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## Trade Specialist 14

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### GS-1140-14

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 plans, manages and independently implements major trade program segments which address primary U.S. trade priorities and impact multiple industry sectors and trading partners.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Plans and manages major and continuing agency trade program segments which are characterized by such features as (1) coverage which extends to multiple businesses and industries and to a substantial number of significant U.S. trading partners; (2) the need to define and institute new methods and strategies which require agency-level awareness and endorsement; (3) responsibility for direction and integration of the contributions of senior trade professionals both within and outside the employing organization; (4) action as bureau authority and spokesperson to other trade-involved government agencies, to top business and industry officials and to foreign government representatives; (5) clear potential to enhance the U.S. trade position in one or more critical and high-visibility markets; and (6) sufficient scope to extend over several fiscal years and to demand substantial investment of resources.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-8, 1550 pts

Knowledge of the theories, dynamics and practices of international trade, and of the economic, markets, and geopolitical factors underlying such trade.

Knowledge of the roles, responsibilities and programs of trade-involved government agencies.

Ability to effectively and independently analyze, and communicate sound and authoritative recommendations on, highly complex and sensitive trade issues/policies.

Sufficient technical expertise in trade dynamics of one or more major U.S. industries or trading partners to prepare and deliver program unit positions on controversial and high visibility trade issues to the full community of interested organizations.

Strong verbal skills and writing ability, sufficient to speak and write convincingly to audiences including industry, other agency, and foreign representatives with divergent and opposing views on issues communicated.

Factor 2 - Supervisory Controls FL 2-5, 650 pts

Work is assigned as a major continuing area of responsibility, with the employee independently responsible and accountable for planning, managing and coordinating work necessary to meet program or functional objectives. Within broad administrative and policy guidance the employee defines and revises program approaches as judged necessary, and establishes external work relationships with public and private sector organizations to best serve assignment objectives. Technically, work is accepted as authoritative and unreviewed; completed

assignments are considered in terms of resource utilization and fulfillment of goals. The employee refers issues of external conflict or political sensitivity for discussion and consults the supervisor for availability of additional personnel and/or funding.

Factor 3 - Guidelines FL 3-5, 650 pts

Guidelines consist principally of U.S. trade policy and priorities, relevant statutes and regulations, and agency administrative and management policies and procedures. Such guidance provides a broad framework within which the employee plans and develops assigned functions and programs. The employee works with considerable discretion and latitude in establishing cooperative relationships with other trade agencies, and in revising existing and developing new guidelines and program procedures. Within the scope of the assignment, the employee develops guidance to be followed by others, and works as an authoritative agency expert in the subject-matter or functional area.

Factor 4 - Complexity FL 4-5, 325 pts

The incumbent must consider, assess and frequently reconcile numerous and diverse variables and interests in developing trade strategies, programs and positions. Issues faced require extensive analysis, and decisions and recommendations reflect the need to balance empirical trade information with interpretation and prediction of influences of economic, market, political and other events.

Factor 5 - Scope and Effect FL 5-5, 325 pts

The purpose of the work is to improve the trade posture of U.S. business and industry through increased exports, favorable trade agreements, improved competitiveness, new market penetration and other accomplishments to which the employee contributes substantially.

Factor 6 - Personal Contacts FL, 6-4

Contacts are with senior representatives of other agencies and with top U.S. business and industry executives. The employee also meets with members of congressional committees, top state and local officials, senior foreign government and industry officials, and top ranking diplomatic representatives.

Factor 7 - Purpose of Contacts FL 7-d, 330 pts

Contacts are to plan and coordinate multi-agency trade development initiatives, to lead high-level negotiations and international discussions; and to represent the organization on sensitive and controversial trade issues. Exceptional tact, diplomacy, persuasion and negotiating skills are required, and the employee is relied upon to guide reconciliation or resolution of top-priority problems.

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: 3840 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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