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Cartographer 12

GS-1370-12

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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

Designs and carries out cartographic projects, operations, and studies. Translates objectives into specifications and procedures.

Consults with project planners to evaluate proposals for maps/charts or related products to determine cartographic requirements; prepares and reviews cost estimates.

Conducts critical review of numerous new and revised charts, maps, and related products. Verifies that appropriate data are correctly applied and portrayed, and that final products are complete and accurate.

Conducts research on difficult or complex situations including where litigation is involved or where inquiries require complex and detailed replies.

III. FACTOR LEVELS

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

Knowledge of cartographic theories, concepts, principles, practices and equipment, including those used in photogrammetry, remote sensing, photointerpretation, digital analysis or other techniques, sufficient to evaluate source material; research, analyze, select, and prepare cartographic materials.

Skills and abilities sufficient to adapt techniques to solve problems; make significant departures from previous approaches to accommodate specialized assignments; and provide staff advisory, planning, and reviewing services.

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

Supervisor provides general direction. Planning and methodology is developed by incumbent in consultation with supervisor. Incumbent independently plans own work, interprets policy in terms of established objectives, and keeps supervisor informed of progress and major or potentially controversial issues. Completed work is typically accepted as technically accurate, and is subject to broad review for meeting objectives.

Factor 3 - Guidelines FL 3-4, 450 pts.

Guidelines consist of standard instructions, local policies and handbooks which are often inadequate in dealing with difficult assignments. Incumbent uses initiative in applying guidelines, deviating from established techniques and developing procedures.

Factor 4 - Complexity FL 4-5, 325 pts.

Assignments pertain to overall management and coordination of one or more cartographic projects or programs. Projects typically consist of many complex features involving significant conflicts between cartographic and management requirements. Incumbent must adapt, modify, or make compromises with conventional practices and techniques to originate new techniques or criteria.

Factor 5 - Scope and Effect FL 5-4, 225 pts.

Work involves planning, management, and coordination of one or more major segments of the unit's operation. Incumbent develops new specifications and procedures and provides technical advice and guidance covering a broad range of cartographic activities. Work affects major aspects of organization's cartographic programs.

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

Personal contacts are with individuals or groups from within or outside the employing agency including individuals from the private sector desiring special map/chart products.

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

Contacts are established to plan and coordinate work, reach agreement on requirements for map/chart production, and advise on and resolve problems confronting others concerning 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 = 2820 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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