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## Business and Industry Specialist 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

The incumbent is assigned routine aspects of business/industry programs, primarily for developmental purposes.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES**

Provides assistance with information assembly and other routine aspects of business and industry programs and performs a variety of entry level tasks intended to offer training and experience.

#### **III. FACTOR LEVELS**

Factor 1 - Knowledge Required by the Position FL 1-5, 750 pts

General understanding of the factors which influence conduct of the business, financial or industry area assigned.

Ability to gather and understand business data and information.

Communications skills sufficient to assemble, organize and report basic business/industry data and information.

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

Work is assigned by the supervisor or a senior business/industry specialist with general instructions and advice on potential problems or obstacles. Routine work is performed independently, with questions referred to the supervisor. Work is reviewed upon completion for accuracy, adequacy and compliance with instructions.

Factor 3 - Guidelines FL 3-2, 125 pts

Assignments operate within the limits of clear and applicable regulations and procedures governing the business/industry assignment area. The employee locates and determines applicability of references, and may make minor process adaptations for specific assignments.

Factor 4 - Complexity FL 4-1, 25 pts

Work assignments are straightforward and clear, consisting of closely related steps in support of business/industry programs. Decisions and actions are readily identified.

Factor 5 - Scope and Effect FL 5-1, 25 pts

The position is established to support senior business/industry specialists with routine analytical and operational work, and to provide developmental experience for trainees.

Factor 6 - Personal Contacts FL, 6-1

Contacts are principally within the organization, and with employees of closely related organizations, with the latter well structured and defined.

Factor 7 - Purpose of Contacts FL 7-a, 30 pts

Contacts are to exchange factual information, or to inform others of reporting or other requirements.

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 an office setting.

Total: 1090 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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