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Meteorological Aid 03

GS-1341-03

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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

Takes repetitive instrument readings, records data on data forms; makes routine measurements, performs simple or routine arithmetic computations; inputs data into automated system; retrieves data.

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. Elementary computer skills to input and extract data.

FACTOR 2. SUPERVISORY CONTROLS FL 2-2, 125 points

The employee performs established or repetitive procedures independently without detailed instructions. The supervisor gives complete, explicit oral or written instructions at the beginning of each assignment that involves new or different procedures. Work in progress is closely reviewed if it is non-routine; technical adequacy of completed work is reviewed and discussed. Routine recurring tasks are spot checked occasionally.

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 4-2, 75 points

Work consists of a few related tasks that involve detailed procedures which are either established and repetitive, or are explained by the supervisor at time of assignment; or use readily acquired skills.

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

The work involves making simple measurements, instrument readings and calculations that affect the accuracy of further processes or services.

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: 490 points

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

IV. UNIQUE POSITION REQUIREMENTS

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