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Business and Industry Assistant 05

GS-1101-05

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 provides basic program and technical assistance to business/industry activities within the employing unit including clerical support.

II. MAJOR DUTIES AND RESPONSIBILITIES

Provide assistance to business/industry specialists and/or managers by handling basic technical and procedural aspects of continuing unit programs and functions. Researches and assembles data and factual information upon request; processes documents and actions necessary to implement program responsibilities; distributes information to outside organizations affected by unit programs; assists personnel contacting the unit by providing advice and services fully within established practice. May also provide clerical and administrative support.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-3, 350 pts

Knowledge of the procedures and documents specific to unit business and industry programs, functions and operations.

Ability to locate, assemble and distribute information in accordance with established practices.

Communications skills sufficient to clearly and concisely provide program data and information to senior personnel within and outside the employing unit.

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

The supervisor provides general instructions and guidance on tasks which operate within established guides and precedents, with more detailed direction provided on unusual assignments. The employee fulfills routine responsibilities independently, using initiative to make minor procedural or other deviations as circumstances warrant. Difficult or atypical problems are referred to the supervisor, and completed work is reviewed for adequacy and timeliness.

Factor 3 - Guidelines FL 3-2, 125 pts

Work is performed in accordance with established policies, procedures and program/function directives. Employee selects the appropriate process or procedure for specific situations, and may adapt procedural guidance where assignments depart from precedents. Where more substantial deviation from guidance appears necessary, the employee will recommend a course of action to the supervisor or to a senior specialist.

Factor 4 - Complexity FL 4-3, 150 pts

Decisions regarding what needs to be done involve various considerations and different sources of program information. Assignments also involve processes which, while related, require different steps to meet specific situations. Incumbent must analyze information and/or evaluate work products in order to assure that objectives/priorities have been met.

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

Work contributes to the overall efficiency and effectiveness of unit products, services, and functions, and indirectly to business and industry operations of those public and/or private sector organizations addressed by the unit's mission. Data and information developed or assembled by the employee affect accuracy of unit reports and other materials.

Factor 6 - Personal Contacts FL, 6-2

Contacts are with staff throughout the employing organization, and with personnel from other and government, industry and external organizations.

Factor 7 - Purpose of Contacts FL 7-a, 45 pts

Contacts are primarily to exchange factual information, to coordinate work with closely related external units, and to inform visitors or callers on established aspects of unit functions.

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 primarily in an office setting.

Total: 880 pts

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

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