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Trade Specialist 11

GS-1140-11

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

The incumbent is responsible for moderately complex trade development and analysis assignments which operate within conventional practices.

II. MAJOR DUTIES AND RESPONSIBILITIES

Studies and analyzes domestic and foreign trade data to develop information and guidance for client businesses; evaluates economic, market, and other factors affecting trade within an industry or geographic area and contributes to development of trade strategies and positions; coordinates functions involved in government-involved trade events; meets with business and industry representatives to provide export counselling; provides research and other assistance to senior specialists working on trade development programs or negotiating teams.

III. FACTOR LEVELS

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

Knowledge of the dynamics of international commerce including export/import processes, trade finance practices, U.S. and foreign statutory and regulatory provisions, tariff and non-tariff trade barriers, etc.

Knowledge of the economic, market, political and other factors which influence U.S. trade objectives and positions.

Knowledge of agency, government and other programs related to foreign trade.

Knowledge of trade conditions and issues facing one or more U.S. industry sectors, or facing the U.S. generally with respect to one or more key trading partners.

Communications skills sufficient to prepare and deliver effective briefings to managers and clients and to write clear and concise interpretive reports.

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

The supervisor defines continuing areas of responsibility and provides guidance on objectives, policy considerations and resource issues. Employee is expected to plan and execute tasks independently and to generate complete and technically sound work products. Controversial questions, external conflicts, administrative problems and similar matters are discussed with the supervisor.

Factor 3 - Guidelines FL 3-3, 275 pts

Employee observes trade statutes, regulations, agency policies, and various program and functional issuances specific to assignment areas. Individual situations require the employee to apply judgment to interpret and

adapt guidelines.

Factor 4 - Complexity FL 4-4, 225 pts

The employee works on trade programs and problems which require consideration of many different factors and influences. Client businesses may require different approaches to exporting, financing or other functions. Considerable analysis may be required to generate recommended trade positions for assigned industries or countries.

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

The purpose of the work is to plan, develop trade promotion programs and services, and to develop recommendations on trade or negotiating positions and strategies. Work impacts trade plans and activities of U.S. businesses, and contributes to pursuit of agency trade priorities.

Factor 6 - Personal Contacts FL 6-3

Contacts extend throughout the agency; to business and industry officials and associations; to other federal agencies and institutions involved in trade; and occasionally to visiting representatives of Foreign business or governments.

Factor 7 - Purpose of Contacts FL 7-b, 110 pts

Contacts are to obtain and discuss relevant trade information; to advise clients on export strategies and/or government programs; and to implement assignments requiring cooperation of other organizations.

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

No special demands are present.

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

Work is performed in a standard office setting.

Total: 2470 pts

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

IV: UNIQUE POSITION REQUIREMENTS

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