

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☐ Hdqtrs ☒ FieldExplanation *(Show any positions replaced)*NPS Standard Position Description
Resources Careers

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

10. Position Status

☒ Competitive
☐ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

9. Subject to IA Action

☒ Yes ☐ No

13. Competitive Level Code

14. Agency Use

*R01

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

Archivist

GS

1420

05

d. First Level Review

e. Recommended by Supervisor or Initiating Office

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

Archivist

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

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

Signature of Employee *(optional)*

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.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

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

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position

See Classification Evaluation Statement for Standards Used to Grade this Position.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

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

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Archivist
GS-1420-05**

Introduction

As a trainee, the incumbent performs duties designed to orient the employee in the application of academic theories and basic principles to natural and/or cultural resources work. Some assignments are similar to those assigned to nonprofessional employees, but such tasks are primarily for training purposes, and, in some cases, to relieve higher-grade professionals of routine work. This position prepares the incumbent to exercise the responsibilities and perform the wide range of duties as reflected in the position description at the full performance level.

Major Duties (80-100%)

Receives formal and on-the-job instruction and training designed to familiarize incumbent with functions and operations of the organization, and to provide experience in the practical application of basic natural and/or cultural techniques and concepts.

As a trainee, performs duties that are designed to orient the employee to NPS programs, and is provided training in the basic concepts, regulations, policies, guidelines, and practices associated with natural and/or cultural resources. Assignments are designed to provide experience in the application of principles, procedures, and work techniques to actual operating situations.

Accompanies and observes higher-graded employees and/or the supervisor in their presentation of briefings, lectures, multi-media shows, etc. Assists in complex presentations and may be required to conduct simple presentations.

Researches technical reports or other documents to obtain information for higher graded professionals. Assists in the preparation of graphs, charts or tables for use by others. Applies basic formulas to routine calculations. May be required to draft text for inclusion in documents.

Factor 1. Knowledge Required by the Position Level 1-5; 750 points

Professional knowledge of natural and/or cultural resources comparable to a pertinent bachelor's degree program which would enable the incumbent to perform trainee-level duties.

Ability to communicate both verbally and in writing in order to explain procedures, regulations and findings, and to draft letters, memoranda, sections of reports, etc.

Factor 2. Supervisory Controls Level 2-1; 25 points

Works under the close supervision of a higher-graded employee who assigns work on

the basis of specific and detailed instructions as to what is required.

The supervisor is frequently consulted on matters not specifically covered in the original instructions or guidelines. Work is reviewed in progress and on completion for technical accuracy and conformance with instructions.

Factor 3. Guidelines Level 3-1; 25 points

Guidelines include technical manuals, directives, instructions, and criteria that are detailed and directly applicable. Incumbent works in strict adherence to the guidelines, consulting the supervisor before any deviations are made.

Factor 4. Complexity Level 4-2; 75 points

Assignments consist of specific, often related tasks, designed to orient the trainee in the practical application of theory and basic principles associated with natural and/or cultural resources work. These tasks usually consist of routine and detailed work involved in projects of higher-graded professionals.

Factor 5. Scope and Effect Level 5-1; 25 points

The purpose of the work is to orient the trainee in the practical application of academic theory and basic principles of professional natural and/or cultural resources work. The effect of the work is to facilitate the work of higher-graded professionals within the immediate office.

Factor 6. Personal Contacts Level 6-1; 10 points

Contacts are with higher-graded professionals, technicians, and other co-workers within the immediate office and related units.

Factor 7. Purpose of Contacts Level 7-1; 20 points

Contacts are for the purpose of obtaining or giving information directly related to the work.

Factor 8. Physical Demands Level 8-2; 20 points

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; and, recurring lifting of moderately heavy items.

Factor 9. Work Environment Level 9-1; 5 points

Work is performed both indoors and occasionally outdoors with moderate risks.

Total Points 955