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Student Trainee (Administrative) 07

GS-0399-07

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

This is a schedule B Cooperative Education student. This position is responsible for performing developmental activities and administrative tasks in support of the mission of the office assigned.

II. MAJOR DUTIES AND RESPONSIBILITIES

Works with higher graded technical and professional staff in support of office programs and activities to gain practical work experience that augments training in academic course of study. Typically performs duties such as: participating in program studies and analysis of operations to achieve greater economy and efficiency; preparing materials for work flow and operational analysis, cost studies, and/or equipment utilization; preparing initial work plans and draft reports based on existing procedures or observation of the activity to be studied; reviewing both operational plans and current and incoming work projects; making recommendations for improving methods; advising on the adequacy of budgeting; and determining the need for work standards and control systems.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 Points

Knowledge of an extensive body of rules, operations, business practices, agency programs and activities; agency missions, policies, and objectives to perform a wide variety of interrelated or nonstandard procedural assignments and resolve a wide range of problems.

Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as adapting equipment; interpreting results of tests based on previous experience and observations; or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources.

Factor 2 - Supervisory Controls FL 2-2, 125 Points

The supervisor provides detailed instructions for new assignments. Employee performs routine aspects of the work without instruction or guidance. Work is spot checked for accuracy and compliance with guidelines. Some technical guidance may be provided by more experienced office staff.

Factor 3 - Guidelines FL 3-2, 125 Points

Guidelines consist of a variety of established office procedures, requirements, references, etc. Judgment is required to recognize difference among similar situations, and to locate, identify, select and apply appropriate guidance. The guides can be applied to virtually all given assignments.

Factor 4 - Complexity FL 4-2, 75 Points

Tasks usually involve related and detailed steps, supporting projects carried out by senior employees. The incumbent must recognize differences in existing procedures and applications and make choices from established alternatives.

Factor 5 - Scope and Effect FL 5-2, 75 Points

The purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of administrative tasks. Completed assignments facilitate the work of employees within the immediate office.

Factor 6 - Personal Contacts

Factor 7 - Purpose of Contacts FL 2a, 45 Points

Contacts are with employees both inside and outside the immediate organization. Contacts are made in order to acquire or exchange information or facts needed to complete an assignment.

Factor 8 - Physical Demands FL 8-1, 05 Points

No unusual physical demands are required.

Factor 9 - Work Environment FL 9-1, 05 Points

Work is mainly sedentary, in an office or laboratory setting.

TOTAL POINTS - 1405

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

IV. UNIQUE POSITION REQUIREMENTS

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