

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:

Performs a variety of tests that are not completely standardized, using various standard references, guides, and precedents to obtain needed information, select, and adapt methods and procedures.

Sets up, adjusts, and operates laboratory equipment, records instrumental readings, and evaluates test data. Adjusts equipment to insure optimum operation.

Constructs, assembles, and installs new equipment, and modifies and repairs experimental or other equipment used in the conduct of research assignments.

Visually examines the test items to determine apparent damage or change; determines the cause of deviations in the test data, e.g., equipment malfunctions, sampling technique, or observation errors; and recognizes and reports errors, inconsistencies, and other deficiencies in the technical data.

Uses appropriate computer software in assembling and tabulating data. Selects the best method for presenting the data and prepares drafts, drawings, charts, figures or reports illustrating and summarizing results for use by the research scientist in preparation of manuscripts, reports, etc.

Keeps work-site in a neat and orderly manner.

C. Evaluation Factors

1. Knowledge Required by the Position Level 1-4, 550 pts

Knowledge of the basic principles of engineering to participate in scientific experiments where equipment and methods are being evaluated.

Knowledge of engineering processes, methods, and procedures necessary to perform a full range of duties in the area of responsibility.

Knowledge of basic electricity, instrumentation, and programming to the extent necessary to install data acquisition systems, sensors, and connect conductors to recording equipment for gathering data.

Skill in the operation of basic equipment common to laboratory, field, or greenhouse to perform various tests, and take measurements and readings.

Knowledge of the application of instrumentation used in analyses so that equipment can be modified to accommodate existing sampling and analytical conditions.

Ability to follow assigned protocols, recognizes, and report abnormal or unexpected results.

Skill in keeping exact and detailed records of data obtained from experiments.
Ability to operate a personal computer.

Knowledge of safe laboratory procedures.

2. Supervisory Controls

Level 2-2, 125 pts

The supervisor or designated authority 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 incumbent 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 designee 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

Level 3-2, 125 pts

Procedures for doing the work have been established and a number of specific guidelines are applicable.

Incumbent uses judgment in selecting the appropriate guidelines because of the number, similarity, linkage, and overlapping nature of the guides. The guidelines

contain criteria to solve the core question or problems contained in the assignments, though the applicability may not be readily apparent, i.e., the guides often require careful study and cross-referencing.

4. Complexity **Level 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 sequential, related steps or assembling several pieces of equipment. Incumbent exercises independence in recognizing differences, choosing the right course of action, and 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. Incumbent 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 **Level 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 the scientist to complete with accuracy a phase of the research process.

6. Personal Contacts

Personal contacts are with employees in the agency, inside and outside of immediate work unit, e.g., personnel from higher-level organizational units, or, occasionally, resource individuals from state and local government units, or other federal agencies.

7. Purpose of Contacts **Level 2b, 75 pts**

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 that work is being performed; or to exchange other factual information. The

facts or information exchanged may range from easily understood to highly technical.

8. Physical Demands **Level 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, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. Work Environment **Level 9-2, 20 pts**

The work is performed in a laboratory, shop, or other research setting which involves regular and recurring moderate risk or discomforts requiring special safety precautions, e.g., working with electronic equipment or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

Total points = 1,065
GS-5 = 855 – 1,100 pts

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:

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