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Trade Specialist 09

GS-1140-09

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 is responsible for assisting senior personnel with continuing analytical and/or trade development programs, and/or for handling routine work independently.

II. MAJOR DUTIES AND RESPONSIBILITIES

Assists senior specialists in coordination and support of government trade programs and events; performs research and analysis of trade data and information on a specific topic or issue within a larger project or assignment; disseminates trade information and materials on government products/services to U.S. businesses and associations; attends meetings and engages in other activities for developmental purposes.

III. FACTOR LEVELS

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

Knowledge of the basic principles and factors which influence trade and trade positions of various industries and/or countries.

Ability to research, analyze and interpret empirical trade and economic data and information

Writing ability sufficient to summarize trade data and information clearly and concisely; verbal communication skills enabling clear and effective exchange of information within and outside the unit.

Factor 2 - Supervisory Controls FL 2-3, 275 pts

Supervisor assigns work as projects and/or continuing areas of responsibility, with guidance on potential obstacles, schedules and deadlines, possible outside conflicts, and administrative considerations. Employee works within agency guidelines, precedents, and assignment limits, seeking assistance with unusual or controversial situations.

Factor 3 - Guidelines FL 3-3, 275 pts

Employee observes trade statutes, regulations, agency policies, and various program and functional issuances specific to assignment areas. Individual situations require the employee to apply judgment to interpret and adapt guidelines.

Factor 4 - Complexity FL 4-3, 150 pts

Work involves trade issues and programs which may be approached through established agency practices and which rely upon generally available information. Decisions and recommendations may require the employee to select among possible trade data sources, or to determine which export promotion approach has effectively met situations similar to those assigned.

Factor 5 - Scope and Effect FL 5-3, 150 pts

The position operates to (1) address conventional and less sensitive trade analysis and/or promotion tasks; and (2) to assist senior personnel on program or projects requiring a team effort. The employee contributes to effectiveness of trade promotion products and services, and to the flow of information to decision and policy makers.

Factor 6 - Personal Contacts FL, 6-2

Personal contacts are with other specialists throughout the organization, with agencies on cooperative efforts, and with U.S. business and industry representatives seeking government trade assistance and information.

Factor 7 - Purpose of Contacts FL 7-b, 75 pts

Contacts are to exchange trade data and information, to solicit business participation in trade programs, to provide basic export assistance, and to coordinate work with other program units.

Factor 8 - Physical Demands FL 8-1, 5 pts

No special demands are present.

Factor 9 - Work Environment FL 9-1, 5 pts

Work is performed in a standard office setting.

Total: 1885 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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