

**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**

Works in a basic trainee capacity and performs simple routines in support of research projects such as 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:

Prepares routine media and solutions for laboratory use by weighing and measuring constituents according to well-established methods.

Prepares labels for specimens.

Uses common laboratory equipment and apparatus after receiving instructions as to arrangement of specimens/samples, duration of tests, and ingredients to use in solutions.

Records data, makes routine tabulations, and maintains simple worksheets.

Maintains laboratory and equipment in a neat and orderly manner and may wash or clean laboratory equipment and glassware.

**C. EVALUATION FACTORS**

**1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-1: 50 pts)**

Ability to accurately measure and mix common chemical solutions.

Ability to learn general basic laboratory terminology and use common laboratory equipment and apparatus.

Ability to read simple instructions and write legibly.

Ability to learn laboratory procedures and remember simple routines.

Ability to learn proper safety procedures and precautions.

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

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 pts)

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 pts)

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 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 basic support service to others; however,

it has little impact beyond the immediate research unit or location.

6. **PERSONAL CONTACTS and** (1a: 30 pts)  
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 8-1: 5 pts)

Typically, the incumbent performs the work in a laboratory setting. Some physical activity is required, including walking, bending, and lifting in the operation of the laboratory equipment.

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

The work is performed in laboratory setting, which involves everyday risks or discomforts requiring use of normal safety precautions. The work area is adequately lighted, heated, and ventilated.

**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.

STUD TR (PHYS SCI)  
GS-1399-01

#1399-01 (PHY SCI)

[ ] Other:

**TOTAL POINTS: 190 points**  
**(GS-1 Range: 190-250 points)**

9/13/12