



U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> Montpellier, France	<b>2. AGENCY</b> USDA-ARS-EBCL	<b>3a. POSITION NO.</b> PC-7325
---------------------------------------	-----------------------------------	------------------------------------

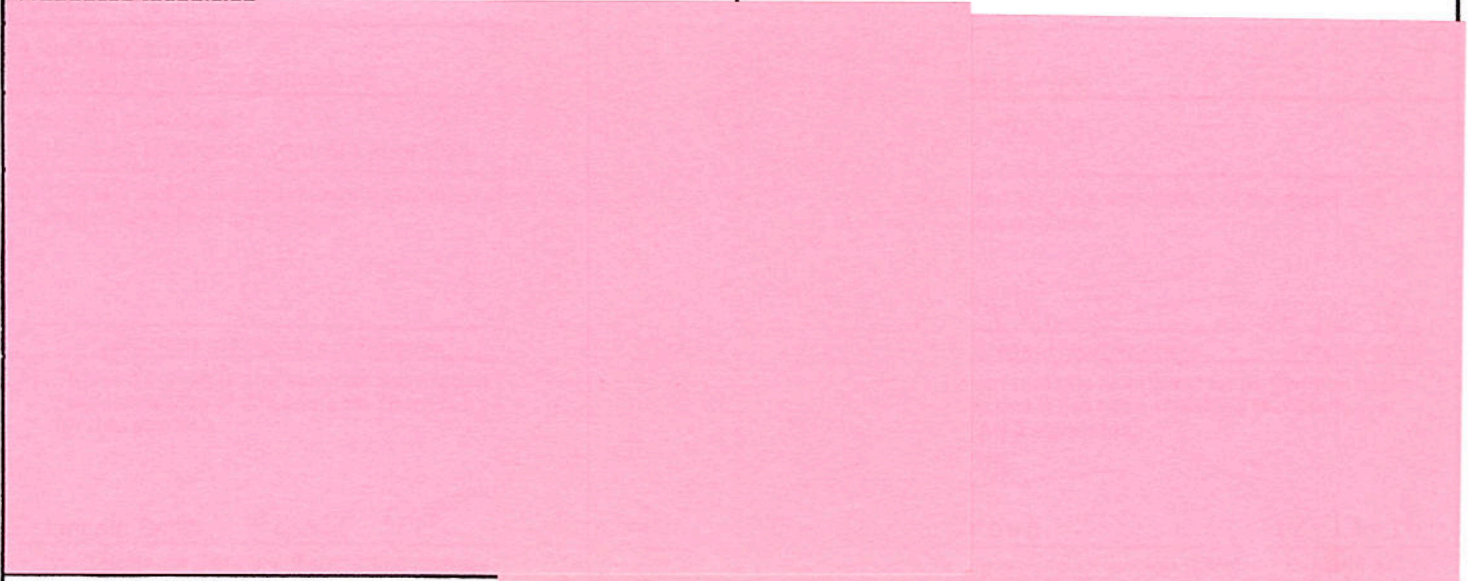
**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**     Yes     No

**4. REASON FOR SUBMISSION**

- a. Reclassification of duties: This position replaces  
 Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)  
 . New Position Temporary Position
- c. Other (explain) Updated Duties and change of supervisor.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Human Resources	Biological Technician Office FSN-1720	5	<i>Aut</i>	12-14-16
b. Other				
c. Proposed by Initiating Office	Biological Research Technician	5		11/16/16

<b>6. POST TITLE POSITION (if different from official title)</b> Research Technician	<b>7. NAME OF EMPLOYEE</b>
---	----------------------------



**13. BASIC FUNCTION OF POSITION**

The incumbent provides assistance to the Agriculture Research Specialist responsible for research in microbiology and microbial ecology. Helps in investigating pathology of insects and weeds, assessing microbial diversity, and conducting molecular biology research in biological control of pests, weeds and microbial pathogens.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

- Microbiology: isolation of fungi and bacteria from soil, insect, or plant tissues. Culture and maintenance of microbes. 30%
- Molecular biology: routine molecular genetic techniques applied to insects, plants, fungi and bacteria, including but not limited to : DNA and RNA extraction, PCR, DNA sequence analysis and basic data analysis such as interpretation of sequencing chromatograms, multiple sequence alignment, BLAST and phylogenetic trees. 30%
- Insect and plant pathology: rearing insects and plants and inoculation of insects and plants with pathogens in laboratory culture rooms, in EBCL field plots and in quarantine for species not native to France. 15%
- Provides the Agricultural Research Specialist with data related to the experiments. 10%
- Incumbent is responsible for the microbial lab maintenance (e.g. ordering, cleaning, hygiene and safety, collection management). 5%
- Instructs students on laboratory methods. Establish and maintain effective working relationships with co-workers and others. 5%
- Miscellaneous: The incumbent may be required to work on special projects on a temporary basis such as field trips to collect samples and to conduct assays, including possible travels outside France. 5%

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:**  
A minimum of two years of college studies in biology, microbiology, or ecology.
- b. **Prior Work Experience:**  
Minimum of one year experience with microbiology (fungi and bacteria) and nucleic acid-related technologies including DNA and RNA extraction, DNA sequence analysis and basic data analysis such as interpretation of sequencing chromatograms, multiple sequence alignment, BLAST and phylogenetic trees.
- c. **Post-Entry Training:**  
Specific laboratory procedures
- d. **Language Proficiency:**  
English (W-R-S), Level 2  
French (W-R-S), Level 3
- e. **Job Knowledge:**  
Good knowledge of principles of microbiology and molecular biology.
- f. **Skills and Abilities:**  
Ability to use computer for data entry and word processing. Ability to use microscope and other tools for molecular genetics and microbiology. Must have a valid French driver's license "B".

#### 16. POSITION ELEMENTS

- a. **Supervision Received:** Incumbent is under the direct supervision of the Agricultural Research Assistant responsible for the microbiology (i.e., position no. PC-7328). Work is reviewed for conformance to established procedures.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** Receives specific instructions on new experimental procedures and general instructions regarding known procedures. Follows specific regulatory guidelines regarding laboratory safety and quarantine procedures.
- d. **Exercise of Judgment:** Good exercise of judgment to plan and conducts daily and weekly tasks and to conduct work safely. Good judgment exercised to detect unforeseen problems with experiments and discusses solutions with supervisor.
- e. **Authority to Make Commitments:** None.

- f. **Nature, Level and Purpose of Contacts:** Daily contacts with the other employees of the Genetic Microbial Research Unit to which the position is attached. Frequent contacts with other EBCL technicians and scientists; occasional contacts with service providers and suppliers in support of projects.
- g. **Time Expected to Reach Full Performance Level:** One month