

**Purpose Statement:** The following Career Guides are meant to provide employees with information about a variety of training and development concepts that maybe useful for positions within GIPSA. The agency surveyed employees, supervisors, and managers within critical occupational series about their current, and former jobs. They were asked to identify skills needed to be effective as team leaders, supervisors or managers within their job series. As a result, they identified competencies and training that they observed as useful to assist with career development within their job series. As an outcome, GIPSA is providing Career Guides to assist employees with determining their training needs with regard to the identified critical job series.

**Disclaimer:** Requesting training as listed in the career guides does not guarantee approval. Training requested by employees will be assessed on a case-by-case basis with respect to existing regulations and policies. Participating in identified training and/or development activity is *not* a guarantee of promotion.

**Note:** The Career Guides are not a comprehensive or a final list of all training and development sources for each job series.

### **Supervisory Chemist, GS-1320-14**

#### **Position Description:**

The incumbent provides administrative and technical supervision for senior level project managers and subordinate chemists, physical scientists, and physical science technicians (many of whom have advanced degrees in chemistry or closely related fields). Supervisory responsibilities encompass approximately 25% to 50% of the incumbent's time. The incumbent plans, organizes, directs, and coordinates the Division's activities related to the development, validation, application, and quality assurance of analytical laboratory methods and other assigned rheological and chemistry-based methods. The responsibility is of outstanding difficulty and complexity, and has national and international significance.

#### **Duties and Responsibilities:**

- Develops and directs the Agency's programs related to analytical methods development and application. This involves formulating basic policies, immediate and long-range plans, and techniques necessary to ensure efficient and effective analytical programs and, upon their approval, carrying out such policies and plans.
- Develops or researches rapid and practical tests and methods for determining and measuring quality factors of grain, grain products, and related commodities that can be used to reflect the intrinsic commercial value of the commodity. Searches out the latest technological advances and applies innovative approaches in resolving unprecedented complex issues and to improve current methodology.
- Develops or modifies existing analytical laboratory methods for detecting, identifying, and quantifying chemical, physicochemical, and varietal properties of grain—including reference analytical methods that are used as the basis for calibrations for rapid instrumental methods.



- Develops and recommends new and revised major policies and procedures concerning assigned program areas.
- Provides advice and guidance to senior technical experts on the most unusual, highly complex and critical problems that are encountered and is considered a recognized authority in analytical methods development.

**Career Paths:**

*A combination of the positions you hold and the training and education you receive will help you meet the needed competencies*

<i>Competencies</i> (this is a list of technical and leadership competencies and requirements necessary to obtain the position)	<i>Positions</i>	<i>Education/ Training</i>
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<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Holds self and others accountable for measurable high-quality, timely, and cost-effective results</li> <li>• Determines objectives, sets priorities, and delegates work</li> <li>• Accepts responsibility for mistakes</li> <li>• Complies with established control systems and rules</li> </ul> <p><b>Oral &amp; Written Communication</b></p> <ul style="list-style-type: none"> <li>• Makes clear and convincing oral presentations</li> <li>• Listens effectively; clarifies information as needed</li> <li>• Writes in a clear, concise, organized, and convincing manner for the intended audience</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Anticipates and meets the needs of both internal and external customers</li> <li>• Delivers high-quality products and services</li> <li>• Is committed to continuous improvement</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Identifies and analyzes problems</li> <li>• Weighs relevance and accuracy of information</li> <li>• Generates and evaluates alternative solutions</li> <li>• Makes recommendations</li> </ul> <p><b>Flexibility</b></p> <ul style="list-style-type: none"> <li>• Is open to change and new information</li> <li>• Rapidly adapts to new information, changing conditions, or unexpected obstacles</li> </ul>	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• GS-1320-13 Chemist ↑ <u>Program Coordinator or Leader</u></li> <li>• GS-1320-12 Chemist ↑ <u>Staff Level</u></li> <li>• GS-1320-11 Chemist</li> <li>• GS-1301-11 Physical Scientist meeting 1320 Chemistry Series education requirements;</li> <li>• Also (BASB), GS-0403-11 Microbiologist meeting the 1320 Chemistry Series education requirements ↑ <u>Staff Level</u></li> <li>• GS-1320-9 Chemist</li> <li>• GS-1301-9 Physical Scientist</li> <li>• Also (BASB), GS-0403-9 Microbiologist meeting the 1320 Chemistry Series education requirements</li> </ul>	<p>Degree: physical sciences, life sciences, or engineering that included 30 semester hours in chemistry, supplemented by course work in mathematics through differential and integral calculus, and at least 6 semester hours of physics.</p>
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