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Geodesist 07

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NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

As an advanced geodesist trainee, performs duties designed to provide a variety of routine, limited analyses which provide orientation in the mission and work of the organization.

II. MAJOR DUTIES AND RESPONSIBILITIES

Receives continuing formal and on-the-job training in functions and operations of overall organization, specialty area of unit, and agency policies and regulations.

Performs projects which are straightforward, including portions of larger investigations involved in performing processing, reduction, and analysis of geodetic survey observations such as the Global Positioning System (GPS), triangulation, traverse, trilateration, trigonometric leveling, and differential leveling.

Uses established procedures for compiling routine data, completing limited projects, and using standard geodetic techniques, instruments, and equipment.

Performs routine review of field records and observations to ensure completeness, numerical accuracy, and conformity with established formats and standards. Issues quality control statements as necessary.

Assists in the entry and maintenance of computerized data base files containing data such as satellite orbital coordinate information, field survey observations, adjusted and unadjusted positional results, earth rotation and polar motion data, etc.

III. FACTORS

1 - Knowledge Required by the Position. Knowledge of theories, concepts, and principles of geodetic science, engineering surveying, and relevant sciences such as mathematics, physics, statistics, computer science, engineering science, and/or surveying, which would be attained through a bachelor's degree program or equivalent. Knowledge of principles, methods, and techniques pertaining to the processing and analysis of survey data.

Knowledge of practices of related disciplines, such as geography and computer science, as they apply to geodesy.

Knowledge of professional geodetic theories, concepts, and principles. Practical knowledge of geodetic methods and practices sufficient to complete specified portions or minor phases of geodetic projects.

2 - Supervisory Controls. The supervisor provides continuing or individual assignments with general instructions as to objectives, scope, expected quality and quantity, deadlines, and priority of assignments. The employee uses initiative in performing recurring assignments independently and refers any deviations, problems, or unfamiliar situations to supervisor for resolution. Work is spot-checked and reviewed upon completion for technical accuracy, adherence to established procedures, and conformance with requirements. Review of work increases with more difficult assignments.

3 - Guidelines. Guidelines include established procedures and precedents as well as specific instructions from the supervisor. Initiative and skill are required in performing the duties and sound judgment is used in making limited decisions and solving minor problems. Situations where the guides do not apply are referred to the supervisor or higher-level oceanographer with recommended action.

4 - Complexity. Assignments consist of minor phases of broader assignments of a higher graded employee and are typically screened to eliminate difficult or unusual problems and minimize complex features. Assignments require familiarity with and use of standard geodetic principles, methods, and practices to solve relatively limited technical problems without substantial adaptation. The employee makes decisions regarding the assignments.

5 - Scope and Effect. Work involves performing routine assignments for specified portions or minor phases of broader projects. The work has an impact on the accuracy, reliability, and timeliness of assignments being performed by higher-graded employees.

6 - Personal Contacts. Personal contacts are primarily with geodesists and professionals of other related disciplines within the agency. People contacted generally are engaged in different missions, functions, or kinds of work, but have a vested interest in geodetic products, processes, or techniques.

7 - Purpose of Contacts. Contacts are for obtaining, providing, or exchanging information, which ranges from the relatively simple to complex technical data, advice or assistance, and reporting on status or results of work.

8 - Physical Demands. Work is primarily sedentary. There may be some walking, standing, bending; carrying light items (e.g. papers, small books). A valid driver's license may be required to drive an automobile in the performance of duties.

9 - Work Environment. Work is performed in a typical office setting. The work area is adequately lighted, heated, and ventilated.

IV. UNIQUE POSITION REQUIREMENTS

This position is considered "non-exempt" from coverage under the Fair Labor Standards Act.

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