

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **11F019**

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# 98F086		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 (Gcn.) 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"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <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	BIOLOGIST	GS	0401 (14)	05	<i>[Signature]</i>	7/6/11
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 Deputy Associate Commissioner for Regulatory Affairs for Field Operations
Signature _____ Date _____	Signature <i>[Signature]</i> Date 7/1/11

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 Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 (9/2005)
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>[Signature]</i> Date 7/6/11	

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# 11F023

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

BIOLOGIST

GS-0401-05

INTRODUCTION

This Biologist 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 Biologist and/or Scientists. As a trainee, the incumbent performs duties that are designed to orient the Biologist 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 analyses and tests performed in the laboratory, and the operations and calibration of common analytical instruments.
- Performs less difficult, routine, limited scientific 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 (FL 1-5 = 750 points)

Professional knowledge of biology, theories, and practices as-would typically be 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 (FL 2-1 = 25 points)

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 (FL 3-2 = 125 points)

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 (FL 4-2 = 25 points)

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 (FL 5-1 = 25 points)

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 (FL 6-1 = 10 points)

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

Factor 7 - Purpose of Contacts (FL 7-1 = 20 points)

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

Factor 8 - Physical Demands (FL 8-2 = 20 points)

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 Biologist 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 in order 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 (FL 9-2 = 20 points)

The work involves regular and recurring exposure to irritant chemical and biological hazards. Special safety precautions are required, and the Biologist 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.

TOTAL POINTS: 1020

GRADE CONVERSION: GS-05 (855-1100 point range)

Reference: USOPM Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 (9/2005)

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

Date:

07/06/2011

A. REQUIRED POSITION INFORMATION:

Position Title: Biologist
Pay Plan/Series/Grade: GS-40(-5 and GS-7 (e.g. GS-0301-12)
Organization: HHS/FDA/ORA/ORFDD/Field Laboratory
Any Field Laboratory
Administrative Code: DBR% (e.g. GAGA)
PD Number: 11F019 (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

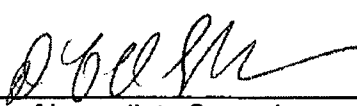
B. Meets 80% Test (Alternate to A. - applies to GS-05 and GS-6 - see below).

Explain: _____

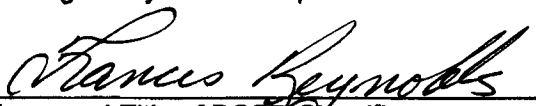
D. FINAL DETERMINATION (Circle One):

Non-Exempt

Exempt


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

7/1/11
Date


Name and Title of BCS Classifier

7/6/11
Date