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Cartographer 07

GS-1370-07

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 an advanced cartographer trainee, performing duties designed to provide orientation in the mission and work of the organization.

II. MAJOR DUTIES AND RESPONSIBILITIES

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

Performs projects which are straightforward, including portions of larger investigations.

Uses established procedures for compiling routine data, completing limited projects, and using standard cartographic techniques, instruments, and equipment.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 pts.

Knowledge of professional cartographic theories, concepts, and principles. Practical knowledge of cartographic methods and practices sufficient to complete specified portions or minor phases of cartographic projects.

Knowledge of practices of related disciplines, such as geography and computer science, as they apply to cartography.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

Supervisor provides continuing or individual assignments with general instructions as to objectives, scope, expected quality and quantity, deadlines, and priority of assignments. Incumbent uses initiative in performing recurring assignments independently and refers any deviations, problems, or unfamiliar situations to supervisor for resolution. Work is spot-checked and reviewed upon completion for technical accuracy, adherence to established procedures, and conformance with requirements. Review of work increases with more difficult assignments.

Factor 3 - Guidelines FL 3-2, 125 pts.

Guidelines consist of instructions, agency and activity manuals and specifications, policy and program directives, and related criteria. These are detailed and directly applicable, and supervisor must approve any deviations.

Factor 4 - Complexity FL 4-3, 150 pts.

Assignments consist of minor phases of broader assignments of a higher graded employee and are typically screened to eliminate difficult or unusual problems and minimize complex features. Assignments require

familiarity with and use of standard cartographic principles, methods, and practices to solve relatively limited technical problems without substantial adaptation.

Factor 5 - Scope and Effect FL 5-2 75 pts.

Work involves performing routine assignments for specified portions or minor phases of broader projects. The work has an impact on the accuracy, reliability, and timeliness of assignments being performed by higher-graded employees.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Personal contacts are primarily with cartographers and professionals of other related disciplines within the agency. People contacted generally are engaged in different missions, functions, or kinds of work but have a vested interest in cartographic products, processes, or techniques.

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

Contacts are for obtaining, providing or exchanging information, which ranges from the relatively simple to complex technical data, advice or assistance, and reporting on status or results of work.

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

Work is primarily sedentary.

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

The work is performed in a typical office setting.

TOTAL = 1480 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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