

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 routine tasks in support of research projects such as simple repetitive tests, procedures, routines, or operations which require little 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. May prepare culture media, purify solvents by distillation, and perform other similar tasks.

Uses common laboratory equipment and apparatus to prepare various types of materials for use by others. Makes simple decisions on which established procedures to use.

Assists in sample collection and prepares sample labels.

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

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

C. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-2: 200 pts)

Knowledge in the use of various laboratory glassware cleaning solutions, cleaning apparatus, and cleaning methods.

**STUD TR (PHYS SCI)
GS-1399-02**

#1399-02 (PHYS SCI)

Knowledge of terminology of certain laboratory glassware and equipment.

Knowledge of basic laboratory terminology and common laboratory equipment and apparatus.

Knowledge of laboratory procedures and simple laboratory routines.

Ability to accurately measure and mix common chemical solutions.

Ability to read simple instructions and write legibly.

Ability to learn proper safety procedures and precautions.

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

All assignments are clearly defined and made with clear, specific, detailed instructions.

The incumbent works as instructed and consults with the supervisor or higher graded technician on all matters not specifically covered in the original guidelines or instructions.

The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

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

Specific detailed guidelines, usually provided verbally by the supervisor or higher graded employee, cover all assigned tasks.

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

4. COMPLEXITY (FLD 4-1: 25 pts)

Most 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 memorized.

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

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

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, standing, bending, and lifting in the operation of the laboratory equipment.

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

The work is performed in a 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

**STUD TR (PHYS SCI)
GS-1399-02**

#1399-02 (PHYS SCI)

- 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:

**TOTAL POINTS: 340 points
(GS-2 Range: 255-450 points)**

9/13/12