

A. Major Duties

Independently or in support of higher-graded economists, performs specific routine analytical or research related assignments for professional career development.

Receives assignments which provide a variety of training and experiences and encourage professional growth and development.

Assignments are selected by the supervisor with a view to the employee's development, exposure to procedures, mastery of basic techniques, and understanding of agency and USDA objectives and policies.

B. Evaluation Factors

1. Knowledge Required by the Position

A basic knowledge of concepts and principles of economics in order for the employee to perform developmental tasks and allow for career development. Also required, is the ability to apply this knowledge as demonstrated through: oral and written presentations, the selection of appropriate source or reference materials, and carrying out economic related analytical assignments.

2. Supervisory Controls

The supervisor, directly or through a higher-level employee, provides clear and specific instructions concerning form, methodology, sources and priority of assignments.

The incumbent works as instructed, consulting with the supervisor on all problems not covered in the original instructions.

Work is reviewed for accuracy, appropriateness, methodology, responsiveness, sources, and conformance with policy.

3. Guidelines

Specific, detailed guidelines exist covering all important aspects on what is done and the sources to be used. When guidelines are not directly applicable, the supervisor specifies materials or persons to be consulted. Deviations must be authorized by the project supervisor.

4. Complexity

Assignments consist of a variety of steps and methods designed to orient the employee to the Agency's terminology, procedures, and data sources and relationships.

The employee searches for and identifies facts and considers their relevance to the economic issues at hand, and presents information developed in a logical and clear manner.

At this level, tasks are assigned primarily for training purposes.

5. Scope and Effect

The work involves discrete tasks such as gathering information or statistics as part of a larger project.

The impact is limited, e.g., the information facilitates the work of others within the organization.

6. Personal Contacts

Personal contacts are primarily with fellow workers within the unit. Contacts with other offices are to transmit or request factual information.

7. Purpose of Contacts

The purpose of the contacts is to obtain facts related to the assigned task and to exchange or relate non-controversial factual information.

8. Physical Demands

The work is sedentary.

9. Work Environment

The work is performed in a typical office setting.

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:

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