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## Meteorological Aid 02

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### GS-1341-02

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

This position is located in

The incumbent of this position performs technical work related to weather forecasting, observations, research, climatology, and/or other areas of meteorology.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Performs limited number of repetitive tasks such as making simple measurements and arithmetic computations, taking simple instrument readings, and recording specific data on prescribed forms; receives training to acquire knowledge or skills to perform more detailed procedures.

#### III. FACTOR LEVELS

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION FL 1-2, 200 points

Knowledge of basic meteorological equipment, forms, and procedures sufficient to take repetitive instrument readings, make routine measurements and record data. For some positions, a basic knowledge of meteorological terminology. Basic arithmetic skills to perform simple computations.

FACTOR 2. SUPERVISORY CONTROLS FL 2-1, 25 points

The employee receives detailed instructions; new methods, procedures and techniques are demonstrated or are written out in detail. The employee performs some established or repetitive procedures without close supervision. Assistance is readily available when problems arise. As routine tasks recur, supervision diminishes to the point where work is spot checked in progress and upon completion.

FACTOR 3. GUIDELINES FL 3-1, 25 points

Assignments are covered by specific and detailed instructions, established procedures and other guidelines. The employee works in strict adherence to the guidelines and must refer to the supervisor when available instruction or guides do not cover the assigned tasks and it appears that deviation from the normal procedures is necessary.

FACTOR 4. COMPLEXITY FL 4-1, 25 points

Work consists of a limited number of simple repetitive tasks requiring knowledge of simple work procedures performed in a fixed or prescribed sequence.

FACTOR 5. SCOPE AND EFFECT FL 5-1, 25 points

The work involves performing specific, routine operations that include few separate tasks or procedures and support the work processes of higher graded employees in the organization.

**FACTOR 6. PERSONAL CONTACTS FL 6-1, 10 points**

The regular and recurring contacts are with personnel within the immediate organization, office, project, work unit and in related or support units; OR are with the general public in highly structured situations.

**FACTOR 7. PURPOSE OF CONTACTS FL 7-1, 20 points**

The purpose is to obtain, clarify, or provide information.

**FACTOR 8. PHYSICAL DEMANDS FL 8-1, 5 points**

The work is primarily sedentary.

**FACTOR 9. WORK ENVIRONMENT FL 9-1, 5 points**

The work is usually performed in an office setting.

Total: 340 points

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

**IV. UNIQUE POSITION REQUIREMENTS**

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