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Cartographer 09

GS-1370-09

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 serves as cartographer, compiling and maintaining maps, charts and related products.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs projects which are straightforward, or portions of larger investigations, such as verifying accuracy of maps or charts, evaluating availability of source materials, determining horizontal and vertical data planes, applying corrections, and identifying essential information to be shown on charts.

Uses established procedures for compiling routine data, conducting limited studies, and using new cartographic techniques, instruments, and procedures.

Receives advanced formal and on-job training in functions and operations of overall organization, specialty area of unit, and agency policies and regulations, designed to contribute towards continuing professional development of employee.

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 2-3, 275 pts.

Supervisor defines objectives, priorities, and deadlines. Incumbent plans and performs successive steps, coordinating work with others, and resolving most problems. Unusual problems, controversial issues, or matters that affect policy are referred to the supervisor. Completed work is evaluated for technical soundness and overall results achieved.

Factor 3 - Guidelines FL 3-3, 275 pts.

Guidelines are many and varied and include agency or local policies, precedent materials, standard instructions and techniques, and program directives. Incumbent uses judgment in selecting, interpreting, and independently applying the guidelines and standard cartographic practices to new situations.

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

Assignments consist of minor phases of varied broader projects such as verifying accuracy of maps and charts, and are screened to eliminate difficult or unusual problems and minimize complex features. Assignments are

carried out with out substantial adaptation or modification of precedents, except for minor deviations.

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

The work provides assistance to higher graded employees by producing cartographic data for a variety of user systems. Assignments also involve investigating problems or conditions and providing recommendations. The work affects the accuracy, reliability, and timeliness of projects and the design of cartographic products, equipment, or operations.

Factor 6 - Personal Contacts FL 6-3, 60 pts.

Personal contacts are with individuals or groups from within or outside the agency. They primarily include professionals, technicians, and may include contractors desiring new or special map products.

Factor 7 - Purpose of Contacts FL 7-2, 50 pts.

Contacts are established to obtain, relay, or exchange information; plan and coordinate work involving others; resolve problems; and advise on and discuss contract requirements.

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 in a typical office setting.

TOTAL = 1920 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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