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## Trade Specialist 12

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### GS-1140-12

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 planning and executing trade development, issue analysis and related assignments on behalf of a designated industry sector, world region, or operating program.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Plans and coordinates trade development programs and events to promote U.S. exports; U.S. analyzes, and recommends positions on complex trade issues, policy positions, or negotiating strategies; develops and disseminates trade information to U.S. businesses or associations; independently provides export counseling to clients with difficult problems of market targeting, competitiveness, trade barriers, and the like.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-7, 1250 pts

Knowledge of the dynamics of international commerce including export/import processes, trade finance practices, U.S. and foreign statutory and regulatory provisions, tariff and non-tariff trade barriers, etc.

Knowledge of the economic, market, political and other factors which influence U.S. trade objectives and position.

Knowledge of agency, government and other programs related to foreign trade.

Knowledge of trade conditions and issues facing one or more U.S. industry sectors, or facing the U.S. generally with respect to one or more key trading partners.

Communications skills sufficient to prepare and deliver effective briefings to managers and clients and to write clear and concise interpretive reports.

Factor 2 - Supervisory Controls FL 2-4, 450 pts

The supervisor defines continuing areas of responsibility and provides guidance on objectives, policy considerations and resource issues. Employee is expected to plan and execute tasks independently and to generate complete and technically sound work products. Controversial questions, external conflicts, administrative problems and similar matters are discussed with the supervisor.

Factor 3 - Guidelines FL 3-4, 450 pts

Guidelines include trade statutes and regulations, U.S. and agency policies and objectives, and trade-relevant economic, market and other variables specific to the work. Guidelines provide a general framework within which the employee applies creativity, judgment and interpretation to meet specific assignment issues.

Factor 4 - Complexity FL 4-4, 225 pts

The employee works on trade programs and problems which require consideration of many different factors and influences. Client businesses may require different approaches to exporting, financing or other functions. Considerable analysis may be required to generate recommended trade positions for assigned industries or countries.

Factor 5 - Scope and Effect FL 5-4, 225 pts

The position is established to plan, analyze and develop trade promotion programs and events, and to analytically develop recommendations for U.S. trade and negotiating positions or strategies. Work affects trade plans and activities of major U.S. business and industry clients, and contributes to achievement of agency trade objectives.

Factor 6 - Personal Contacts FL 6-3

Contacts extend to program units and key personnel throughout the agency; to business and industry officials and associations; to other trade-involved federal agencies and institutions; and occasionally to visiting representatives of Foreign business or governments.

Factor 7 - Purpose of Contacts FL 7-C, 180 pts

Contacts are to exchange and discuss trade information, to cooperatively analyze and develop recommended positions on significant trade issues, and to counsel and persuade both government and business organizations on export strategies, policy positions, negotiating options.

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: 2790 pts

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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