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## Business and Industry Assistant 07

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### GS-1101-07 (1 Grade Interval)

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 applies sound knowledge of processes and operations of unit business and industry programs to provide continuing substantive assistance to senior personnel.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Provides technical support to unit business and industry programs, operations and activities. Assists senior specialists on exercising regulatory or oversight authorities by reviewing data and reports; researches and assembles information requiring understanding of the program/functional area involved; provides technical support essential to delivery of government business/industry products and services; provides operational management assistance by preparing, distributing and tracking progress of documents and actions items.

#### 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 2-3, 275 pts

Supervisor assigns continuing responsibilities in terms of general program or functional objectives and policies, while unique assignments are given with more specific guidance. Recurring program functions are handled independently. Complex and unusual work products are cleared with the supervisor upon completion.

Factor 3 - Guidelines FL 3-3, 275 pts

Specific agency, bureau, program and other business/industry guidelines are available as needed for reference purposes. Incumbent, in conjunction with supervisors or senior specialists, selects guidelines for application to individual cases and methods and information to complete assignments. Employee must occasionally adapt procedures and directives to special projects or situations.

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 5-3, 150 pts

This position contributes to significant unit business/industry programs and functions, to the quality and timeliness of bureau products and services, and to affected business and industry operations.

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 to coordinate the work efforts with other bureau and external personnel, to exchange information as needed, and to secure cooperation of other participants.

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: 1455 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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