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Cartographer 05

GS-1370-05

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

This position is a basic cartographer trainee, performing duties designed to provide orientation in the mission and work of the organization.

II. MAJOR DUTIES AND RESPONSIBILITIES

Receives formal and on-job training in functions and operations of overall organization, specialty area of unit, and agency policies and regulations.

Performs routine, uncomplicated tasks, in working with higher level cartographers involved in compiling maps and charts.

Assignments provide exposure to procedures for compiling routine data, conducting limited studies, and using standard cartographic techniques, instruments, and equipment.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-5, 750 pts.

Knowledge of theories, concepts, and principles of cartography, geography and relevant sciences such as mathematics, statistics, and computer science, such as would be attained through a bachelor's degree program or equivalent. Knowledge of principles, methods, and techniques pertaining to individual stages of map/chart-making process.

Factor 2 - Supervisory Controls FL 2-1, 25 pts.

Supervisor assigns work with specific direction and detailed instructions. Incumbent consults with supervisor on matters not covered in original instructions. Work is closely monitored and reviewed for accuracy, adequacy, and adherence to instructions.

Factor 3 - Guidelines FL 3-1, 25 pts.

Guidelines consist of instructions, manuals and specifications, and related criteria. These are detailed and directly applicable. Supervisor must approve any deviations.

Factor 4 - Complexity FL 4-2, 75 pts.

Assignments consist of specific, often unrelated, tasks designed to orient a trainee in the practical application of theory and basic principles of cartography. Tasks may be similar to those of technicians, but are assigned mainly for training and development. Work often consists of sequential tasks for operations involving one or more stages of the map or chart making process.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

Purpose of assignments is to orient trainee cartographer in practical application of basic theory and principles, and to equip incumbent to assume higher-level cartographic duties. Assignments facilitate work performed by higher level cartographers within the organization.

Factor 6 - Personal Contacts FL 6-1, 10 pts.

Personal contacts are with employees within the immediate operating unit or related support units.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

Contacts are made to obtain, relay, provide, or exchange information which ranges from relatively simple to complex technical data.

Factor 8 - Physical Demands FL 8-1, 5 pts.

Work is primarily sedentary.

Factor 9 - Work Environment FL 9-1, 5 pts.

Work is performed primarily in an office setting.

TOTAL = 940 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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