

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 wide range of standard and special purpose tests including selecting and modifying test equipment or procedures to meet unusual field conditions or special requirements.

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

Sets up and calibrates laboratory/field equipment to meet the needs of the assignment. Performs field maintenance on instrumentation to insure proper operation throughout the test period.

Observes tests and records data for unusual responses indicating failure or malfunction in the test equipment.

Visually examines the test items to determine apparent damage or change and reports findings.

Assembles, tabulates and conducts analyses of collected data, with responsibility for recognizing and correcting errors, inconsistencies and other deficiencies in the data. Determines the causes of deviations in the test data, e.g., equipment malfunctions, sampling technique, or observational errors. Uses appropriate computer software in assembling and tabulating data.

Selects the best method for presenting the data and prepares charts, graphs, figures, and reports illustrating and summarizing research results. Assists the research

scientist in making accurate research interpretation and drawing accurate conclusions.

Keeps work site in a neat and orderly manner.

C. Evaluation Factors

1. Knowledge Required By the Position (FLD 1-4: 550 pts)

Knowledge of, and skill in the basic hydrologic principles in order to assess readings and measurements taken, tests executed, observations made, work completed and samples collected; and understand and relate the significance of the results to the objective of the overall research assignment.

Practical knowledge of hydrologic processes, methods, and procedures necessary to perform a full range of duties in area of assignment.

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

Knowledge of basic electricity and electronic applications, instrumentation, and programming to the extent necessary for installing data acquisition systems, sensors, and connecting conductors to recording equipment for gathering data.

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

Ability to perform various tests, and take and analyze measurements and readings.

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

Ability to read schematics, flow diagrams, and graphs.

Knowledge of safe laboratory procedures.

2. Supervisory Controls (FLD 2-3: 275 pts)

The supervisor or higher graded employee initially provides direction on the priorities, objectives, and/or deadline for kinds of work previously performed in the unit and therefore covered by precedent. Assignments new to the

organization or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The incumbent identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, independently coordinates work efforts with outside parties, and characteristically submits only completed work. Administrative direction or decision is sought from higher authority on the course to follow when encountering significant technical or procedural problems with the work.

Review is usually in the form of an assessment as to how the incumbent resolved technical and related administrative problems encountered. Accuracy of the data produced, quality of observations made, and the sufficiency of steps employed in planning and executing the work assigned are customarily accepted without detailed review.

3. Guidelines (FLD 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 guideline because of the number, similarity, linkage, and overlapping nature of the guides. The guidelines contain criteria to solve the core question or problem 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 (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 sequential, related steps or assembling and installing 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 (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 the scientist to complete with accuracy a phase of the research process.

6. Personal Contacts and (2b: 75 pts)
7. Purpose of Contacts

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

The purpose of personal contacts is to plan and coordinate work efforts; discuss technical requirements of equipment with manufacturers and resolve problems concerning the work or the peculiar needs of the organization; interpret data obtained and explain its purpose and significance; or reach agreement on operating problems such as recurring submission of inaccurate, untimely, incomplete or irrelevant data. The persons contacted are usually working toward a common goal and generally are reasonably cooperative.

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 is performed in a laboratory, shop, field, or other research setting which involves regular and recurring moderate risks 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 boots, goggles, and gloves.

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:

TOTAL POINTS: 1,215 points
(GS-6 Range: 1,105-1,350 points)

9/17/12