

This material is part of a collection that documents the harassment, discrimination, and retaliation perpetrated against Alaska's women research scientists by their supervisor, with full knowledge (and arguably, "tacit approval") of their federal employer, the USDA Agricultural Research Service (ARS)

Bower, Cindy

From: Bower, Cindy
Sent: Tuesday, June 15, 2010 8:23 AM
To: Pantoja, Alberto
Cc: Contento, Janis; Philibert, Juli
Subject: RE: Position descriptions Technicians- ACTION DUE June 30, 2010

Alberto,

I have prepared KSAs for a series 0404, GS-09, Biological Science Laboratory Technician.

After reviewing the major duties of the position, I wish to offer the job only at the GS-9 level, since the Position Description of a GS-09 tech is written to allow co-authorship (as described in Standard Job #404-09, which you included in your email):

- Interprets and documents findings by preparing information to be included in manuscripts or preparing reports summarizing progress or results of research.

- Possesses the skill to prepare segments of manuscripts or reports summarizing progress or results of project in proper format.

It has become clear that here on remote Kodiak Island, any technician who cannot fully contribute to my research program would be of limited value.

With that in mind, here are the KSA's you requested:

Specialized Experience is experience which has equipped you with the following Knowledge, Skills and Abilities (KSA's) required to perform the duties of this position:

- (1) Knowledge of biochemistry, microbiology, and/or food science.
- (2) Skill in operating and maintaining laboratory equipment such as microscopes, spectrophotometers, and other instruments common to an analytical laboratory.
- (3) Ability to prepare microbiological media and work aseptically with cultures, as well as to perform analytical techniques such as laboratory separations, extractions, chemical analyses, SDS-PAGE, and other methods of protein and lipid analysis.
- (4) Proficiency in using personal computers and software for word processing and data entry/manipulation with experience recording experimental data and creating summaries, charts, graphs, and tables.

Thank you for considering my request.

Cindy

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From: Pantoja, Alberto
Sent: Monday, June 14, 2010 8:38 AM
To: alberto.pantoja@ars.usda.gov; Cindy Bower (Cindy.Bower@ars.usda.gov); Peter Bechtel (Peter.Becht@ARS.USDA.GOV)
Cc: alberto.pantoja@ars.usda.gov; Janis Contento (Janis.Contento@ARS.USDA.GOV); Juli Philibert (Juli.Philibert@ARS.USDA.GOV)
Subject: Position descriptions Technicians- ACTION DUE June 30, 2010

Peter/Cindy
Attached Standard Job Position Descriptions (PD) for series 0404, GS-05/09, Biological Science Laboratory Technician.

Please review the major duties of the position and provide KSA's. The file PD-last is a copy of an announced PD from one of the technician in the Aquaculture program; this PD listed KSA's. The two positions, pending ARMPS approval, will be announced with Kodiak as the work site.

Please provide comments and KSA's no later than June 25, 2010.

Thanks

alberto

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