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## Business and Industry Specialist 13

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### GS-1101-13

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 a senior business/industry specialist who regularly and independently assumes responsibility for higher complex program management or analytical work addressing critical issues or mission objectives.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Independently performs complex business and industry program management regulatory, and associated functions which address mission elements critical to agency priorities and objectives. Develops and implements significant new program strategies; analyzes key business and industry policy questions and contributes to significant agency decisions, policy recommendations and positions; represents the agency authoritatively to key government and business officials and organizations; plans and manages delivery of major, high-priority products and services which are central to agency objectives.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-8, 1550 pts

Knowledge of the theories, dynamics and factors underlying the assignment area to enable authoritative and independent handling of programs and functions.

Knowledge of the roles, responsibilities and programs of government agencies, private sector interests, and others involved in the assignment area sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned agencies.

Ability to effectively and independently analyze, and communicate sound and authoritative recommendations on, highly complex and sensitive business/ industry issues/policies.

Knowledge sufficient to serve as a recognized technical authority in the program or function assigned to serve as an authoritative spokesperson to outside organizations.

Strong verbal skills and writing ability, sufficient to speak and write convincingly to audiences including outside agencies and private sector representatives with divergent and conflicting views, on issues involved.

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

The supervisor assigns work in one or more continuing areas of responsibilities. Guidance is provided on broad assignment objectives and policy considerations, and on unusually complex and/or controversial assignment aspects. Employee works independently, and is expected to generate finished work products subject only to normal administrative review. Employee speaks authoritatively for the organization on all matters within scope of assignments.

Factor 3 - Guidelines FL 3-4, 450 pts

Guidelines include applicable business and industry statutes and regulations, U.S. and agency policies and priorities impacting assignment areas, and the many variables which characterize assigned business or industry programs. These guidelines provide an operating framework within which the employee applies creativity, judgment, and recognized expertise to realize key objectives.

Factor 4 - Complexity FL 4-5, 325 pts

The incumbent must consider, assess and frequently reconcile numerous and diverse variables and interests in developing program approaches and positions. Issues faced require extensive analysis, and decisions and recommendations reflect the need to balance empirical business and industry information with expert interpretation and analysis performed by the employee.

Factor 5 - Scope and Effect FL 5-5, 325 pts

The purpose of the work is to plan, manage, and successfully execute a key element of the overall business and industry program. The work impacts effectiveness of operations, positions on key policy issues, quality of government products and services, and relationships with other agencies and with business and industry organizations.

Factor 6 - Personal Contacts FL 6-3

Contacts extend throughout, and to all levels of, the employing organization; other involved federal agencies and institutions; state and local governments; key officials of businesses and of business/industry associations; to foreign counterparts; and to congressional staff personnel.

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

Contacts are to distribute or present key positions, programs and recommendations of the unit; to exercise regulatory authorities; to explore cooperative business and industry initiatives; to negotiate agreements with businesses; and to authoritatively advise business and industry in the assignment area. Contacts frequently require high levels of tact, persuasiveness and diplomacy, due to delicate private sector relationships and/or sensitive regulatory or other business issues.

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.

Total: 3290 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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