

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

1. Agency Position No.

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

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

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

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

11. Position Is

☐ Supervisory☐ Managerial☒ Neither

12. Sensitivity

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

13. Competitive Level Code

14. Agency Use

*R02

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

07

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 13 0 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-1420-07

Introduction

This is an advanced trainee position. Developmental assignments are designed to prepare the incumbent for higher-graded positions in the career ladder. 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. The purpose of the position is to prepare 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 advanced formal and on-the-job instruction and training designed to familiarize incumbent with functions and operations of the organization, and to provide additional experience in the practical application of basic natural and/or cultural techniques and concepts.

Through independent study, developmental assignments, literature review, on-site studies, and fieldwork, the incumbent expands his/her knowledge about the natural and cultural resources of the park and the National Park Service and related state and local parks and institutions. For example, the incumbent may study the history of discipline-specific scientific thought, studies and theories applicable to that park; and participate in archeological field studies, geologic mapping, consultations with Native Americans, water quality investigations, etc., as appropriate.

Seeks training opportunities and educational activities that will increase his/her knowledge and understanding of the park's resources in the context of the natural environment or the historical and cultural setting.

As assigned, writes text and/or prepares illustrations as input to projects of higher-graded professionals. Writes letters in response to inquiries about the park and its resources, basing responses on knowledge of park and Servicewide policy, park files, prior research, and other sources.

In carrying out the principal day-to-day duties, incumbent is responsible for monitoring and reporting on the condition of the resources of the park. Observes or identifies park resources problems or potential problems that can be corrected or mitigated by immediate attention. With respect to more complex problems, incumbent recommends and/or may participate in the development and implementation of plans to address the problems. Some examples of the resources conservation and management tasks and/or developmental assignments of the incumbent include:

- Collecting field data contributing to the basic natural or cultural resources inventory of a park or a monitoring program to assess status and trends of resources condition. Identifying species, cultural objects or sites, measures abundance or condition, environmental parameters, etc., using technical instruments, manuals, protocols, and knowledge of the resources. Measuring and reporting on impact and effectiveness of management actions that affect resources, such as

restoration programs, park developments, visitor dispersal strategies, etc.

- Drafting workplans and implementation strategies. Accomplishing small or simple restoration or mitigation actions, or participating as a member of a team accomplishing more complex projects; projects would include erosion control, revegetation, conservation of historic objects, archaeological reconnaissance, oral histories, etc.
- Investigating cultural sites, natural resources, historic scenes, and subjects not documented in park files to a level adequate to identify, protect or interpret them properly; assist in coordinating the work of visiting professionals from various NPS offices and professionals under contract in natural or cultural resources management disciplines.

Factor 1. Knowledge Required by the Position Level 1-6; 950 points

Professional knowledge of natural and/or cultural resources, principles, and concepts as would be acquired by possession of one full year of graduate-level education or superior academic achievement and/or comparable experience; as well as the ability to apply standard practices, methods, and techniques which have been supplemented by skill gained through job experience to permit independent performance of recurring assignments.

Ability to communicate orally and in writing in order to receive and act on assignments, distribute information to others, and present findings of analyses.

Factor 2. Supervisory Controls Level 2-2; 125 points

Supervisor makes assignments and provides specific instructions as to the objectives, scope, and procedures to be used. Incumbent works independently on repetitive features of assigned portion or minor phases of a larger assignment. Incumbent frequently contacts the supervisor or higher-graded professional responsible for the larger assignment to obtain guidance or decisions on any deviations, unanticipated problems or unusual situations. Completed work is reviewed for accuracy and adherence to instructions and standard practices. Review of work increases with more difficult assignments when they differ from those previously performed.

Factor 3. Guidelines Level 3-2; 125 points

Guidelines include technical manuals and journals, directives, NPS policy statements, and other precedent decisions. Such guidelines are detailed and are usually directly applicable to individual assignments. Incumbent exercises some judgment in selecting appropriate guidelines and deciding among alternative approaches. Situations where existing guidelines are inadequate are referred to the supervisor or higher-graded professional for advice and assistance.

Factor 4. Complexity Level 4-3; 150 points

Assignments consist of varied projects which are intended to provide diversified experience as a foundation for future project responsibility of greater scope, difficulty or magnitude. Assignments are typically screened to eliminate difficult or unusual problems. Assignments require familiarity with and use of standard principles, methods, and practices to solve relatively limited professional problems.

Factor 5. Scope and Effect Level 5-2; 75 points

The purpose of the work is to conduct routine investigations, identify and catalogue resources, assist

higher-graded professionals in the performance of their work, and develop analytical and judgment skills by working on cases or projects. Work efforts have an impact on the planning and management of the park's natural and/or cultural resources.

Factor 6. Personal Contacts Level 6-2; 25 points

Contacts are with employees in the immediate unit, counterparts in other units, and outside contacts as assigned by the supervisor.

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

Contacts are established to obtain advice and direction and report on findings involving specific assignments.

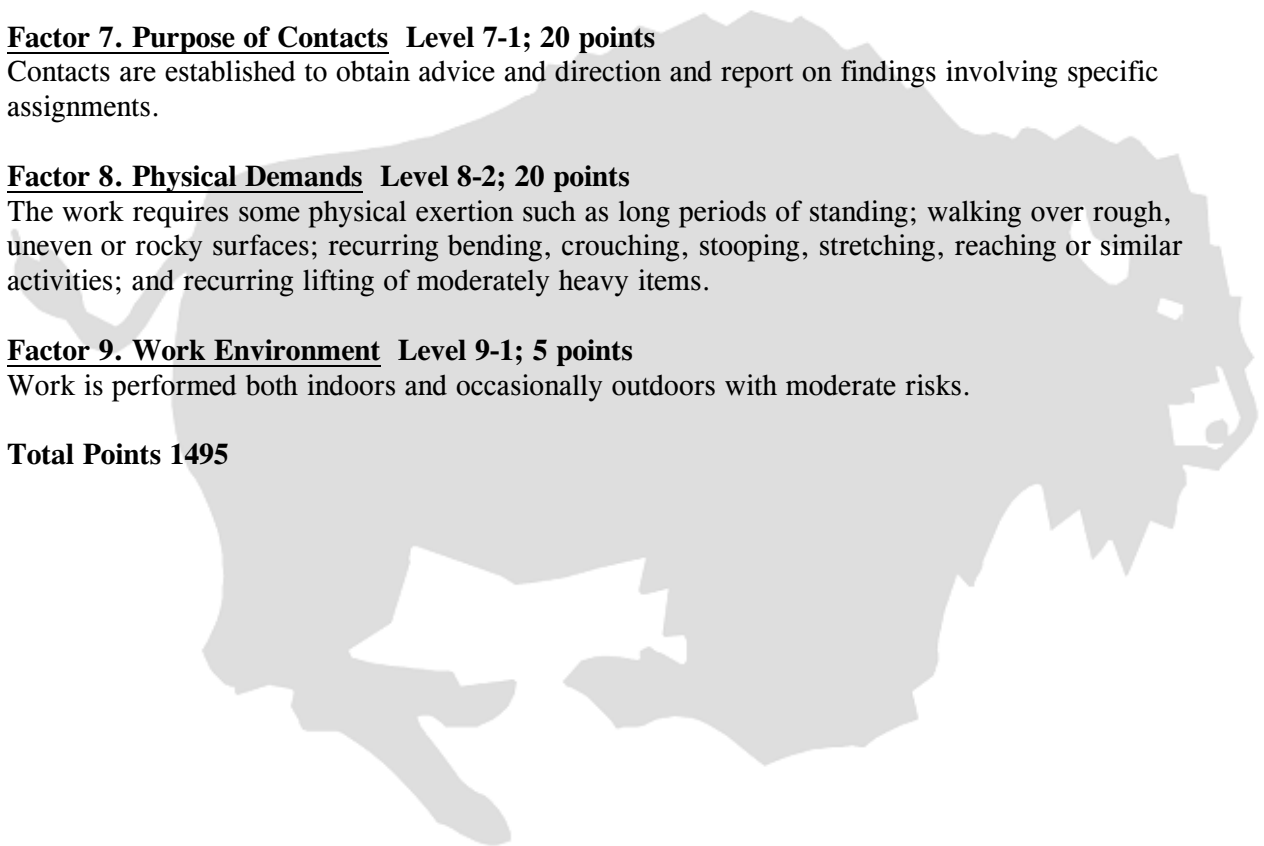
Factor 8. Physical Demands Level 8-2; 20 points

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 1495



Resources Careers