

REASON FOR				POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
RECOMMENDED							
4. TITLE				5. PAY PLAN		6. SERIES	7. GRADE
8. WORKING TITLE				9. INCUMBENT <i>(Optional)</i>			
OFFICIAL							
10. TITLE Laboratory Worker							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	17. CLASSIFIER
WG	3511		03	MONTH/DAY/YEAR 4-22-2002		YES	NO
							MS
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR		25. FLD/BMK		26. POINTS		FACTOR	
25. FLD/BMK		26. POINTS		25. FLD/BMK		26. POINTS	
1. Knowledge Required				6. Personal Contacts			
2. Supervisory Controls				7. Purpose of Contacts			
3. Guidelines				8. Physical Demands			
4. Complexity				9. Work Environment			
5. Scope and Effect				27. TOTAL POINTS			27.
JGS for Laboratory Worker, WG-3511 (TS-18 dtd 12/71)				28. GRADE		28.	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks Standard Job#3511-03					33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				03	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)													
WG	3511		0002	LAB WRKR													
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)		10. DT. CLASS (6)									
1=HQ 2=FLD		8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		X=New Std. Applied Blank=NA		N=NO Y=Interdis		MO	DAY	YEAR							
								4	22	02							
11. EARLY RET. CD. (1)			12. INACT/ACT (1)			13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)					
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA			A I=Inactive A=Active			MO			DAY			YEAR		
16. INTERDIS. SER. (40)																	
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)			
17. INTERDIS. TITLE CD. (50)																	
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)			

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)						
E=Exempt N=Nonexempt		0 N		0=None 3=SF 278 4=OGE 450			A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C						
							1N N			1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk						
6. WK. TITLE CD. (4)		7. WK TITLE (38)														
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)								
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy A=No Change			B=Lower Grade C=Higher Grade		D=Different title and/or series E=New Position/New FTE			
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)	
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)					MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR	
													4 22 02			
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST. (1)		
N		1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RREG 6=Policy Analysis GEG				MO DAY YEAR			MO DAY YEAR			Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.			9=Other				
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)		26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.		MO DAY YEAR								
30. CLASSIFIER'S SIGNATURE										31. DATE						
32. REMARKS																
Standard Job #3511-03																

A. MAJOR DUTIES

Typical, but not all-inclusive, tasks are as follows:

The work involves using a knowledge of established work procedures for a variety of types of glassware in selecting the proper way to do tasks such as capping, corking, plugging, wrapping, and sterilizing. In preparing a variety of types of glassware, covers certain items with tinfoil or fabric; plugs others with cotton, corks, or rubber caps; wraps some items individually and others in groups.

B. FACTORS

1. SKILL AND KNOWLEDGE

Applies a knowledge of different work procedures for a variety of glassware and types of covers.

When loading and operating sterilization equipment, considers whether the items will withstand high temperatures, e.g., items such as beakers and flasks prepared with gauze, cotton, paper, or tinfoil are placed in the electric sterilizers, but the same items prepared with rubber or plastic caps, stoppers, or tubing are sterilized by another method.

Applies a knowledge of the techniques for placing and spacing items in the sterilizer and for adjusting dials of the sterilizer to regulate pressure, temperature, and time periods. (Dial settings are held constant for most items sterilized; special instructions are given for packages and other items that are not routinely processed for sterilization.)

2. RESPONSIBILITY

Receives initial oral and written instructions that indicate the work to be done. Frequently selects from established work procedures the proper way to do each task. For example, uses judgment in deciding which items should be sterilized by dry heat and which items must be sterilized by gas or steam. Work is periodically checked by the supervisor to see that the correct work procedures are used and that production standards are met.

3. PHYSICAL EFFORT

The laboratory worker frequently lifts and carries objects weighing from 10 to 30 pounds, such as pans filled with glassware, and pushes and pulls carts requiring similar effort. Occasionally handles moderately heavy objects weighing up to 40 pounds such as large containers of supplies. The work requires continuous walking, standing, or sitting and considerable arm and hand movements to operate equipment and to do preparation work.

4. WORK CONDITIONS

Work areas are hot, humid, and generally noisy due to the operation of equipment such as washing machines, autoclaves, and air compressors. There is frequent chance of minor injuries such as cuts, scrapes, and burns, and the possibility of exposure to contaminated materials.

C. 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/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: