



[Home](#) > [HR Practitioners](#) > [Classification & Position Management](#) > [PD Library](#)

## Student Trainee (Administrative) 05

### **GS-0399-05**

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 is a schedule B Cooperative Education student. This position is responsible for performing developmental activities and administrative tasks in support of the mission of the office assigned.

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

Works with higher graded staff in support of office programs and activities to gain practical work experience that augments training in academic course of study. Typically performs duties such as: identifying data required for use in the management and direction of programs; identifying various resources (e.g. staffing, equipment) required to support program operations; writing draft reports of study findings; and researching and investigating new or improved business and management practices for application to agency programs or operations.

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

Factor 1 - Knowledge Required by the Position FL 1-4, 550 Points

Knowledge of administrative regulations and operating procedures.

Skill in applying fact finding and investigative techniques to gather clear cut factual evidence.

Knowledge of management principles, organizational theory, and techniques of analysis and evaluation; and knowledge of standardized administrative practices and procedures to conduct studies and recommend solutions to problems.

Factor 2 - Supervisory Controls FL 2-2, 125 Points

The supervisor provides detailed instructions for new assignments. Employee performs routine aspects of the work without instruction or guidance. Work is spot checked for accuracy and compliance with guidelines. Some technical guidance may be provided by more experienced office staff.

Factor 3 - Guidelines FL 3-2, 125 Points

Guidelines consist of a variety of established office procedures, requirements, references, etc. Judgment is required to recognize differences among similar situations, and to locate, identify, select and apply appropriate guidance. The guides can be applied to virtually all given assignments.

Factor 4 - Complexity FL 4-2, 75 Points

Tasks usually involve related and detailed steps, supporting projects carried out by senior employees. The incumbent must recognize differences in existing procedures and applications and make choices from established alternatives.

**Factor 5 - Scope and Effect FL 5-2, 75 Points**

The purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of administrative tasks. Completed assignments facilitate the work of employees within the immediate office.

**Factor 6 - Personal Contacts****Factor 7 - Purpose of Contacts FL 1a, 30 Points**

Contacts are primarily within the office. Contacts are made in order to obtain, clarify, or give facts or information.

**Factor 8 - Physical Demands FL 8-1, 05 Points**

No unusual physical demands are required.

**Factor 9 - Work Environment FL 9-1, 05 Points**

Work is mainly sedentary, in an office or laboratory setting.

TOTAL POINTS - 990

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

**IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

---

[Website Feedback](#)   [About OHRM](#)   [Contact Us](#)   [DOCHROC](#)   [FOIA](#)   [Site Map](#)  
[Privacy Policy](#)   [Commerce Homepage](#)   [Careers at Commerce](#)  
[Commerce Employees](#)   [HR Practitioners](#)