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Business and Industry Specialist 07

GS-1101-07

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 is responsible for developmental and other routine assignments in support of the organization's business and industry programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

Employee assists senior business/industry specialists in execution of regulatory, analytical, and program management functions. Locates and assembles business, financial or industrial information and performs basic analysis; prepares straightforward portions of reports or findings; and attends conferences and meetings for developmental purposes.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 pts

Knowledge of the principles, concepts, and methods which underlie assigned business/industry programs, operations and functions.

Ability to research, analyze and interpret business, financial, industrial and related data and information.

Knowledge of agency and government programs and responsibilities in the assigned area.

Writing ability sufficient to summarize business/industry information clearly and concisely; communications skills enabling effective exchange of information within and outside of the unit.

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 4-2, 75 pts

The employee must examine business, financial, or industrial information from several sources and select that which assignment guidance requires. Assignments generally address a relatively straightforward and uncomplicated portion of a larger effort, and may require the employee to select among a number of established approaches.

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

The position is established to furnish assistance to senior business/industry specialists by performing routine aspects of analytical, regulatory or program work. Assignments also provide for career development of trainees.

Factor 6 - Personal Contacts FL 6-2

Contacts are with other specialists throughout the organization, with other organizations performing related work, and with counterparts in business or industry organizations.

Factor 7 - Purpose of Contacts FL 7-b, 75 pts

Contacts are to exchange business or industry information, to participate in cooperative programs, to provide basic services or assistance, or to support monitoring efforts.

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 business setting.

Total: 1435 pts

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

IV. UNIQUE POSITION REQUIREMENTS

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