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Business and Industry Assistant 06

GS-1101-06

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 assists senior personnel by providing technical and operational support to ongoing business/industry functions of the employing unit.

II. MAJOR DUTIES AND RESPONSIBILITIES

Provides technical assistance and support to business and industry programs, operations and activities. Assists senior specialists in assembling needed data and information from a variety of sources; provides support for administrative and operational management of continuing programs and functions; resolves technical and substantive problems within established unit processes and operations; prepares data and information used in reporting or in exercise of regulatory or oversight authorities; coordinates technical/process actions with related work units; assists personnel contacting the unit by providing information or services within established unit practices. May provide administrative support within the organization.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-4, 550 pts

Knowledge of recurring or continuing business and industry program activities assigned to higher level professionals in the organization.

Ability to perform data gathering, assembly, interpretation and associated work.

Knowledge of the program(s) and/or functions to which assigned sufficient to allow independent performance of continuing business/industry program support functions.

Communication skills to enable preparation of routine reports or data summaries and to allow clear and concise expression of program information to other organizational units.

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 3-3, 275 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 work products, services, and functions, and indirectly to business and industry operations of those public and/or private sector organizations addressed by the organization 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 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 organizations, 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: 1230 pts

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

IV. UNIQUE POSITION REQUIREMENTS

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