

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Supervisory Duties added		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Bethesda, MD		5. Duty Station Bethesda, MD		1. Agency Position No. 08-00-		8. OPM Certification No.					
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Disclosure		9. Subject to Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither (3)		12. Sensitivity <input checked="" type="checkbox"/> 1—Non-Sensitive <input type="checkbox"/> 3—Critical <input type="checkbox"/> 2—Noncritical Sensitive <input type="checkbox"/> 4—Special Sensitive		13. Competitive Level Code 000-		14. Agency Use	
15. Classification/Grade by a. Office of Personnel Management		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date			
b. Department, Agency or Establishment															
c. Second Level Review															
d. First Level Review		Health Scientist		GS		601		13							
e. Recommend by Supervisor or Initiating Office		Health Scientist		GS		601		13		JH		5/29/08			

16. Organizational Title of Position (if different from official title)
American Association for the Advancement of Science (AAAS) Fellows

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Health and Human Services
a. First Subdivision
National Institutes of Health
b. Second Subdivision
Office of the Director

c. Third Subdivision
Office of Science Policy
d. Fourth Subdivision
Office of Science Policy Analysis
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
Lynn Hudson, Ph.D.
Director, Office of Science Policy Analysis (OSPA)

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Lana Skirboll, Ph.D.
Associate Director, Office of Science Policy

Signature: Lynn Hudson (5/26/08) Signature: Lana Skirboll (5/26/08)

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
GS-600 Medical, Hospital, Dental, and Public Health Group, USOPM Handbook of Occupational Groups and Families (dated January 008), Series Definition, GS-601 General Health Science Series (page 48); USOPM Policy Analysis Grade-Evaluation Guide (TS-52), March 1981

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 Personnel Management.

Typed Name and Title of Official Taking Action
Dara P. Trupa, HR Specialist (Classification) OD/OHR/CSD CU

Signature: Dara P. Trupa (5/29/08)

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

24. Remarks
Time-limited Excepted Appointment -- Sch. A.213.3102(r) This position has no further promotion potential.
Bus Code: 7777
FLSA Determination: This position meets professional exemption criteria contained in Title 5, Code of Federal Regulations (Part 551.208, learned professional exemption criteria). The position is FLSA: EXEMPT.

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

Health Scientist
GS-0601-13
(Science Policy Fellow)

I. Introduction

The NIH is the world's foremost medical research institution, consisting of 27 separate Institutes and Centers (ICs), and is the steward of medical and behavioral research for the Nation. NIH is the primary Federal agency for conducting and supporting medical research. Helping to lead the way toward important medical discoveries that improve people's health and save lives, NIH scientists investigate ways to prevent disease as well as the causes, treatments, and even cures for common and rare diseases. Composed of 27 Institutes and Centers, the NIH provides leadership and financial support to researchers in every state and throughout the world. The NIH annually invests over \$28 billion in medical research. More than 83% of the NIH's funding is awarded through almost 50,000 competitive grants to more than 325,000 researchers at over 3,000 universities, medical schools, and other research institutions in every state and around the world. About 10% of the NIH's budget supports projects conducted by nearly 6,000 scientists in its own laboratories, most of which are on the NIH campus in Bethesda, Maryland.

The incumbent of the subject position serves as a **Science Policy Fellow** appointed through a program administered under an agreement between the NIH Office of Science Policy Analysis (OSPA) and the American Association for the Advancement of Science (AAAS). These Fellowships help to establish and nurture critical links between federal decision-makers and scientific professionals to support public policy that benefits the well-being of the nation. The Fellowships support objectives to improve public policymaking through the infusion of science, and to increase public understanding of science and technology.

The incumbent will perform a variety of duties related to supporting improved programs, policies, planning and risk analysis for initiatives in human and environmental health, and related areas of education and research.

II. Major Duties

The incumbent serves as a technical resource for science policy, analysis, and development at NIH on issues of significance to the agency and the biomedical research community; addresses cross-cutting science policy issues and participates in drafting the agency approach and position; provides leadership in developing major analyses of broad planning issues affecting the programs and policies of the major program components of NIH; participates in the development of new policy and program initiatives in emerging research areas; plans and organizes major conferences involving the interface between science and public policy; prepares special studies and reports required by the OD/NIH; serves as a principal staff resource for identifying and reporting on agency research opportunities and accomplishments; and provides ad hoc and continuing staff assistance on a wide range of substantive topics to the NIH.

The incumbent serves as a scientist participating in the evaluation of public health issues, health hazards, and programs related to biomedical research. Provides scientific expertise and analysis to support decision-makers confronting increasingly complex scientific and technical issues. Responsible for highly complex and sensitive policy studies. Conducts policy-relevant research and other activities that address challenges in the biomedical research arena. Participates in the development of new policy and program initiatives in emerging research areas.

Conducts assessments, surveys, and/or evaluations of critical biomedical research and public health programs. Identifies and analyzes biomedical research and public health issues and their impact on program policies, mission, and/or scientific studies or surveys. Analyzes study or project implementation procedures for improvement. Collaborates and consults with scientists or program specialists to develop more viable implementation procedures and coordinates with staff to make changes. Consults on, monitors, and measures the outcome of assigned programs through studies that evaluate the effectiveness of project activities in meeting the needs of program participants.

Provides scientific expertise related to one or more programs, studies, or activities of a difficult and complex nature in terms of their social, economic, cultural, governmental, and/or political implications, and participates in program direction, guidance and review. Serves as a liaison with policy-level officials.

The incumbent analyzes, develops criteria for, and evaluates policies and procedures affecting agency program objectives; analyzes and evaluates the capabilities, effectiveness, feasibility and cost of proposed and alternative programs; and analyzes the impact of resource reduction options upon agency capabilities and performance.

Develops, maintains, and monitors integrated reporting systems. Provides consultation in planning and implementing databases for use in collecting and tracking public health data information.

Prepares a variety of written documents to present findings and recommendations for the development and implementation of policies related to complex program issues.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION/LEVEL 1-8/1550 POINTS

Mastery of the professional concepts, principles, and practices of health science or a related field of science as would typically be gained through a terminal degree to analyze public health and biomedical research issues and to make policy recommendations that significantly affect NIH mission objectives.

Expert knowledge of the scientific, cultural, environmental, social, economic, and/or other factors that impact public health programs and projects to facilitate critical links between federal decision-makers and scientific professionals in the development of public policy that benefits the well-being of the nation.

Mastery of qualitative and/or quantitative analytical methods to conduct assessments, surveys, and/or evaluations of critical public health programs to support public policy decision-making.

Ability to communicate, both orally and in writing, to make clear, convincing presentations, explain and justify recommendations, represent assigned program or project areas, provide guidance and advise program administrators, respond to inquiries, and interact with high level officials and representatives from public and private public health organizations.

FACTOR 2. SUPERVISORY CONTROLS/LEVEL 2-4/450 POINTS

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects and work to be done; or in some cases, the incumbent may have continuing responsibility for a particular subject matter area. The incumbent, having developed expertise in health science, is responsible for planning and carrying out the assignment, for resolving most conflicts that arise, for coordinating the work with others as necessary, and for interpreting policy on own initiative in terms of established objectives. For most studies, the incumbent determines the approach to be taken and the methodology to be used. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

FACTOR 3. GUIDELINES/LEVEL 3-4/450 POINTS

Guidelines include but are not limited to DHHS and NIH policies, procedures and practices; professional literature; findings of previous studies; existing laws and regulations; and Executive Orders. The work assignments are such that the guidelines available are often inadequate in dealing with the more complex or unusual problems. The health scientist must adapt and apply scientific principles and practices to situations where precedents are not directly applicable and must use experienced judgment and initiative in selecting approaches, evaluating findings, and researching new developments in the field. In some cases, the incumbent must engage in an extensive literature search to locate suitable information. Some situations require the incumbent to devise new approaches or develop new methods for evaluating or controlling a public health problem. The incumbent uses initiative to develop new criteria, policies, assessment, tracking and implementation procedures, as required.

FACTOR 4. COMPLEXITY/LEVEL 4-5/325 POINTS

Work includes a broad range of analytical activities and involves novel issues that require the incumbent to develop innovative and creative approaches. The incumbent independently makes decisions concerning such things as interpretation of considerable data and refinement of methods and techniques. The work

requires many varied and unrelated processes associated with the planning, managing, and evaluating program or project activities. Assignments are complicated by their interdisciplinary nature and fluctuating external factors such as social implications, cultural diversity, economic conditions, and environmental aspects. The work requires critical analyses and the provision of expert advice concerning complex and controversial methods and approaches in a field subject to continuing technological developments.

The scientific, social, cultural, political, and economic issues are complex and substantially affect the nature of policies developed and recommended. The accomplishment of the work and the achievement of agency goals often require the ability to influence, motivate, and gain the cooperation of other organizations, individuals, constituencies, legislatures, etc.; the originality and ingenuity to deal with major areas of uncertainty; resourcefulness in developing new procedures and methods to address unique situations and resolving problems that are barriers to accomplishment of the goals and objectives.

FACTOR 5. SCOPE AND EFFECT/LEVEL 5-4/225 POINTS

The purpose of the position is to facilitate improved public health policymaking efforts at NIH through the infusion of science, and to increase public understanding of science and technology. Analytical work performed by the incumbent supports the improvement of programs, policies, planning and risk analysis for initiatives in human and environmental health as well as related areas of education and research. Work involves interpreting and applying guidelines, assessing program effectiveness, and analyzing and resolving unusual issues or problems. Work products or recommendations affect a wide range of the agency's public health initiatives.

FACTOR 6. PERSONAL CONTACTS/LEVEL 6-3/60 POINTS

Typically, personal contacts extend to individuals/groups outside the organization in unstructured or structured environments. Contacts are with a wide variety of persons and include representatives and prominent health officials from state and local government, private organizations, other Federal agencies, managers, and executives from within the agency, grantee applicants/recipients, and/or members of the communities in assigned areas.

FACTOR 7. PURPOSE OF CONTACTS/LEVEL 7-3/120 POINTS

Contacts are made to exchange and gather information, to influence and /or motivate others to cooperate in applying new methodology necessary to fulfill mission requirements. Contacts are also to provide technical assistance and consultation, evaluate program activity, and to assess the relative value of programs based on established criteria, goals, and objectives in support of agency missions. The incumbent must use influence and motivation techniques to advise on appropriate methods and approaches and to interpret, apply, and recommend improvements to policies and review methods. Contacts require considerable tact and diplomacy.

FACTOR 8. PHYSICAL DEMANDS/LEVEL 8-1/5 POINTS

The work is generally sedentary. Some walking and standing may occur in connection with attendance at meetings and conferences or while researching issues. Items carried are typically light. No special physical effort is required to perform the work.

FACTOR 9. WORK ENVIRONMENT/LEVEL 9-1/5 POINTS

Work is usually performed in an office setting, meeting rooms, or similar settings. Occasional travel may be required which involves the normal risks and discomforts of automobile, bus, rail or air transportation.

FACTOR POINT TOTAL – 3190

(GS-13 point range: 3155 – 3600)