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## Business and Industry Specialist 12

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### GS-1101-12

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 planning and executing complex business/industry programs and functions essential to accomplishment of the employing unit's mission.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Performs complex analytical, program management, regulatory oversight or similar work requiring understanding of, and addressing, business, industry or related issues and objectives.

Provides support, assistance, and government products/services to U.S. businesses and industries or to other government and private institutions which themselves address, support or oversee conduct of business and industry. Assignments are characterized by requirement to apply analytical and evaluative skills to a range of significant and complicated programs and issues; independent responsibility within a framework of policies and overall objectives to plan, organize and carry out assignment; opportunity to make a substantial contribution to achievement of primary organizational objectives in the assigned area; and substantive responsibility to interact with other agencies, private sector elements or the general public on matters requiring a credible and effective spokesperson.

#### III. FACTOR LEVELS

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

Knowledge of the principles and methods of 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 the specific business or industry area to which assigned, sufficient to independently handle most problems and to represent the organization as a knowledgeable industry specialist.

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

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

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 3-4, 450 pts

Guidelines include statutes, agency policies and other doctrine, subject-matter references and precedent situations. Assignments require initiative and resourcefulness to deviate from established practices or precedents, and the employee uses judgment to generate new approaches to problems and unique situations.

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 5-4, 225 pts

The purpose of the work is to perform analytical, oversight, program management or other work which represents a substantial government program. Efforts impact significant agency products and services, and influence businesses, industries and/or other agencies.

Factor 6 - Personal Contacts FL, 6-3

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

Factor 7 - Purpose of Contacts FL 7-c, 180 pts

Contacts are to provide and acquire information, to persuade or influence others to adapt desired courses of action, or to exercise various regulatory controls and authorities.

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, but may include visits to industrial plants and facilities.

Total: 2790 pts

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Update: November 4, 1994)

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