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## Investigation/Compliance Specialist 05

### **GS-1801-05**

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 assigned routine aspects of investigation/compliance cases, primarily for developmental purposes.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES**

Participates as a junior member of investigation/compliance teams, assisting with routine assignments in the program area. Performs a variety of entry level assignments intended to offer training and experience.

#### **III. FACTOR LEVELS**

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

Ability to understand basic U.S. laws, regulations and procedures which govern the area of assignment.

Basic knowledge of international business and economic practices.

Ability to research and analyze basic data and information.

Ability to meet deadlines.

Factor 2 - Supervisory Controls FL 2-1, 125 pts

The supervisor assigns work and provides detailed instructions and supervision in projects to be performed. The employee follows direction and established guidelines, and refer questions or issues not specifically covered by samples and precedents to the supervisor, or to a senior employee.

Factor 3 - Guidelines FL 3-1, 25 pts

Guidelines include statutes, regulations, legal and administrative precedents, and established policies and procedures. The incumbent locates and applies guidelines and sample or precedent cases to specific tasks.

Factor 4 - Complexity FL 4-2, 75 pts

Work involves the analysis of routine issues and programs which may be approached through established methods and processes. Decisions and recommendations may require the employee to help select among possible choices of action, or to help determine policy approach has most successfully met comparable situations in the past.

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

The purpose of the work is to ensure that the applicable U.S. laws, regulations and agreements are fairly and effectively enforced.

Factor 6 - Personal Contacts FL 6-1

Personal contacts are with other specialists throughout the unit.

Factor 7 - Purpose of Contacts FL 7-a, 30 pts

Contacts are to gather and exchange data and information, coordinate assignment handling and explain agency programs or requirements.

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 normally performed in an office setting.

Total: 940 pts

Grade: GS-5

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last updated: November 4, 1994)

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