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Business and Industry Specialist 09

GS-1101-09

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 assisting senior personnel with continuing business/industry programs and functions and/or for handling routine work of the organization independently.

II. MAJOR DUTIES AND RESPONSIBILITIES

Independently handles conventional and/or moderately complex portions of larger business and industry functions; participates as a member of study or project teams analyzing private sector business/industry operations; assists in discharge of agency oversight and regulatory responsibilities; attends meetings, conferences or other events for developmental purposes; assists senior specialists in execution of agency programs and operations.

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 assignment 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 2-3, 275 pts

The supervisor assigns work in terms of objectives, priorities governing policy concerns, and anticipated obstacles or problems.

The employee plans and executes assignments, seeking guidance on situations presenting external conflict and/or difficulties without clear precedent. Finished work is reviewed for soundness, accomplishment of objectives and policy compliance.

Factor 3 - Guidelines FL 3-3, 275 pts

A variety of federal, agency, program and subject-matter guides and references in the business/industry area served are available, but do not fully apply to specific assignments. The employee must use judgment to interpret and adapt guides, and to determine relevance of precedent actions or decisions.

Factor 4 - Complexity FL 4-3, 150 pts

Work involves business/industry issues and programs which may be approached through established methods and processes, and which rely upon generally available information. Decisions and recommendations may require the employee to select among possible information sources, or to determine which approach has most successfully met comparable situations in the past.

Factor 5 - Scope and Effect FL 5-3, 150 pts

The purpose of the work is to execute a variety of specific tasks within an established assignment area of the employing agency. Work affects the adequacy and timeliness of government regulatory and/or service functions, and the overall effectiveness of the work unit in meeting objectives.

Factor 6 - Personal Contacts FL, 6-2

Personal contacts are with other specialists throughout the unit, with other organizations on cooperative efforts, and with U.S. business and industry representatives in areas of assignment.

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

Contacts are to exchange data and information, coordinate assignment handling, explain agency programs or requirements, and to influence cooperation of other organization where no conflict or controversy is involved.

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, though occasional visits to industrial facilities may be required.

Total: 1885 pts

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

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