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Business and Industry Specialist 11

GS-1101-11

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 moderately complex business and industry assignments and for continuing programs or functions which operate within conventional practices.

II. MAJOR DUTIES AND RESPONSIBILITIES

For a substantial agency assignment or program area, the employee performs management, oversight or analytical and evaluative work.

Tasks require assembly and interpretation of business/industry program information; resolution of problems involving regulatory compliance, technical obstacles or diverse government-private sector perspectives; or delivery of government services and programs of moderate influence on business, industry or the public.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-7, 1250 pts

Knowledge of the principles and methods underlying the business and industry area to which assigned in order to analyze a wide range of different situations and reach or recommend sound action.

Knowledge of agency programs and operations in the business or industry area to which assigned sufficient to independently handle most problems and to represent the organization.

Communications skills sufficient to prepare and deliver effective briefings to managers and clients and to produce clear and concise interpretive reports.

Knowledge of specialized disciplines and fields related to the area of assignment, and of conventional work methods and processes by which unit objectives are achieved.

Factor 2 - Supervisory Controls FL 2-4, 450 pts

Supervisor provides general direction and guidance on broad objectives and policies. Employee works independently and is expected to generate finished work products subject only to administrative review, and is relied upon for technical determinations within scope of assignments or area of responsibilities.

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 4-4, 225 pts

Assignments consist of various and unrelated steps and processes and require analysis of information and selection among alternative approaches to assignments. Decisions must consider handling of unusual circumstances, need to refine work methods, and incomplete or conflicting data.

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

The purpose of the work is to execute a variety of 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 organization in meeting objectives.

Factor 6 - Personal Contacts FL, 6-3

Contacts include employees and managers throughout the organization, officials of other agencies or state and local governments involved in the assignment area, foreign counterparts and representatives of business, and/or the public.

Factor 7 - Purpose of Contacts FL 7-b, 110 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 office setting, though visits to industrial facilities may be required.

Total: 2470

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

IV. UNIQUE POSITION REQUIREMENTS

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