

A. MAJOR DUTIES

Works in a basic trainee capacity and performs simple routines in support of plant or animal related research projects. Such duties involve very simple repetitive tests, procedures, routines, or operations which require no previous knowledge or skills in this line of work.

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 as well as sample and seed sorting, or processing for analysis and storage; may perform such duties as servicing and cleaning insects traps.

Greenhouse--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 1-1: 50 points)

Ability to accurately measure and mix common chemical solutions.

Ability to learn general basic biological laboratory terminology.

Ability to read simple instructions and write legibly.

Ability to learn laboratory procedures and remember simple routines.

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

Specific and clear instructions are given on a task-by-task basis by the supervisor.

A higher grade worker is immediately available to answer questions or to resolve

problems. The employee works in strict adherence to instructions.

All work is closely checked for accuracy, quality, and adherence to instructions in progress and upon completion.

3. **GUIDELINES** (FLD 3-1: 25 points)

Specific detailed guidelines are provided verbally by the supervisor or higher grade employee, covering all assigned tasks.

The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. **COMPLEXITY** (FLD 4-1: 25 points)

All 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 easily memorized.

There is little or no choice to be made in deciding what needs to be done or the method of accomplishing the tasks.

5. **SCOPE AND EFFECT** (FLD 5-1: 25 points)

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

6. **PERSONAL CONTACTS and** (1a: 30 points)
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 are generally easily understood.

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

Typically, the incumbent performs the work in a laboratory, field, and/or greenhouse setting. Work conditions may range from sedentary to primarily physical. Work requires occasional walking, standing, bending, and carrying items ranging from lightweight (in laboratory conditions) to moderately heavyweight (in field conditions).

9. **WORK ENVIRONMENT** (FLD 9-1: 5 points)

The work is performed in laboratory, field, and/or greenhouse settings which involve everyday risks or discomforts which require normal safety precautions. In door areas are adequately lighted, heated, and ventilated.

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: 205 points
(GS-1 Range: 190 - 250 points)

August 9, 1996