

REASON FOR THIS POSITION				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 Biological Science Technician, Biological Science Laboratory Technician, Agricultural Science Research Technician							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	
GS	404		09	MONTH/DAY/YEAR		YES	NO
				4/22/2002			
17. CLASSIFIER							
MS							
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1 st				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		FACTOR		25. FLD/BMK	
26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required		FLD 1-6		950		6. Personal Contacts	
2. Supervisory Controls		FLD 2-3		275		7. Purpose of Contacts	
3. Guidelines		FLD 3-3		275		8. Physical Demands	
4. Complexity		FLD 4-3		150		9. Work Environment	
5. Scope and Effect		FLD 5-3		150		27. TOTAL POINTS	
						27. 1915	
Grade based on GS Position Classification Flysheet for Biological Science Technician Series GS- 404, and GLG for Aid & Technical Work in the Biological Sciences GS-400 (TS-111 dtd 12/91)						28. GRADE	
						28. GS-9	
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 4/22/2002	
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks: FLSA: N Nonsensitive/low risk FPL: Standard Job #404-09						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				09	

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)						
GS	0404		0033/ 0021/ 0001	BIOLCL SCI TECHNCN/ BIOLCL SCI LAB TECHNCN/ AGRIL SCI RES TECHNCN						
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 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA		X=New Std. Applied Blank=NA		N=NO Y=Interdis		MO	DAY	YEAR
								04	22	2002
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		MO DAY YEAR	
16. INTERDIS. SER. (40)										
(4)		(4)		(4)		(4)		(4)		(4)
17. INTERDIS. TITLE CD. (60)										
(5)		(5)		(5)		(5)		(5)		(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)			3. POS. SCHED. (1)			4. POS. SENS. (1)		5. COMP. LEV. (4)					
N	E=Exempt N=Nonexempt	0	0=None 1=CD 219 2=CD 220	3=SF 278 4=AD 392 5=SF 849	A=Sched A B=Sched B C=Sched C	0=Excepted but not A, B, C		1N N	0=Nonsensitive 1=Noncritical 2=Critical Sensitive						
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) County				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. BUD(1)			
N	1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RREG 6=Policy Analysis GEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use			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.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade		9=Other				
23. DT. EMP.			24. DT. ABOL. (6)			25. INACT/ACT		26. DT.		27. ACCTG. STAT.		28. INT. ASGN.		29. AGCY. USE	
MO	DAY	YEA	M	DAY	YEAR	A	1=Inact. 2=Act.	MO	DAY	YEAR					

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS
Standard Job #404-09

Biological Science Technician
Biological Science Laboratory Technician
Agricultural Science Research Technician
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Standard Job #404-09

A. MAJOR DUTIES

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Participates as a team member with the scientist in all phases of the research process and assumes full technical and operational responsibility for specific phases of the research. Provides input into the initial planning of experiments.

Independently develops or designs various aspects of research projects on the basis of overall objectives outlined by the supervisor.

Contributes to the planning of various steps in experiment or project and to interpretation and documentation of findings.

Selects appropriate methods and procedures for carrying the project plan to completion.

Operates and maintains a variety of highly specialized complex equipment which must be calibrated and synchronized to achieve desired results.

Develops various procedures, devises new or improved methods or designs specialized equipment.

Performs highly complex techniques with unusual skill.

Determines the kinds and frequency of tests, observations, etc., to be made and the amount of data to be recorded.

Interprets and documents findings by preparing information to be included in manuscripts or preparing reports summarizing progress or results of research.

Keeps exact, detailed records of experimental data. Tabulates, statistically analyzes and summarizes data using personal computers and software packages.

Searches for literature pertinent to area of research for new procedures or techniques to use in the laboratory, field, or greenhouse.

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Collects, prepares, evaluates and verifies samples and supporting records. Maintains records and locates and compiles data and other information from various sources.

Maintains inventory of chemicals, prepares solutions and reagents for use in the laboratory, field, or greenhouse, and safely disposes of waste material (both chemical and biological).

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-6: 950 pts)

Knowledge of the technical methods and procedures, management practices, ARS' policies and programs, and an extensive familiarity with the methods and practices of biological science (e.g., plant pathology, plant physiology, entomology, biochemistry, microbiology, genetics, etc.) in order to:

- a. design, coordinate, and execute complete conventional experiments when they are well preceded in scientific literature and within the organization's technical and administrative guides but require the exercise of judgment based on critical analysis and evaluation of objectives, past practices, source materials, alternatives among available work processes, and recognition of the intended use of completed work; **OR**
- b. participate responsibly with the scientist in most phases of the experimental process (development of original hypothesis and proposal excepted) and assume full technical and operational responsibility for specific phases of the experiments; **OR**
- c. administratively maintain a significant function or area of responsibility continually.

Expert knowledge of techniques to perform a large number of procedures, tests and experiments.

Ability to adapt, develop or improve techniques and procedures, and/or design special equipment.

Intensive knowledge of the project objectives sufficient to contribute ideas to the planning and sequencing of experimental designs.

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Knowledge of the scientific processes, methods, procedures and management practices necessary to perform a full range of complex duties in area of assignment.

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

Skill to operate and maintain complex equipment systems common to the specific area of research which must be calibrated and synchronized to achieve desired results.

Ability to locate, organize and adapt information from published literature for use as guidelines for new procedures.

Skill to interpret and document findings.

Skill to prepare segments of manuscripts or reports summarizing progress or results of project in proper format.

Ability to independently prepare a project plan and carry out experiments upon approval.

Skill to recognize results that are unexpected, unusual or erroneous, and to independently initiate action to overcome technical difficulties or refer for professional resolution or interpretation.

Skill to obtain, tabulate, statistically analyze, and summarize data by graphic or other means. Familiarity with electronic and microprocessor-based calculators and equipment, and with computerized data storage and manipulation. Skill in the use of personal computers and software packages in the data collection, analysis, and presentation processes.

Knowledge of safe laboratory procedures.

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2. SUPERVISORY CONTROLS (FLD 2-3: 275 pts)

The supervisor or other designated authority initially provides direction on the priorities, objectives, and/or deadline for kinds of work previously performed by 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 technician 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. The technician seeks administrative direction or decision 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 technician 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 3-3: 275 pts)

Incumbent works with new requirements or applications for which only general guidelines are available or with assignments where the most applicable guides are limited to general functional statements and/or work samples which are not always directly related to the core problem of the assignments, have gaps in specificity, or are otherwise not completely applicable.

Incumbent exercises judgment independently in applying the guidelines or extending their applicability to situations not specifically covered.

4. COMPLEXITY (FLD 4-3: 150 pts)

The work requires the performance of various technical duties which involve differing and unrelated processes and methods. A number of possible courses of action for planning and executing the work exists and the incumbent is given leeway or otherwise exercises discretion in choosing from among them.

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Judgment is required in applying a wide range of conventional, established approaches, methods, techniques and solutions to new situations. The technician: identifies and recommends resolution of discrepancies in data based on a study of how the data interrelate; adjusts work methods to accommodate unusual conditions; and/or recommends or determines what data to use, record or report.

5. **SCOPE AND EFFECT** (FLD 5-3: 150 pts)

The work involves applying conventional technical and administrative solutions and practices to a variety of problems. Incumbent is involved in almost all phases of the scientist's study and has responsibility for selected phases or conducts test applications of scientific and technical theories when the methods, techniques, and procedures are clearly outlined.

Work products directly affect the design and execution of experiments or the adequacy of such activities as long range work plans, field investigations, testing operations, or research conclusions.

6. **PERSONAL CONTACTS** (2b: 75 pts)
and
7. **PURPOSE OF CONTACTS**

Personal contacts are with employees in the agency, inside and outside of the immediate organizations, 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.

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8. **PHYSICAL DEMANDS** (FLD 8-2: 20 pts)

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) 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** (FLD 9-2: 20 pts)

The work involves regular and recurring moderate risks or discomforts which require special safety precautions, e.g., working with contagious diseases or irritant chemicals or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

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:

TOTAL POINTS: 1915 points
(GS-9 Range: 1855 - 2100 points)

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