

Non-IT Sample Duties and Responsibilities Statements

BAND A – POSITION CONCEPT: ENTRY/INTERMEDIATE/INDEPENDENT WORKER

- Mandatory Field: Provides staff support in the following field of assignment or subject matter area: _____
- Provides assistance to and takes direction from higher level professionals who manage and control programs and functions.
- Reviews systems relating to _____ of moderate complexity/scope to determine adequacy for intended use and/or recommends corrective measures and priorities for deficient systems.
- Supports senior associates in the performance of specific work assignments, such as _____
- Writes, edits, and coordinates approval of program documentation, e.g., _____ and critiques plans and procedures, e.g., _____.
- Reviews program plans, procedures, and associated scheduling documents, e.g., _____ to ensure that data requirements are identified and documented in accordance with applicable standards.
- Implements new concepts relative to improving cost profile and efficiency of _____.
- Plans, coordinates, analyzes, and/or supports work within the subject matter area of _____.
- Works with supervisor and subject matter specialists to ensure accuracy and adequacy of work.
- Implements and configures management procedures, e.g., _____ for the identification, control, and accounting of data, e.g., _____.
- Receives training relative to policies and procedures.
- Assists higher level professionals in the performance of _____.
- Correlates data and performs specific operations relative to the study and design of concepts, business and scientific systems such as _____.
- Performs specific and limited portions of studies, designs, projects, and tests as well as other administrative, financial, and business tasks, e.g., _____.
- Develops, coordinates, and conducts _____.
- Serves as a point of contact for _____.
- Plans, writes, edits, or directs through a contract the preparation of documentation, such as reports, specifications, requirements, statements of work, and contracts.
- Serves as a source of support in a specialty area for other organizational groups, such as _____.
- Provides technical advice in _____ to management and personnel at many levels, and with supervisory guidance, recommends actions.
- Assists by _____ in the development, management, planning, review, and application of quality assurance and quality control techniques, principles, disciplines, procedures, and requirements in support of the design, development, and production of _____.
- Coordinates, manages, and directs _____.
- Serves as a source of support for completion of projects in/of/related to _____.
- Receives direction and guidance from senior managers concerning policies and procedures necessary for an economical and adequate support posture for _____.
- Plans, schedules, collects data, and assists in the analysis of _____.
- Performs as a junior team member of program review or audit/survey teams, and assesses techniques and methods for adequacy and adherence to imposed requirements.
- Assists in the reviews and input generation of specifications, test plans, procedures and other documentation with regard to _____.
- Assists by _____ the higher level professionals responsible for reviews, analyses, evaluations, and recommendations affecting major technical programs.
- Assists in developing, managing, planning, reviewing, and application of reliability/safety techniques, principles, disciplines, procedures, and requirements in support of design, development or production of _____.
- Coordinates work performed on support contracts.
- Reviews and updates instructions and procedures for _____.
- Conceives, plans, and monitors documentation for/of _____. Ensures technical accuracy and legal and technical adequacy of required documentation.
- Monitors preparation of data in accordance with _____ to ensure that data are adequate for the intended use and prepared in a timely manner.
- Supervises and trains student employees in _____.

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- Assists higher level professionals in the performance of specific and/or limited work assignments. e.g., _____ that are generally minor phases of a broader project or assignment.
- Participates in training on policies and procedure.
- Performs specific and limited portions of a study, design, project, and/or other specific tasks related to _____.
- Insures accuracy of calculations, findings, and selection of guides on work assignments.
- Provides technical support for a limited portion of a specific project, program analysis, design, concept, technique, and/or evaluation for example _____.
- Performs specific portions, e.g., _____ of work to provide orientation, familiarization, and training in the specialty area(s) relating to _____.
- Supports a limited portion of a specific project, program, analysis, or service assignment, e.g., _____ to limited scope and complexity in the specialty area.
- Assists senior specialists in the performance of detailed and routine work, e.g., _____ or performs or assists with reviews and analyses involving _____ to provide information.
- Learns and applies methods, techniques, and principles of the specialty area.
- Prepares and presents instruction material, e.g., _____ of average difficulty for training purposes.
- Provides staff support, e.g., _____ in the coordination and implementation of _____ where good judgment is required to provide sound advice.
- Assists higher level personnel in the performance of assigned duties.
- Independently performs moderately complex assignments, e.g., _____ of limited scope in _____ involving application of standard policies and regulations and widely accepted methods and practices.
- Plans, coordinates, implements, or supports a limited portion, e.g., _____ of administrative or management programs relating to _____, or performs such functions, e.g., _____ in support of programs, procedures, or systems of limited scope and complexity.
- Receives training relative to policies and procedures in the specialty area.
- Analyzes, develops, reviews, or administers management or administrative programs, procedures, or systems, e.g., _____ of limited scope and complexity with applicability to a specific functional area relating to _____, department, or comparable assignment or organization.
- Serves as source of support services. e.g., _____ in personnel management, financial management, contract management, or other technical or functional areas providing limited technical advice to management and personnel at many levels.
- Performs and analyzes tests. e.g., _____.
- Uses basic instruments, equipment and/or supplies, e.g., _____ and performs adjustments as necessary.
- Reports work results accurately, e.g., _____.
- Assists higher level professionals in completing assigned tasks, e.g., _____.
- Uses standard references, guides and precedents in completing assigned tasks, e.g., _____.
- Assists in analyzing test data, e.g., _____ and prepares recommendations.
- Performs and/or assists in modification, fabrication, layout, installation, and testing of equipment or subsystems, e.g., _____ adding limited utility to existing subsystems, e.g., _____.
- Performs standardized tests, e.g., _____.
- Prepares simple drawings, illustrations, designs, sketches, etc.
- Maintains, evaluates, tests, operates, calibrates, and/or develops equipment or components, e.g., _____.
- Assists in the design, fabrication and construction of simple devices/components and/or sub-assemblies of larger devices/components, e.g., _____.
- Performs specific detailed tasks, e.g., _____.