

A. INTRODUCTION:

The incumbent is enrolled in the Internship Program of the Pathways Program. This position is designed to serve as a developmental experience and in conjunction with formal education, to provide the incumbent with the knowledge, skills, and/or abilities for employment in a civil service career.

Upon successful program completion and having met all legal and regulatory requirements, the incumbent may be converted to a permanent position or a term position lasting 1-4 years.

B. MAJOR DUTIES

Performs standardized routines in support of research projects. Such duties involve standardized tests, procedures, routines, or operations which require a general knowledge of basic biological science and the ability to know when and how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed.

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

Assists in one or more phases of the research process by performing a variety of standardized or routine duties, in a laboratory, field, or greenhouse environment, common to the assigned area of work.

Performs routine and recurring techniques and studies using a variety of specialized equipment.

Records instrument readings, collects samples, and takes measurements.

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

Maintains inventory of chemicals, 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.

C. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-3: 350 pts)

General knowledge of the basic principles of biological science (e.g., plant pathology, plant physiology, entomology, biochemistry, microbiology, genetics, etc.) to perform routine or recurring techniques and studies, record instrument

readings, collect samples, and take measurements.

Basic knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area.

Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

Ability to recognize subtle variations in often-repeated experiments.

Ability to schedule and independently carry out work assignments.

2. SUPERVISORY CONTROLS (FLD 2-2: 125 pts)

The supervisor or higher-grade employee makes continuing assignments by initially indicating, orally or through written work orders, such criteria as the amount of work expected, general explanation of what is to be done, advice on the location of reference material or work samples, and the nature of the limits applicable to the assignments.

Within established procedures, the technician independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

The supervisor or work leader ensures that tasks completed, data developed, the methods used in securing and verifying data, and application of guidelines are technically accurate and in compliance with instructions and established procedures.

3. GUIDELINES (FLD 3-1: 25 pts)

Characteristically, the guidelines are directly applicable, specific, and used repetitively in the work. The routinely used portions of the guidelines, e.g., those used daily, are often memorized or are quickly referenced. These guidelines typically consist of such things as standing oral instructions, written guides, charts, manuals, schedules, and equipment manufacturers' operating manuals, standard and established operating procedures, and agency regulations.

Little or no judgment is required in applying the guidelines. Incumbent works in strict adherence to the guidelines, referring needed deviations or those with a lack of clarity to the supervisor.

4. **COMPLEXITY** (FLD 4-2: 75 pts)

Assignments consist of performing a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work, operating a variety of pieces of equipment or one or more complex equipment systems commonly associated with the work site, and/or performing a full variety of the standardized technical support and technical duties associated with the work.

Performance of the assignments requires making choices when, for example, executing a number of type of sequential, related steps or assembling several pieces of equipment. Incumbent exercises independence in recognizing differences, choosing the right course of action, and then selecting and executing the proper task sequences for completing the work.

Incumbent deals with facts, e.g., spots readings, which are outside the normal range of tolerance or acceptability, or determines how best to present raw data. The employee determines what needs to be done to update or complete records and documents and initiates action to acquire needed information from others as indicated by situations encountered in the work.

5. **SCOPE AND EFFECT** (FLD 5-2: 75 pts)

Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily collects data for use by others involved in research.

Work products affect the accuracy, reliability, or acceptability of further procedures, processes, or services, e.g., the ability of a scientist to complete with accuracy a phase of the research process.

6. **PERSONAL CONTACTS** (2a: 45 pts)

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 personal contacts are established to: exchange information about procedures, schedules, or operating problems; clarify information on records; report on the results of studies; explain the steps involved in operating equipment; explain the reason the work is being performed; or to explain other factual information. The

facts or changed may range from easily understood to highly technical.

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

The work requires some physical exertion, such as regular and recurring walking, or bending. In many situations, the duration of the activity (such as most of a workday) contributes to the arduous nature of the job. In other situations, such as in a laboratory, 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.

TOTAL POINTS: 735 points
(GS-4 Range: 655 - 850 points)

D. 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 Officer Collateral Duties
- Radiological Protection Officer Collateral Duties
- Environmental Management Officer and Member Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Special Agency Check (SAC) and background investigation required for Research Leader positions
- SAC and background investigations required for positions working with Select agents, or in BSL-3/BSL-4 facilities.
- Other:

9/14/12