

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **11F008**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Multiple		5. Duty Station Multiple		6. OPM Certification No.	
Explanation (Show any positions replaced) In lieu of PD# 98F088				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
								13. Competitive Level Code 00NX	
								14. Agency Use	

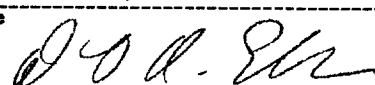
15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	CHEMIST	GS	1320 (14)	05	PR	6/13/2011
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

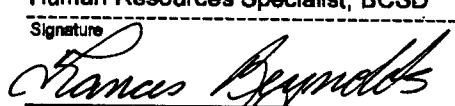
16. Organizational Title of Position (if different from official title) _____ 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of Health and Human Services		c. Third Subdivision Office of the Regional Food and Drug Director	
a. First Subdivision Food and Drug Administration		d. Fourth Subdivision Field Laboratory	
b. Second Subdivision Office of Regulatory Affairs		e. Fifth Subdivision	

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position. _____
Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this 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 statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
		David K. Elder, Acting Associate Commissioner for Regulatory Affairs for Field Operations	
Signature	Date	Signature	Date
			5/31/11

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position USOPM Job Family Position Classification Standard for Professional Work in the Physical Science Group, GS-1300 (12/1997)	
Typed Name and Title of Official Taking Action Frances Reynolds Human Resources Specialist, BCSD		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on Classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date		
	6/13/11		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
BUS: 0076 Promotion Potential to GS-12 PD# 11F012.

25. Description of Major Duties and Responsibilities (See Attached)

**CHEMIST
GS-1320-05**

INTRODUCTION

This Chemist represents the basic trainee position for a GS-5/7/9/11/12 career ladder in an FDA/ORA Field laboratory. The incumbent is eligible for non-competitive promotion dependent upon meeting applicable qualification requirements and satisfactory demonstration of the ability to perform the duties at the GS-7 level. The incumbent, as a part of a planned career development, receives formal and on-the-job training, working with and assisting senior Chemist and/or Scientists. As a trainee, the incumbent performs duties that are designed to orient the Chemist to the mission and work of a Field laboratory.

MAJOR DUTIES

- Assignments are similar to those assigned to nonprofessional employees, but such tasks are primarily for familiarization purposes.
- Receives formal and on-the-job training in the functions and operations of the organization, agency policies and regulations, the specialty area with which the laboratory is concerned, established chemistry analyses and tests performed in the laboratory, and the operations and calibration of common analytical instruments.
- Performs less difficult, routine, limited scientific chemistry analyses and tests on food, drugs, and raw materials to detect contamination resulting from insanitary plant practices, pollution, food decomposition, etc.
- Performs routine calculations such as determining concentration or the amount of a substance in total sample based on an analysis of a known portion of the sample.
- Writes a laboratory report identifying the sample and showing the method used and results obtained.
- Participates in firm inspections with an experienced investigator and/or regulatory scientist in a training capacity to assist, observe and evaluate manufacturing processes, practices and conditions.

Factor 1 - Knowledge Required by the Position

Professional knowledge of analytical chemistry, theories, and practices as typically acquired through a bachelor's degree program sufficient to perform trainee-level duties of the position to which assigned.

Skill in applying the scientific knowledge in carrying out elementary assignments, operations, or procedures.

Factor 2 - Supervisory Controls

The supervisor assigns the work with clear, specific, and detailed instructions as to the methods, procedures, and guidelines to use. The trainee strictly follows the instructions, referring to the supervisor or a higher level scientist in the laboratory any matter not covered in the instructions or guidelines. The work is reviewed in progress and upon completion for technical accuracy, adequacy, and compliance with the instructions and established procedures.

Factor 3 - Guidelines

The guidelines include standard science references, established operating procedures, and directives which are specific and directly applicable to the work. The trainee strictly adheres to the guidelines, referring any deviation for authorization to the supervisor or a higher level scientist in the laboratory.

Factor 4 - Complexity

Assignments consist of specific, well-defined, routine duties involving well-established analyses and tests that are designed to orient the chemist in the work and mission of the laboratory. The specific analyses and tests are easily determined, differing only, with respect to the substances involved and the determinations to be made.

Factor 5 - Scope and Effect

The purpose of the work is to orient the trainee in the mission and work of the laboratory. The work efforts facilitate the work of other scientists in the laboratory.

Factor 6 - Personal Contacts

The personal contacts are with scientists and science technicians within the laboratory.

Factor 7 - Purpose of Contacts

The personal contacts are to report the results and receive assistance from other scientists on how to perform the work.

Factor 8 - Physical Demands

The work requires prolonged standing, lifting of large or heavy samples or equipment. Work may involve exposure to chemical and biological hazards that may require special safety precautions. The Chemist may need to use protective clothing and equipment. Persons with physical limitations may, as appropriate, be accommodated by other employees.

To perform the work of the position, the employee must possess a valid driver's license to drive a Government or privately owned motor vehicle to inspections and investigations.

Candidates for this position must complete a statement regarding their physical ability and may be required to undergo physical examination because the position requires:

- the need to work long and unscheduled hours;
- exposures to all kinds of extremes of weather and noise;
- the need to lift heavy objects up to 50 pounds, walk, bend, stand, stoop, kneel, and climb;
- the need to meet the vision, hearing and olfactory requirements necessary to perform the work of the position; and
- the need to travel, as required by management needs, may require the incumbent to be away from the regular duty station for up to two to three weeks at a time.

Factor 9 - Work Environment

The work involves regular and recurring exposure to irritant chemical and biological hazards. Special safety precautions are required, and the Chemist may be required to use protective clothing and gear such as a laboratory coat, safety glasses, latex gloves, mask, etc.

When serving as an Investigator, inspection and sample collection duties are performed either inside buildings and other structures, outdoors or both depending on the type and location of the facility. As a consequence, employees are exposed to a variety of environmental conditions including extremes of heat, cold or humidity; excessive noise; excessive dust; uneven surfaces and slippery floors; and extremely adverse conditions during natural and other disasters such as floods, fires, hurricanes, etc. During these periods, employees must eat and sleep in primitive conditions with little or no privacy. As Investigators, incumbents must travel into and work in areas that have been the subject of violence and that are otherwise considered unsafe.

PD# 11F008

EVALUATION STATEMENT

REQUESTED POSITION TITLE/SERIES/GRADE: Chemist GS-1320-5

ORGANIZATIONAL LOCATION: DHHS, FDA, Office of Regulatory Affairs (ORA), Office of Regulatory Operations (ORO), Field Laboratories

BACKGROUND: As a result of recruitment needs and requirements, this position is being established as a rewrite of Interdisciplinary Scientist PD# 98F069 into individual series. This trainee position is part of a GS-5/7/9/11/12 career ladder. Promotion to the GS-7 is dependent upon meeting all promotion requirements.

ANALYSIS AND EVALUATION OF THE POSITION

References:

- GS-1320 Chemistry Series Definition
- USOPM Job Family Position Classification Standard for Professional Work in the Physical Science Group, GS-1300 (12/1997)

Determination of Series and Title: In accordance with OPM instructions on titling and series determination in the *Job Family Position Classification Standard for Professional Work in the Physical Science Group, GS-1300*, the final title and series is determined to be Chemist GS-1320 since this position involves work that requires full professional education and training in the field of chemistry. This work includes the investigation, analysis, and interpretation of the composition, physical and chemical properties, molecular structure and chemical reactions of substances; the prediction of transformation they undergo; and the amount of matter and energy included in these transformations.

Determination of Grade: The grade analysis for these duties and responsibilities was based on "Grading Criteria" in the *Job Family Position Classification Standard for Professional Work in the Physical Science Group, GS-1300*. To assign a GS-5 grade level the duties and responsibilities have to meet the grading criteria for a GS-5 as described in the law and the standard. In addition illustrations provided are intended to show the nature of assignment and level of responsibility *typical* of professional physical science positions in a variety of work situation.

The law states that "Grade GS-5 includes ... positions the duties of which are -- (B) to perform, under immediate supervision, and with little opportunity for the exercise of independent judgment, simple and elementary work requiring professional, scientific, or technical training ..."

According to the standard GS-5 is the grade for basic trainee positions in physical science professions. At this level, trainees receive assignments that consist of specific, well defined tasks that typically are designed to orient them to the professional work of the organization. At this grade, employees work in strict adherence to specific, detailed guidelines and refer

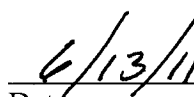
deviations to the supervisor for authorization. For both one-of-a kind and repetitive tasks, these employees receive clear, detailed, and specific instructions.

CONCLUSION

According to the preceding analysis, this position is classified as Chemist GS-1320-5.



Frances Reynolds
Human Resource Specialist



Date

**Bethesda Client Services Division
Fair Labor Standards Act (FLSA)
CHECKLIST**

Date: 6/13/11

A. REQUIRED POSITION INFORMATION:

Position Title: Chemist
Pay Plan/Series/Grade: GS-1320-5 & GS-7 (e.g. GS-0301-12)
Organization: HHS, FDA, ORA, ORFDD, Field Laboratory
Administrative Code: Any Field Laboratory (e.g. GAGA)
PD Number: 11F008/11 (e.g. HQ1234)
F009

B. NON-EXEMPT CRITERIA (5 CFR 551.203)

Position classified at GS-04 or below
 Meets one of the requirements for nonexempt.
Explain: _____

C. EXEMPTION CRITERIA

1. Executive Exemption Criteria (5 CFR 551.205)

A. Primary duty of position is management or supervision.
 Meets requirements of management or supervision position.
OR
 B. Meets 80% Test (Alternate to A. - applies to certain positions only).
 Meets requirement of 80% Test
Explain: _____

2. Administrative Exemption Criteria (CFR 551.206)


A. Primary Duty is Management, General Business Functions, or Supporting Services.
 Meets requirements of Administrative Exemption Criteria
OR
 B. Meets 80% Test (Alternate to A. - applies to GS-05 and GS-6 - see below).
 Meets 80% Test
Explain: _____

3. Professional Exemption Criteria (5 CFR 551.207, 208, 209, 210)


A. Primary Duty is Work Requiring Advanced* Knowledge in a Field of Science or Learning. Note: "Advanced" means education above high school level.
OR
 B. Meets 80% Test (Alternate to A. - applies to GS-05 and GS-6 - see below).
Explain: _____

D. FINAL DETERMINATION (Circle One):

Non-Exempt Exempt


Name and Title of Immediate Supervisor
David K. Elder, Acting Associate Commissioner
for Regulatory Affairs for Field Operations

5/31/11
Date


Frances Reynolds
Human Resource Specialist
Name and Title of BCSD Classifier

6/13/11
Date