

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
11F009

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location Multiple		5. Duty Station Multiple		6. OPM Certification No.	
Explanation (Show any positions replaced) In lieu of PD# 98F077				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)	07	P	6/13/11
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	Signature
Date	Date

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 <i>Frances Reynolds</i>	
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-1320-07**

INTRODUCTION

This advanced trainee level is part of a GS-5/7/9/11/12 career ladder for a Chemist in an FDA/ORA Field laboratory. The incumbent, as a part of a planned career development, receives formal and on-the-job training, working with and assisting senior Chemists in the performance of a variety of analyses and experiments necessary for carrying out the mission and functional responsibilities of the FDA. 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-9 level.

MAJOR DUTIES

- Performs varied but relatively routine and limited chemistry, scientific analyses and tests on samples submitted by agency personnel to the field laboratory. The analyses and tests are to determine the composition of substances, presence and identification of filth in food, or compliance of a drug with pertinent quality standards. The results are used by agency personnel for regulatory monitoring and enforcement purposes.
- On the basis of experience and training applies a wide variety of tasks such as selecting samples, interpolating missing data, uncovering clear discrepancies, solving minor problems, and performing analyses in support of projects assigned to higher level scientists.
- Records in detail, the receipt, handling and analysis of samples, including observations, measurements, and computations. If directed, prepares exhibits to illustrate the results of analytical work.
- Participates in firm inspections with an experienced investigator and/or chemist in a training capacity to assist, observe and evaluate manufacturing processes, practices and conditions.

Factor 1 - Knowledge Required by the Position

Professional knowledge of the analytical chemistry, theories, and practices applicable to the scientific discipline to which the incumbent is assigned.

Knowledge of common methods and procedures, and a skill in calibrating and operating analytical instruments sufficient to perform relatively routine and limited analyses and tests by applying established methods and procedures.

Factor 2 - Supervisory Controls

The supervisor assigns individual samples with clear instructions as to the data to be obtained. For new or more difficult assignments, the supervisor also provides instructions as to the methods and procedures to apply and the location of source material available for reference. The

incumbent is responsible for independently completing recurring assignments, but refers all deviations and problems not covered by the instructions to the supervisor or a higher level chemist for assistance. The work is reviewed for adherence to instructions and standard laboratory procedures and for technical soundness of the results. New or more difficult assignments are reviewed including in-progress review.

Factor 3 - Guidelines

The methods and procedures for performing the work are established. Specific guidelines such as established methodology manuals, precedents, and standard operating procedures are available for reference. For each sample, the Chemist must exercise judgment to select the appropriate methods and procedures to carry out the analyses and tests. Situations in which the guides do not apply are referred, typically with a recommended action, to the supervisor or a higher level scientist.

Factor 4 - Complexity

The assignments involve a variety of analyses and tests. The incumbent exercises judgment in selecting the appropriate methods and procedures, which requires recognition of the existence of and differences among the identity of the sample, its physical state, and the data specified to be determined. The work can be performed by applying established methods and procedures and usually any problems encountered can be solved by minor method modification or adaptation.

Factor 5 - Scope and Effect

The work involves carrying out established scientific analyses and tests of foods, drugs, and cosmetics according to specific guidelines. The work efforts affect the accuracy and reliability of the scientific analytical services provided by the laboratory.

Factor 6 - Personal Contacts

The personal contacts are with scientists and technicians within the laboratory and field investigators and inspectors.

Factor 7 - Purpose of Contacts

The personal contacts are to receive advice and assistance, to obtain and clarify information and to report the progress and results of 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 regulatory scientist 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 regulatory scientist 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# 11F009

EVALUATION STATEMENT

REQUESTED POSITION TITLE/SERIES/GRADE: Chemist GS-1320-7

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# 98F077 into individual series. This trainee position is part of a GS-5/7/9/11/12 career ladder. Promotion to the GS-9 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-7 grade level the duties and responsibilities have to meet the grading criteria for a GS-7 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-7 includes ... positions the duties of which are ... (B) under immediate or general supervision, to perform somewhat difficult work requiring -- (i) professional, scientific, or technical training; and (ii) to a limited extent, the exercise of independent technical judgment ..."

According to the standard GS-7 professional physical scientists are the grade for advanced trainee positions in physical science professions. At this level, trainees perform a variety of technical tasks, such as selecting samples, interpolating missing data, uncovering clear

discrepancies, solving minor problems, and performing scientific analyses in support of projects assigned to higher level scientists.

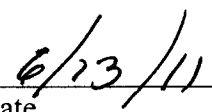
Advanced trainees receive assignments in terms of general instructions regarding work to be accomplished, quality and quantity expected, limitations, and suggested approaches. They exercise judgment in locating and selecting the most appropriate guides and references to apply, make routine decisions, and refer situations requiring significant deviation to the supervisor or a higher graded specialist.

CONCLUSION

According to the preceding analysis, this position is classified as Chemist GS-1320-7.



Frances Reynolds
Human Resource Specialist



Date

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

Date: 6/13/2011

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: 11F008/11F009 (e.g. HQ1234)

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