**Position Description**

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Expiration (Show any positions replaced)
In lieu of PD# 98F087

15. Classified/Graded by
- Office of Personnel Management
- Department, Agency or Establishment
- Second Level Review
- First Level Review
- Recommended by Supervisor or Initiating Office

Official Title of Position
ENTOMOLOGIST
Pay Plan
GS 0414 (14)
Grade
05
Date
7/7/11

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Health and Human Services
- First Subdivision
  Office of the Regional Food and Drug Director
- Second Subdivision
  Food and Drug Administration
- Office of Regulatory Affairs
  Field Laboratory
- Fifth Subdivision
  Office of Regulatory Affairs
- Fourth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

21. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. Typed Name and Title of Official Taking Action: Frances Reynolds, Human Resources Specialist, BCSD

22. Position/Classification Standards Used in Classifying/Grading Position
USOPM Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 (9/2005)

23. Position Review
- Male
- Initials
- Date
- Initials
- Date
- Initials
- Date
- Initials
- Date
- Initials
- Date

24. Remarks
BUS: 0078
Promotion Potential to GS-12 PD# 11F0288

25. Description of Major Duties and Responsibilities (See Attached)

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Previous Edition Usable 5008-105

Off 8 (Rev. 1-90)
U.S. Office of Personnel Management
FPM Chapter 295
ENTOMOLOGIST
GS-0414-05

INTRODUCTION

This Entomologist represents the basic trainee position for a GS-5/7/9/11/12 career ladder in an FDA/OR A Field laboratory. The incumbent is eligible for non-competitive promotion dependent upon meeting applicable qualification requirements and satisfactory demonstration of the ability to perform the duties at the GS-7 level. The incumbent, as a part of a planned career development, receives formal and on-the-job training, working with and assisting senior Entomologist and/or Scientists. As a trainee, the incumbent performs duties that are designed to orient the Entomologist to the mission and work of a field laboratory.

MAJOR DUTIES

- Assignments are similar to those assigned to nonprofessional employees, but such tasks are primarily for familiarization purposes.

- Receives formal and on-the-job training in the functions and operations of the organization, agency policies and regulations, the specialty area with which the laboratory is concerned, established analyses and tests performed in the laboratory, and the operations and calibration of common analytical instruments.

- Performs less difficult, routine, limited entomology and tests on food, drugs, and raw materials to detect contamination resulting from insanitary plant practices, pollution, food decomposition, etc.

- Performs routine calculations such as determining concentration or the amount of a substance in total sample based on an analysis of a known portion of the sample.

- Writes a laboratory report identifying the sample and showing the method used and results obtained.

- Participates in firm inspections with an experienced investigator and/or regulatory scientist in a training capacity to assist, observe and evaluate manufacturing processes, practices and conditions.

Factor 1 - Knowledge Required by the Position (FL 1-5 = 750 points)

Professional knowledge of Entomology, theories, and practices as would typically be acquired through a bachelor’s degree program sufficient to perform trainee-level duties of the position to which assigned.

Skill in applying the scientific knowledge in carrying out elementary assignments, operations, or procedures.
Factor 2 - Supervisory Controls (FL 2-1 = 25 points)

The supervisor assigns the work with clear, specific, and detailed instructions as to the methods, procedures, and guidelines to use. The trainee strictly follows the instructions, referring to the supervisor or a higher level scientist in the laboratory any matter not covered in the instructions or guidelines. The work is reviewed in progress and upon completion for technical accuracy, adequacy, and compliance with the instructions and established procedures.

Factor 3 - Guidelines (FL 3-2 = 125 points)

The guidelines include standard science references, established operating procedures, and directives which are specific and directly applicable to the work. The trainee strictly adheres to the guidelines, referring any deviation for authorization to the supervisor or a higher level Entomologist in the laboratory.

Factor 4 - Complexity (FL 4-2 = 25 points)

Assignments consist of specific, well-defined, routine duties involving well-established analyses and tests that are designed to orient the Entomologist in the work and mission of the laboratory. The specific analyses and tests are easily determined, differing only with respect to the substances involved and the determinations to be made.

Factor 5 - Scope and Effect (FL 5-1 = 25 points)

The purpose of the work is to orient the trainee in the mission and work of the laboratory. The work efforts facilitate the work of other scientists in the laboratory.

Factor 6 - Personal Contacts (FL 6-1 = 10 points)

The personal contacts are with scientists and science technicians within the laboratory.

Factor 7 - Purpose of Contacts (FL 7-1 = 20 points)

The personal contacts are to report the results and receive assistance from other scientists on how to perform the work.

Factor 8 - Physical Demands (FL 8-2 = 20 points)

The work requires prolonged standing, lifting of large or heavy samples or equipment. Work may involve exposure to chemical and biological hazards that may require special safety precautions. The Entomologist may need to use protective clothing and equipment. Persons with physical limitations may, as appropriate, be accommodated by other employees.

To perform the work of the position, the employee must possess a valid driver's license in order to drive a Government or privately owned motor vehicle to inspections and investigations.
Candidates for this position must complete a statement regarding their physical ability and may be required to undergo physical examination because the position requires:

- the need to work long and unscheduled hours;
- exposures to all kinds of extremes of weather and noise;
- the need to lift heavy objects up to 50 pounds, walk, bend, stand, stoop, kneel, and climb;
- the need to meet the vision, hearing and olfactory requirements necessary to perform the work of the position; and
- the need to travel, as required by management needs, may require the incumbent to be away from the regular duty station for up to two to three weeks at a time.

**Factor 9 - Work Environment (FL 9-2 = 20 points)**

The work involves regular and recurring exposure to irritant chemical and biological hazards. Special safety precautions are required, and the Entomologist may be required to use protective clothing and gear such as a laboratory coat, safety glasses, latex gloves, mask, etc.

When serving as an Investigator, inspection and sample collection duties are performed either inside buildings and other structures, outdoors or both depending on the type and location of the facility. As a consequence, employees are exposed to a variety of environmental conditions including extremes of heat, cold or humidity; excessive noise; excessive dust; uneven surfaces and slippery floors; and extremely adverse conditions during natural and other disasters such as floods, fires, hurricanes, etc. During these periods, employees must eat and sleep in primitive conditions with little or no privacy. As Investigators, incumbents must travel into and work in areas that have been the subject of violence and that are otherwise considered unsafe.

**TOTAL POINTS:** 1020  
**GRADE CONVERSION:** GS-05 (855-1100 point range)

**Reference:** USOPM Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 (9/2005)
Bethesda Client Services Division
Fair Labor Standards Act (FLSA)
CHECKLIST

Date: 7/14/2011
A. REQUIRED POSITION INFORMATION:
Position Title: Entomologist
Pay Plan/Series/Grade: GS-414-5 & GS-7 (e.g. GS-0301-12)
Organization: HHS, FDA, ORA, ORFDD, Field Laboratory
Any Field Laboratory
Administrative Code: (e.g. GAGA)
PD Number: UFD24 (e.g. HQ1234)

B. NON-EXEMPT CRITERIA (5 CFR 551.203)
[ ] Position classified at GS-04 or below
____ Meets one of the requirements for nonexempt.
Explain:

C. EXEMPTION CRITERIA
1. Executive Exemption Criteria (5 CFR 551.205)
[ ] A. Primary duty of position is management or supervision.
____ Meets requirements of management or supervision position.
OR
[ ] B. Meets 80% Test (Alternate to A. - applies to certain positions only).
____ Meets requirement of 80% Test
Explain:

2. Administrative Exemption Criteria (CFR 551.206)
[ ] A. Primary Duty is Management, General Business Functions, or Supporting Services.
____ Meets requirements of Administrative Exemption Criteria
OR
[ ] B. Meets 80% Test (Alternate to A. - applies to GS-05 and GS-6 - see below).
____ Meets 80% Test
Explain:

3. Professional Exemption Criteria (5 CFR 551.207, 208, 209, 210)
[ ] A. Primary Duty is Work Requiring Advanced* Knowledge in a Field of Science or Learning. Note: "Advanced" means education above high school level.
OR
[ ] B. Meets 80% Test (Alternate to A. - applies to GS-05 and GS-6 - see below).
Explain:

D. FINAL DETERMINATION (Circle One):

Non-Exempt Exempt

Name and Title of Immediate Supervisor
David K. Elder, Acting Deputy Associate Commissioner
For Regulatory Affairs for Field Operations

Name and Title of BDS Classifier
Frances Reynolds

Date 7/14/2011

Date 9/17/08