

DUTIES

The incumbent of this position serves as a student trainee in the Student Career Experience Program. Incumbent performs a variety of progressively more difficult work assignments designed to provide experience in the practical application of Plant Protection and Quarantine principles, techniques, and procedures.

1. Inspects ships, aircraft, vehicles, passengers, railway cars, mail, baggage, plants, plant products, and miscellaneous articles (following standard PPQ procedures) for restricted or prohibited agricultural commodities, animal by-products, and pests that are potentially dangerous to the nation's agriculture.
2. Reviews manifests, incoming PPQ forms, consular invoices, and other documents associated with the import of products, noting agricultural commodities on an inspection report based on the country of origin, type of commodity, pest risk, etc. Selects material for inspection according to established sampling plans. Using field techniques, recognizes the presence and/or symptoms of plant pest. Distinguishes between domestic and cosmopolitan pests and those that are potentially dangerous to the agricultural industry.
3. Conducts surveys and inspections to determine the presence and density of plant pests and other environmental, physical, biological, and ecological factors that may affect the extent of damage the pests might cause.
4. Assists in enforcement of Federal and parallel state domestic quarantines and regulatory orders restricting the shipment of plants, plant products, animal by-products, and other materials, into, within, and out of the United States. Upon compliance with regulations, issues certificates or permits the movement of regulated articles. Prepares and executes compliance agreements with cooperators, catering establishments, etc. Reviews and revises cooperative agreements as conditions warrant.

FACTOR I Knowledge Required by the Position

Basic knowledge of biological sciences as demonstrated by academic study in plant pathology, entomology, nematology, botany, and related agricultural sciences to recognize various agricultural commodities, plant pests, and conditions that may have an adverse effect on agricultural production.

Knowledge of the transportation and shipping industries to establish an effective system for inspection, certification, and movement of agricultural products to insure compliance with regulations.

FACTOR 2 Supervisory Controls

The incumbent works under the immediate supervision of a higher graded officer who gives specific assignments and provides on-the-job training. Completed work is reviewed for accuracy, completeness and conformance with instructions. The employee uses initiative in carrying out recurring assignments; deviations, problems and unusual situations are referred to a higher grade officer.

FACTOR 3 Guidelines

Guidelines includes agency regulations and directives and manuals on import, export, and animal by-products. The incumbent at this level uses judgment in selecting guidelines to use, but must work in strict adherence to the guidelines. Deviations must be approved by a higher grade officer.

FACTOR 4 Complexity

Oral instructions concerning the work methods, available equipment, and procedures to follow are given for assignments involving inspection, certification, surveys, and treatments. Decisions are made within the framework of specific guidelines. Problems encountered are referred to a higher grade officer for solutions.

FACTOR 5 Scope and Effect

The work involves assignments of increasing complexity following specific guidelines to enhance the incumbent's ability to handle situations of various degrees. These assignments develop the expertise needed by a PPQ Officer to prohibit, restrict, or safeguard products that may carry pests potentially dangerous to the nation's agriculture.

FACTOR 6 Personal Contacts

Contacts are with the general public, importers, exporters, transportation and shipping company employees, state and Federal employees of the Customs Service, U.S. Postal Service, Fish and Wildlife Service, and others involved in import, export, or movement of agricultural commodities within the United States.

FACTOR 7 Purpose of Contacts

The personal contacts involve exchange of information regarding the methods, procedures, and objectives of PPQ.

FACTOR 8 Physical Demands

The work involves walking, crouching, standing, crawling, etc., to perform various inspectional duties.

FACTOR 9 Work Environment

Work is performed indoors and outdoors during all types of weather conditions. May be required to utilize special precautions such as wearing protective clothing, hard hats, gas masks, etc., as employee may be working in railroad yards, aircraft cargo areas and docks, and may be exposed to working around poisons and toxic fumigants.

EVALUATION STATEMENT

The incumbent of this position serves as a student participating in the Cooperative Education Program performing a variety of progressively more difficult work assignments designed to provide experience in the practical application of Plant Protection and Quarantine principles, techniques, and procedures.

The GS-499 series does not contain grade level criteria. The incumbent of this position performs duties and responsibilities similar to those described in the GS-436, Plant Protection and Quarantine series. Therefore, the GS-436 series was used to determine the grade level of this position.

The GS-436 series is in Factor Evaluation System format. The following information indicates the points awarded at each Factor Level:

Factor 1	Level 1-5	750 Points
Factor 2	2-1	25
Factor 3	3-1	25
Factor 4	4-2	75
Factor 5	5-2	75
Factor 6	6-2	25
Factor 7	7-1	20
Factor 8	8-2	20
Factor 9	9-2	<u>20</u>
	Total Points	1035

Grade Conversion Table: Range for GS-5: 855-1100

The correct classification of this position is, GS-0499-05, Student Trainee (Plant Protection and Quarantine).