

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment	3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location Bethesda, Maryland	5. Duty Station Bethesda, Maryland	1. Agency Position No. CZ0368
Explanation>Show any Position replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required Executive Personnel Employment and Financial Disclosure <input type="checkbox"/>	6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>	11. Position 6 Supervisory Managerial Other 8	9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		12. Sensitivity 1- Non-Sensitive 2- Noncritical 3- Critical Sensitive 4- Special Sensitive	13. Competitive Level Code 817-	14. Agency Use

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	Biologist (Research Assistant)	GS	401	7		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Intergov. Office						

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

18. Department, Agency, or Establishment Department of Health and Human Services	c. Third Subdivision Center for Cancer Research
a. First Subdivision National Institutes of Health	d. Fourth Subdivision
b. Second Subdivision National Cancer Institute	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

a. Typed Name and Title of Immediate Supervisor

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.

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

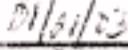
Signature Date Signature Date

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

Donna Strong, Team Leader/HR Specialist, DHRO, NIH

Signature Date

22. Position Classification Standards Used in Classifying/Grading Position Grade Eval Guide for Aid & Tech Work in the Bio Sciences, GS-400, dtd 12/62; Microbiology Series, GS-0403, dtd 12/91; Intro to PCSs, dtd 1/90.

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
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks

*Low Risk Public Trust Position/Security Access O/NACI required.

Position has promotion potential to GS-401-11 (GS-9 PD# CZ0367, GS-11 PD# CZ0366)

BUS: 7777

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

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