22 02		
18. GD. BASIS. IND. (1)						19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST. (4)					
N 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG		4=Sup./Program 5=RREG 6=Policy Analysis GEG							MO DAY YEAR			MO DAY YEAR			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)			24. DT. ABOL. (6)			25. INACT/ACT (1)		26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)		
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.		MO DAY YEAR									
30. CLASSIFIER'S SIGNATURE										31. DATE							
32. REMARKS																	
Standard Job #3511-01																	

A. MAJOR DUTIES

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

Empties and sorts glassware items to be cleaned, loading and unloading washing machine baskets, and preparing one or a few types of less fragile, easy-to-handle glassware items (for example, beakers, flasks, or cylinders) by either capping, corking, plugging, or wrapping, etc.

Uses simple hand tools and equipment to do tasks such as heat sealing cellophane and plastic containers and cutting tinfoil, paper, and cotton fabric.

B. FACTORS

1. SKILL AND KNOWLEDGE

The work requires ability to do repetitive tasks that have one or a few work steps such as emptying waste and removing caps, works, plugs, and tape from containers and sorting items to be cleaned by size and type. Discards or sets aside broken, cracked, or chipped glassware. Performs repetitive preparation work such as putting tinfoil on all flasks or placing cotton plugs in all test tubes.

Uses simple hand tools and equipment such as paper and fabric cutters, staplers, scissors, and heat sealing machines. Works safely in doing tasks such as moving carts without hitting things and loading items into washing machine baskets without breaking them.

Works around biologically contaminated items which requires the observance of common safety precautions, e.g., to look for a color change of the pressure sensitive sterilization tape before handling items.

2. RESPONSIBILITY

Receives initial oral instructions on the work to be done and does the work the same way each time. Handles glassware, instruments, and equipment items to avoid breakage and possible injury to self and others. Work is periodically checked by the supervisor to see that instructions are followed and that production standards are met.

Laboratory Worker
WG-3511-01
(Nonexempt)

Standard Job #3511-01

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 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: