

**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**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory, shop, or field setting:

Operates simple test instruments and controls during tests, makes simple adjustments, and records data. Performs specified arithmetic computations, either manually or by using computers.

Uses standard tables and substitutes formulas as required.

Plots data or results.

Records, installs, and maintains instruments and equipment involving simple wiring, soldering, grinding, etc.

Abstracts and compiles specified data from records or other sources such as specifications and drawings.

Examines materials, instruments, equipment, or items to be tested for flaws or defects. Observes operation of instruments and equipment to detect apparent malfunctions.

Searches for cause when deviations occur.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

**C. Evaluation Factors**

**1. Knowledge Required by the Position** **Level 1-2, 200 pts**

General knowledge of engineering processes, methods, and techniques.

Skill in the operation of basic instruments and 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 detect subtle variations in test results and in instrumentation.

**2. Supervisory Controls** **Level 2-2, 125 pts**

The supervisor or higher graded employee provides individual assignments, orally or through written work plans, indicating specifically what is to be done, the quality and quantity expected, priorities, and the location of reference material or work samples.

The incumbent uses initiative to carryout recurring duties in accordance with established instructions. Unfamiliar situations or technical deviations not covered by instructions are referred to the supervisor for guidance or solution.

The incumbent receives close guidance and review on the more difficult tasks or unusual tasks not previously performed. Generally, work is reviewed periodically upon completion for technical adequacy and compliance with instructions and established procedures.

**3. Guidelines** **Level 3-1, 25 pts**

Specific and detailed guidelines usually provided verbally by the supervisor or higher graded employee cover all assigned tasks. In performing repetitive assignments, the incumbent is expected to select and apply the appropriate guidelines and procedures from those already used. Assistance is readily available when problems arise.

**4. Complexity** **Level 4-2, 75 pts**

Assignments consist of performing a variety of regular and recurring routine procedural tasks. The employee selects the appropriate course of action from among established methods and procedures to complete the assignments. The employee determines what needs to be done by following prescribed methods or procedures and also recognizes that different actions may be required when

situations differ from the norm.

**5. Scope and Effect**

**Level 5-1, 25 pts**

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 support service to others, but has little impact beyond the immediate research unit or location.

**6. Personal Contacts**

Contacts are primarily with other employees within the research location and facilities.

**7. Purpose of Contacts**

**Level 1a, 30 pts**

The purpose of the contacts is to obtain, clarify, or give facts or information. The facts or information may range from easily understood to technical.

**8. Physical Demands**

**Level 8-2, 20 pts**

The work requires regular and recurring physical exertion such as standing for prolonged periods; walking over rough and uneven surfaces; considerable bending, stooping, reaching, or similar activities; or lifting moderately heavy (less than 50 lbs.) items. Good eye and hand coordination is necessary to perform satisfactorily.

**9. Work Environment**

**Level 9-2, 20 pts**

The work is performed in a laboratory, shop, or other research setting which involves moderate risks or discomforts requiring special safety precautions, e.g., working around moving parts and machines. Incumbent occasionally will be required to use protective clothing or gear such as masks, gowns, goggles, gloves. Incumbent is also exposed to moderate discomforts, such as noise and adverse weather.

**Total points =520**

**GS-3 = 455 – 650 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:

9/13/12