

POSITION DESCRIPTION (Please Read Instructions on the Back)

ORIGINAL

1. Agency Position No.
00211001

Submission on <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/>	3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field <input checked="" type="checkbox"/>	4. Employing Office Location CLNC	5. Duty Station	6. OPM Certification No. 452	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		13. Competitive Level Co 0100
Amendment #2 PD# 00211001 Supervisor Chemist PS-1320-11		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive	
15. Classified/Graded by		Official Title of Position BUS 8888	Pay Plan GS	Occupational Code 1320	Grade 11

a. U.S. Office of Personnel Management	b. Department, Agency or Establishment	c. Second Level Review	d. First Level Review Supervisory Chemist	e. Recommended by Supervisor or Initiating Office	Initials R	Date 11/26/90
16. Organizational Title of Position (if different from official title)			17. Name of Employee (if vacant, specify) Compliment			

18. Department, Agency, or Establishment Marine Corps Base, Camp Lejeune, NC	c. Third Subdivision Environmental Quality Monitoring Branch
a. First Subdivision Environmental Management Department	d. Fourth Subdivision Environmental Quality Analysis Section
b. Second Subdivision Hazardous Waste & Pollution Control Division ENV COMPL DIV	e. Fifth Subdivision

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

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 Danny D. Sharpe Director, HWPCD	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature Danny D Sharpe	Signature
Date 8 NOV 90	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.

22. Position Classification Standards Used in Classifying/Grading Position
Amend #1 has no change in classification

21. Typed Name and Title of Official Taking Action
Mary Radabaugh
Principal Classifier

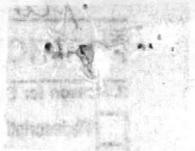
Signature
Mary Radabaugh

Date
11/26/90

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Please add the following statement to the PD: The incumbent of this position must file a financial disclosure report, Confidential Statement of Affiliations and Financial Interests (DD Form 1555) in accordance with the requirements of BaseBul 5370 and 5370.3

ORIGINAL



Handwritten text, possibly a signature or name, located in the lower left quadrant.

Functional Class Code 31

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 00211001

2. Reason for Submission: Reassignment, New, Other, Reclassification (Show any positions replaced)

3. Service: Dept'l, Field

4. Employing Office Location: EXEC, Nonexempt

5. Duty Station: _____

6. CSC Certification No.: _____

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Employment/Financial Stmt Required: Yes, No

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify) BUS 3888

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: Critical, Noncritical, Nonsensitive

13. Competitive Level Code: _____

14. Agency Use: _____

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Supervisory Chemist	GS	1320	11	RD	2/23/87
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacancy, specify): Complained

18. Department, Agency, or Establishment: Marine Corps Base, Camp Lejeune, NC

c. Third Subdivision: Environmental Quality Monitoring Branch

a. First Subdivision: Environmental Management Department

d. Fourth Subdivision: Environmental Quality Analysis Section

b. Second Subdivision: Hazardous Waste & Pollution Control Division ENV COMPL DIV

e. Fifth Subdivision: _____

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

Signature of Employee (optional): _____

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: DANNY D. SHARPE, Supvy Ecologist

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): J. I. WOOTEN, Dir, NREAD

Signature: Danny D. Sharpe, Date: 2-13-87

Signature: J. I. Wooten, Date: 2-13-87

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position: * Amend #1 has no change in classification.

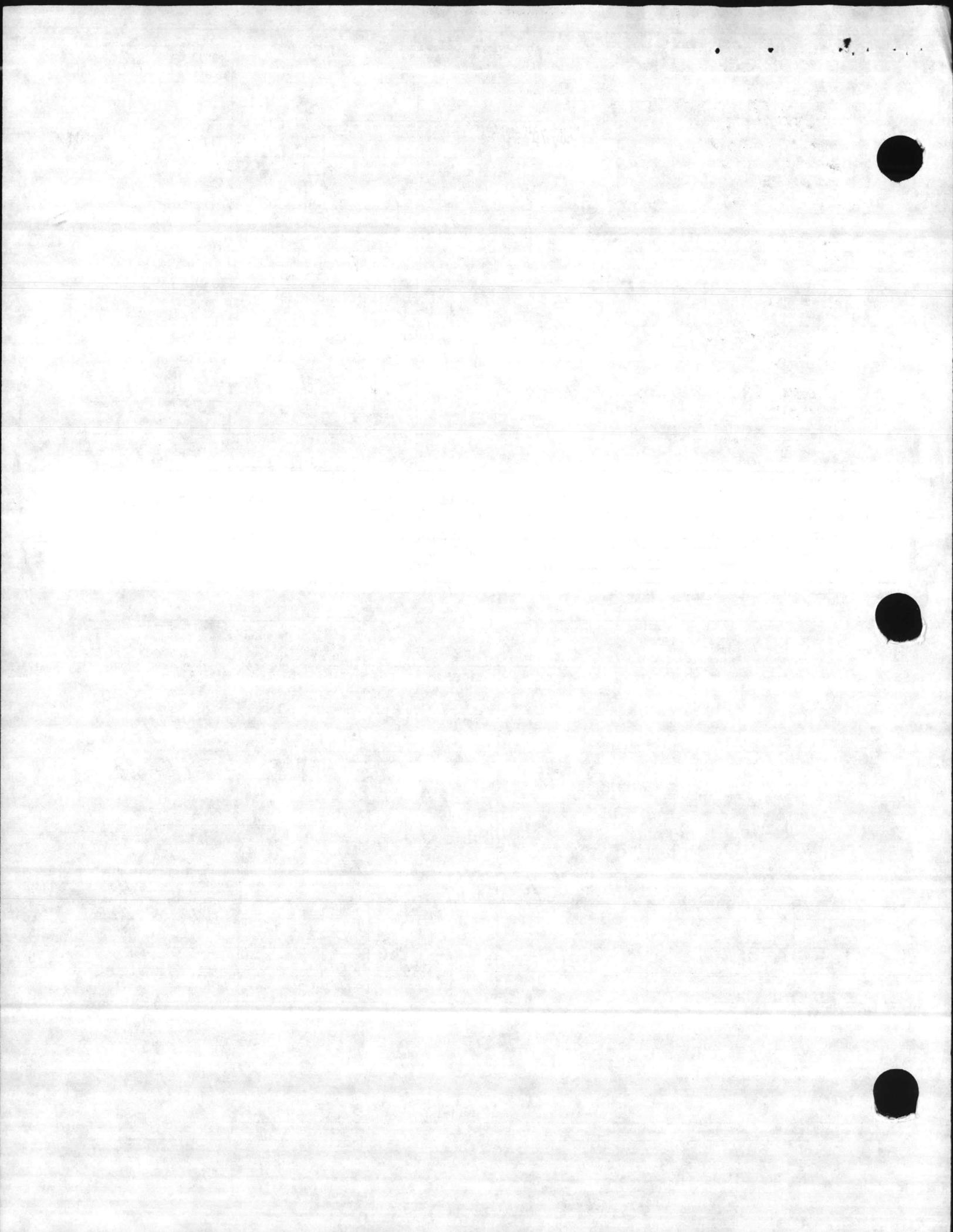
MARY RADABAUGH
CLASSIFICATION SUPERINTENDENT

Signature: Mary Radabaugh, Date: 2/23/87

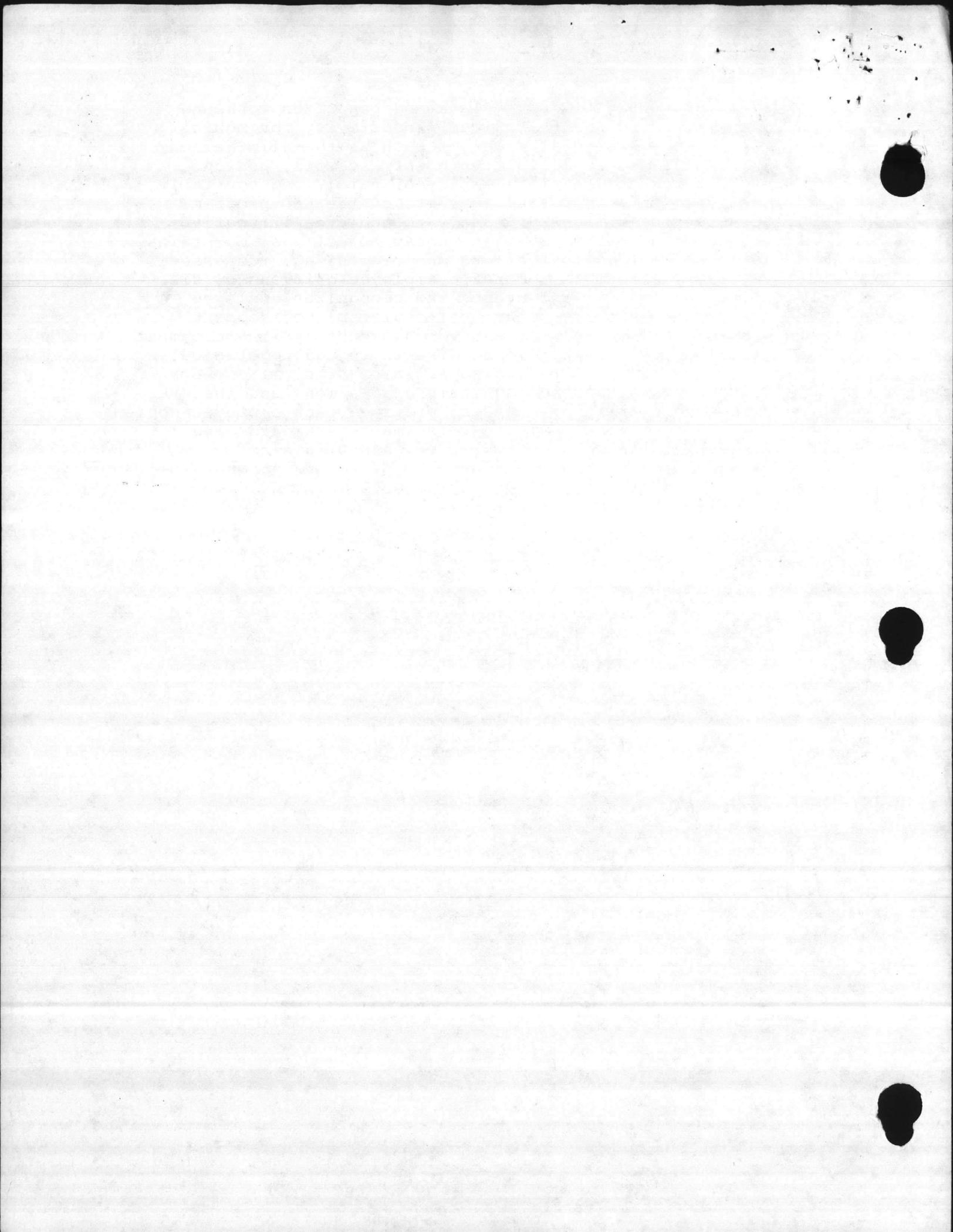
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption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

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: Not Valid PD needs re-eval



SUPERVISORY RESPONSIBILITIES: Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste, and abuse in government; selects, assigns, appraises, trains and develops employees fairly and equitably, adhering to the principles and concepts of the EEO program, always considering actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances, discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee copies of position description (PD) and performance standards and discusses such with employees; prepares appraisals as required in a timely manner; ensures PD of record accurately describes duties of both self and employees.



POSITION DESCRIPTION (Please Read Instructions on the Back)

ORIGINAL

1. Agency Position No. **00211001**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) PD# 12229001 Supervisory Chemist GS-1320-10		3. Service New <input type="checkbox"/> Dept'l <input type="checkbox"/> Field <input checked="" type="checkbox"/>		4. Employing Office Location Camp Lejeune, NC		5. Duty Station		6. CSC Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> EXEC Exempt <input type="checkbox"/> Nonexempt		8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify) BUS 8888		11. Position is <input checked="" type="checkbox"/> Suprvsry <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by		Official Title of Position	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	<i>Supervisory Chemist</i>	<i>65</i>	<i>13.30</i>	<i>11</i>	<i>MB</i>	<i>1/8/87</i>
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____
 17. Name of Employee (if vacancy, specify) **Elizabeth Betz**

18. Department, Agency, or Establishment Marine Corps Base, Camp Lejeune, NC		c. Third Subdivision Environmental Quality Monitoring Branch	
a. First Subdivision Environmental Management Department	d. Fourth Subdivision <i>Environmental Quality Analysis Section</i>		e. Fifth Subdivision
b. Second Subdivision Hazardous Waste & Pollution Control Division ENV COMD OLV			

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. _____
 Signature of Employee (optional) *Elizabeth A Betz*

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 D.D. SHARPE, Supvy Ecologist		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) J.I. WOOTEN, Dir, NREAD	
Signature <i>D.D. Sharpe</i>	Date 25 NOV 86	Signature <i>J.I. Wooten</i>	Date 25 Nov 86

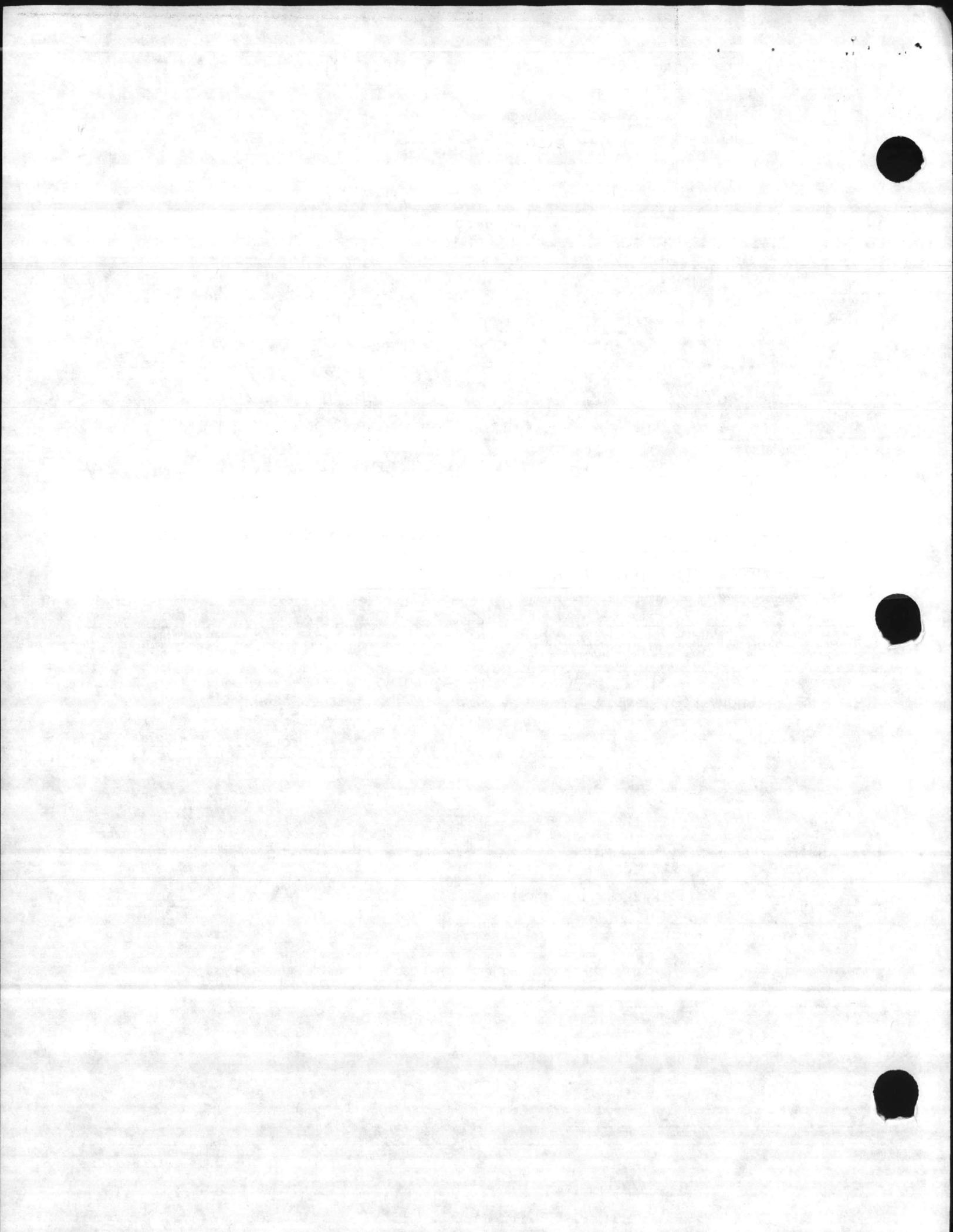
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards. _____
 22. Standards Used in Classifying/Grading Position
Proj Chemist 65-1320

By **MARY RADABAUGH**
 CLASSIFICATION SUPERINTENDENT
 Signature *Mary Radabaugh* Date **1/8/87**

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 Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks _____



*Environmental Compliance Division
Compliance/Monitoring Branch
Environmental Quality Analysis Section*

Amend #1
I. INTRODUCTION. The incumbent directs the operation of the Environmental Chemistry and Microbiology Laboratory Section (ECML) of the Soil, Water and Environmental Branch, ~~Natural Resources and Environmental Affairs Division (NREAD), Facilities Department, Marine Corps Base, Camp Lejeune.~~ ^{Management Department (Camp)} The ECML is a comprehensive environmental control laboratory capable of performing a broad range of analysis of wastewater, potable water, groundwater, hazardous wastes, toxic chemicals, industrial wastes, soil and other substances. Position is nonsensitive for security clearance purposes. *The incumbent of this position must file a financial disclosure report, Confidential Statement of Affiliations and Financial Interests (DD Form 1555) in accordance with the requirements of BASEOul 5370 and MCO 5370.3.*

- Performs chemical, physical and bacteriological analysis of a wide range of substances to provide information requested, required to solve problems, and/or required for submittal of reports to environmental or public health agencies. Work performed includes the following:

(1) Determining the specific data needed/required and determining, adapting and modifying the approaches, methods and procedures for obtaining the data.

(2) Performing or directing others in the analysis or testing of substances which includes use of both wet laboratory procedures and instrumental analysis such as gas chromatography and atomic absorption spectroscopy.

(3) Ensuring quality control for work performed by other analysts.

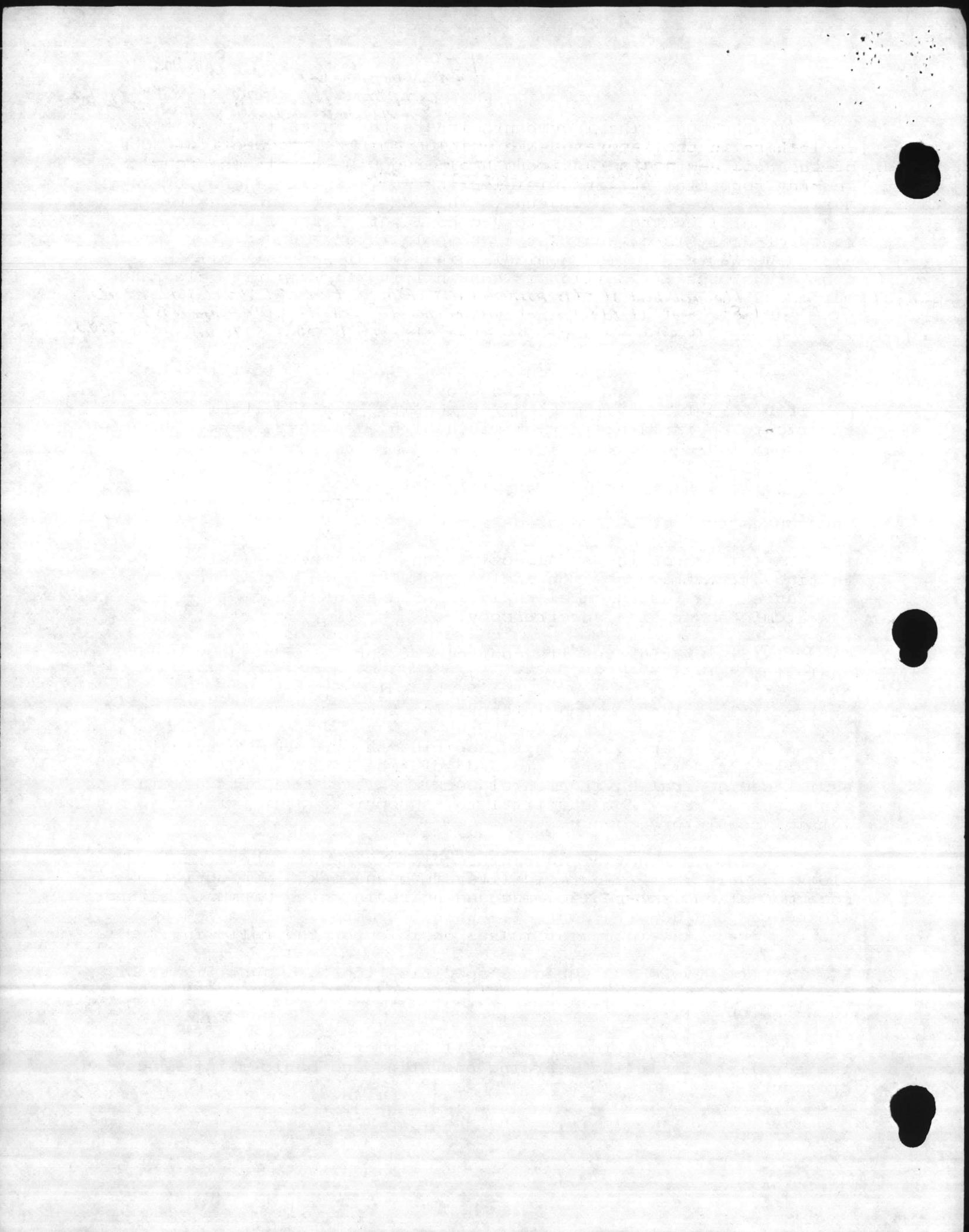
(4) Evaluating and interpreting the results.

(5) Preparing reports describing the results, conclusions and, if appropriate, a recommended solution to technical assistance/general environmental work problems. Reports are in final format ready for submittal to appropriate officials or outside regulatory agency.

- Keeps abreast of current regulatory requirements, methodology manuals, and scientific literature and makes appropriate recommendations for replacement and upgrading of equipment, methods, procedures and quality control. When new methods or equipment are required, the incumbent is responsible for the following:

(1) Developing purchase specifications and justifications for new equipment for supervisor's approval and incorporation in NREAD budget.

(2) Coordinating the installation of new equipment with the supplier, including learning operating and basic maintenance procedures.



(3) Developing procedures and quality control guidelines for others in the laboratory to operate the new equipment and/or perform the new method(s) including modifying the methods required to meet specific local requirements.

(4) Training other employees in the operation of the equipment or performance of the method(s) and

(5) Operating/performing and directing others in operating/performing of the equipment/method for analysis and testing.

- Provides professional and technical services during implementation of the installation Hazardous/Toxic Materials Spill Contingency Plan. Is responsible for:

(1) Providing technical support for identification and/or determination of handling characteristics of spilled chemicals and hazardous/toxic materials.

(2) Developing procedures for and assisting in the pre-treatment of spill residues required for neutralization and safe disposal, and

(3) Providing post spill monitoring of soil and ground-water for contamination.

- Serves as point of contact with the North Carolina Division of Health Services on matters pertaining to the monitoring and related reporting in the installations potable water supply and on matters pertaining to the analysis and identification of hazardous wastes required by the Safe Drinking Water Act and the Resources Conservation and Recovery Act, respectively.

- Serves as point of contact with the North Carolina Division of Environmental Management on matters pertaining to environmental monitoring and reporting required by the base National Pollutant Discharge Eliminations Systems permit issued pursuant to the Federal Clean Water Act.

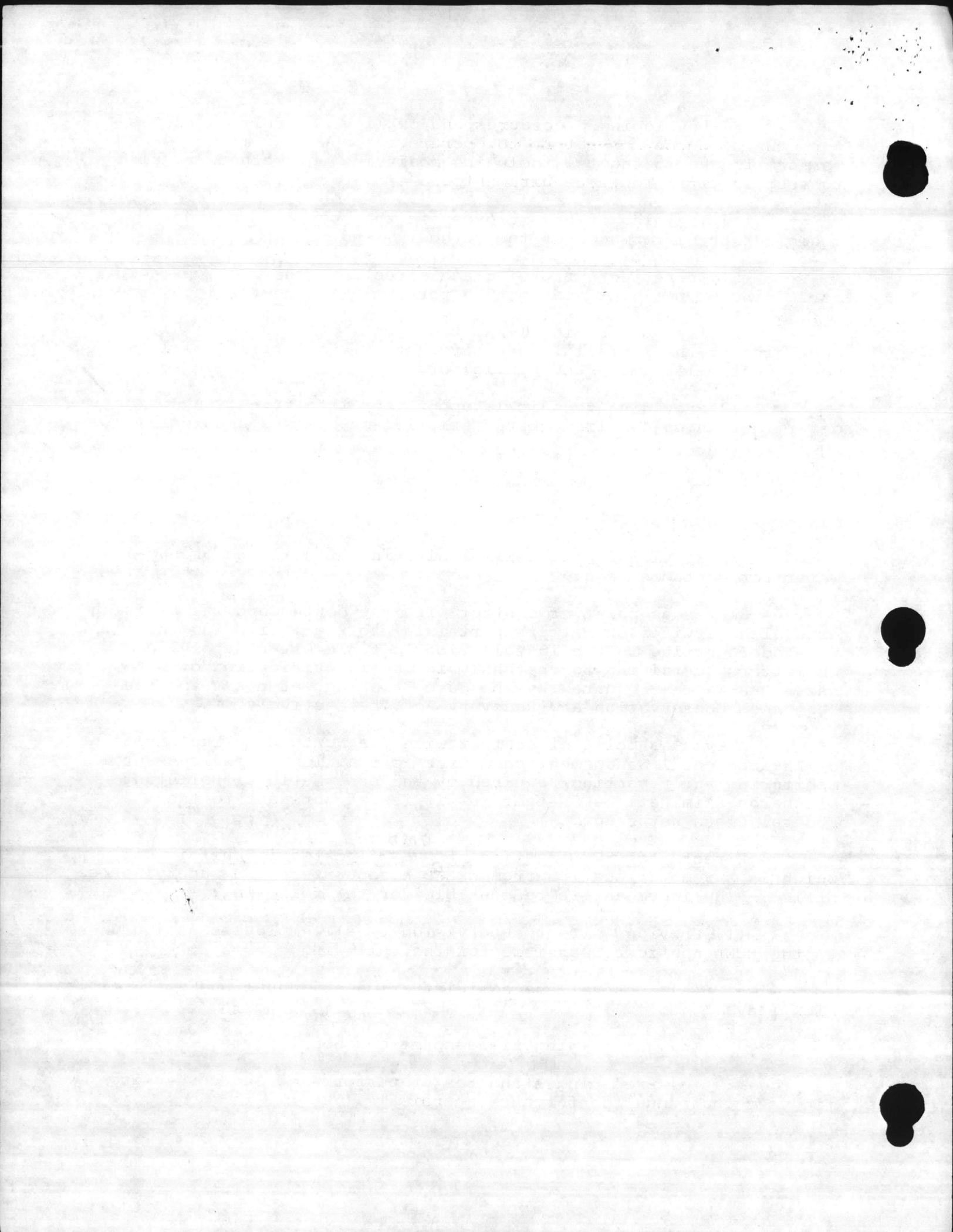
- Directs the ECML Section of ^{EMD} NREAD located in Building 65 which is a remote location from ^{EMD} NREAD headquarters and supervisor's office. The incumbent is responsible for the following:

(1) Provides direct supervision to all employees assigned to the ECML and is responsible for the following:

(a) Approval and administration of annual and sick leave.

(b) Maintaining time and attendance reports.

(c) Preparing standards of performance and conducting mid-year and annual performance appraisals.



(d) Identifying and implementing personnel training required to achieve ECML Section functions.

(e) Making recommendations for periodic employee step increases.

(f) Ensuring compliance with base personnel policies and procedures for Equal Employment Opportunity, employee conduct, labor relations, etc.

Personnel assigned to the lab include: one GS-9, environmental control specialist, PD# 12356, one GS-7, physical science technician, PD# 10601, two GS-6, physical science technicians, PD#'s 11570 and 11571. Periodically, temporary and intermittent employees are assigned to the laboratory as workload dictates.

(2) Develops and submits budget submissions for the ECML Section for inclusion in the various ~~NREAD~~ budget submittals and annual operational plans. *Em D*

(3) Serving as property officer for garrison and plant account property assigned to the ECML Section.

(4) Inventorying and ordering supplies and equipment required for laboratory operation.

(5) Maintaining official files and records generated within the ECML Section.

Supervisory Responsibilities: See Amend #1
III. FACTORS.

1. Knowledge Required by Position:

- Professional knowledge of chemical principles, theories, practices and established methodology sufficient to perform the full range of duties involved in the chemical and physical analysis of various substances including wastewater, drinking water, hazardous chemicals, hazardous wastes, soil and other substances and to provide information pertinent to sewage disposal, industrial waste pretreatment and disposal, hazardous waste disposal, drinking water treatment, groundwater quality monitoring and protection, public health protection, and compliance with Federal and State environmental regulations. Frequently these programs and problems involve chemical and physical analysis for which established methods and procedures are not completely applicable. This is especially critical in the unusual and unique requirements for analysis of suspected hazardous material/hazardous waste generated at over 150 sites which require deviation from traditional approaches.

2000-01-01

- Practical knowledge of related scientific fields such as hydrology, bacteriology and statistics. Practical knowledge and skill in conducting appropriate tests to analyze unknowns for hazardous waste characteristics such as corrosivity, ignitibility, reactivity, E. P. toxicity for metals and total organic halogen content.

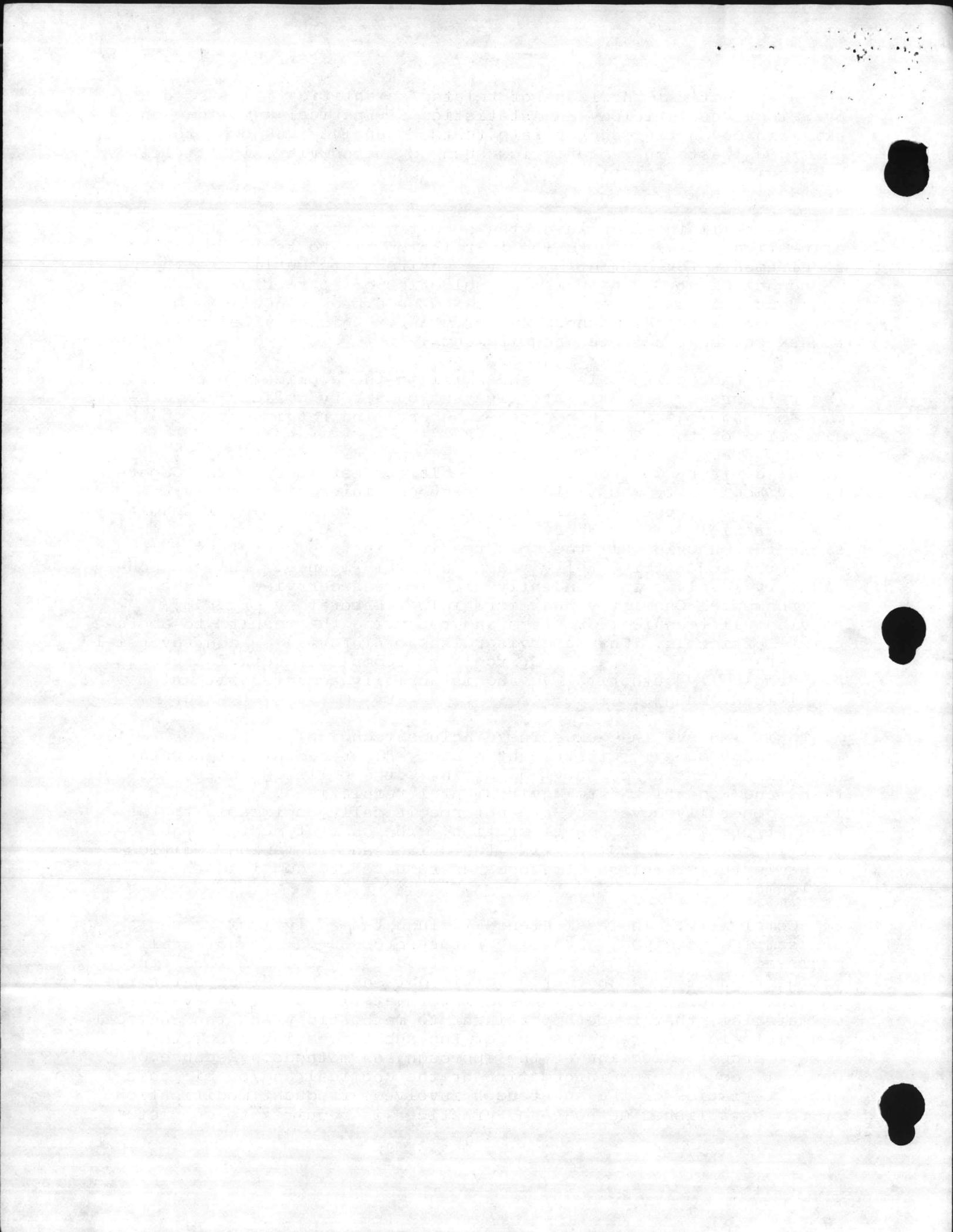
- Skill in determining the specific data required to answer a question or solve a problem in relationship to the broad program requirements for protection of the environment, public health and personnel safety. Analysis and selection of appropriate method, procedure, technique or test is based on a broad knowledge of related substances, methods and procedures which may be applied to new and unprecedented requirements.

- Practical knowledge and skill in the application of federal personnel, administrative and budgetary policies and procedures and in skill in personnel supervision required for the direction of the ECML function.

2. Supervisory Controls. The immediate supervisor is the Supervisory Ecologist, who assigns work by outlining, in broadly defined terms, the overall functions of the Environmental Chemistry and Microbiology Laboratory. The Supervisory Chemist is responsible for ensuring all the work received in the laboratory is completed accurately, fully and in a timely manner. This responsibility involves independently planning and carrying out the Environmental Chemistry and Microbiology Laboratory program, solving all technical problems and reporting the results to appropriate officials. The supervisor is kept informed of controversial and far-reaching matters and problems. Completed work is accepted as technically authoritative and is normally accepted without significant change.

3. Guidelines. The guidelines include technical references, methodology manuals, instrument handbooks, precedents, laboratory operating procedures, Navy and Marine Corps policies and regulations and Federal, State environmental regulations. The guidelines generally cover but are not specifically applicable to the request/problem under consideration. The chemist must use judgment in selecting and applying the guides and in making modifications in the established methods as required to complete the assignment.

4. Complexity. The assignments include the analytical requests and samples received in the laboratory. Procedures are not applicable and require modification of methods. Sometimes, the nature of the request is such that specific data needed must be determined. The work requires evaluation and interpretation of a wide variety of material, that is both pertinent to methodology and the chemical and biological characteristics of the substances involved, to assure proper selection of the approach and methods. Because of unusual requests for information or the chemical and/or biological characteristics of the substances involved, frequent modification of the established methods and practices is required to complete



the work. Work involves analysis of toxic materials whose identity, physical characteristics and safety hazards are unknown, thereby posing significant problems in planning and carrying out work.

5. Scope and Effect. The work involves providing chemical, physical and bacteriological data and solving related problems for the Camp Lejeune complex by determining the specific information needed; selecting, and modifying, if required, established procedures and methods for obtaining that information; performing the analyses and tests; interpreting the results; and making recommendations for follow-up action. The work affects the activities' compliance with environmental and public health regulations of outside agencies; protection of public health and safety; utilities operations; management and disposal of hazardous and toxic materials; and relationships with the surrounding civilian community.

6. Personal Contacts. Contacts within the agency include chemists, engineers and management personnel within the Camp Lejeune Complex, and Atlantic Division, Naval Facilities Engineering Command. Contacts outside the agency include chemists, engineers, regulatory personnel and management personnel from Federal, State and local environmental and public health agencies, State and EPA Laboratories and technical representatives and consultants from architectural and engineering firms employed by the Navy and Marine Corps. ✓

7. Purpose of Contacts. The personal contacts within the Camp Lejeune Complex and Navy environmental support agencies are with higher level managers, engineers, chemists and other specialists for the purpose of providing, explaining and justifying data, conclusions and recommendations in the areas of wastewater and drinking water treatment; environmental protection and pollution control in areas of both surface and groundwater quality; emergency response for hazardous and toxic material spills; hazardous waste disposal; and public health in the areas of potable water supply. As point of contact with outside regulatory agencies on water quality monitoring and hazardous waste analysis pursuant to the Safe Drinking Water Act, Clean Water Act and Resource Conservation and Recovery Act, incumbent periodically deals with controversial issues affecting compliance with local, state and federal regulations and attempts to persuade or influence regulatory personnel and justify actions taken or planned by base. ✓

8. Physical Demands. The work involves prolonged standing, climbing and walking over rough, uneven surfaces.

9. Work Environment. The work involves regular and recurring exposure to irritant and toxic chemicals. Special safety precautions are required and the chemist must use protective clothing and gear such as a laboratory coat, safety shoes, safety glasses, and gloves. The work routinely involves working in the field under cold and hot temperatures and exposure to biting and stinging insects. A portion of duties related to emergency spill response are performed under highly stressful conditions. ✓

