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Trade Specialist 13

GS-1140-13

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 a senior specialist who regularly and independently assumes responsibility for highly complex analytical work addressing critical trade issues and/or for new trade development initiatives in key industries or world regions.

II. MAJOR DUTIES AND RESPONSIBILITIES

Independently performs trade promotion, negotiation, issue and trade policy analysis, and associated functions which address industries and/or markets critical to U.S. trade priorities and objectives. Develops and implements significant new export promotion/facilitation strategies; analyzes key trade and trade policy questions and contributes to significant agency decisions, policy recommendations and international negotiating positions; represents the agency authoritatively to key industry sectors and associations; plans and manages major, high-priority export promotion programs and events which are central to agency trade development objectives.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-8, 1550 pts

Knowledge of the theories, dynamics and practices of international trade, and of the economic, markets, and geopolitical factors underlying such trade.

Knowledge of the roles, responsibilities and programs of trade-involved government agencies.

Ability to effectively and independently analyze, and communicate sound and authoritative recommendations on, highly complex and sensitive trade issues/policies.

Sufficient technical expertise in trade dynamics of one or more major U.S. industries or trading partners to prepare and deliver positions on controversial and high visibility trade issues to the full community of interested organizations.

Strong verbal skills and writing ability, sufficient to speak and write convincingly to audiences including industry, other agency, and foreign representatives with divergent and opposing views on issues communicated.

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

Guidance is provided on broad assignment objectives and policy considerations, and on unusually complex and/or controversial assignment aspects. Employee works independently, and is expected to generate finished work products subject only to administrative review. Employee speaks authoritatively for the organization on all matters within scope of assignments.

Factor 3 - Guidelines FL 3-4, 450 pts

Guidelines include trade statutes and regulations, U.S. and agency policies and priorities impacting assignment areas, and the many economic, market and other variables which characterize assigned industries, countries or programs. These guidelines provide an operating framework within which the employee applies creativity, judgment, and recognized expertise to add new or extend existing U.S. trade positions.

Factor 4 - Complexity FL 4-5, 325 pts

The incumbent must consider, assess and frequently reconcile numerous and diverse variables and interests in developing trade strategies, programs and positions. Issues faced require extensive analysis, and decisions and recommendations reflect the need to balance empirical trade information with interpretation and prediction of influences of economic, market, political and other events.

Factor 5 - Scope and Effect FL 5-5, 325 pts

The purpose of the work is to improve the trade posture of U.S. business and industry through increased exports, favorable trade agreements, improved competitiveness, new market penetration and improved world market positions to which the employee contributes substantially.

Factor 6 - Personal Contacts FL 6-3

Contacts extend to all levels of the employing organization; other trade involved federal agencies and institutions; state and local governments; key officials of U.S. businesses and of business/industry associations; and to representatives of foreign governments and/or business significant to the area of assignment.

Factor 7 - Purpose of Contacts FL 7-C, 180 pts

Contacts are to distribute or present key positions, programs and recommendations of the unit; to explore cooperative trade initiatives; to negotiate or prepare for negotiation of bilateral and multilateral agreements; to persuade trading partners to comply with agreements or to work with U.S. businesses; and to authoritatively advise U.S. firms regarding trade strategies. Contacts frequently require high levels of tact, persuasiveness and diplomacy, due to delicate international relationships and/or sensitive trade issues.

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 typically performed in a standard office setting.

Total: 3290 pts

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

IV. UNIQUE POSITION REQUIREMENTS

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