

Position Classification Flysheet for Trade Specialist Series, GS-1140

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SERIES DEFINITION¹

This series includes positions the duties of which are to administer, supervise, or perform promotional, advisory, or analytical functions pertaining to the commercial distribution of goods and services. The work performed concerns, and requires a practical knowledge of, market structure and trends, competitive relationships, retail and wholesale trade practices, distribution channels and costs, business financing and credit practices, trade restrictions and controls, and principles of advertising and consumer motivation.

EXCLUSIONS

The following kinds of positions are excluded:

- 1 Positions which require primarily a knowledge of Government contracting and procurement, business and industrial practices, supply sources and market sources in negotiating contracts or taking other procurement actions to obtain services, supplies, equipment or other materials for the Government. Such positions are properly classifiable in the [Contracting Series, GS-1102](#).
- 2 Positions which require primarily the application of a practical knowledge of, and experience with, agricultural marketing methods, practices, procedures, systems, operations, etc., in (a) the purchase of agricultural commodities as a means of providing price supports to producers; or (b) the study of organization, facilities, methods, and practices are properly classifiable in the [Agricultural Marketing Specialist Series, GS-1146](#).
- 3 Positions which require the application of a professional knowledge of economics in the performance of duties that include: analysis of economic data, preparation of interpretive reports or advice and consultation on economic matters to governmental officials and private organizations or citizens. While Trade Specialists may need to be aware of the economic status of the production areas and the marketing areas of their assignment, they are not concerned mainly with these economic aspects, nor are they required to possess or to apply a professional knowledge of economic theories and techniques in accomplishing their work. Such positions are properly classifiable in the [Economist Series, GS-0110](#).
- 4 Positions which require the application of general business management knowledge in formulating policies and procedures, in advising on and performing service and promotional work in the field of small business for the purpose of carrying out Government-sponsored programs affecting this area of business. This involves advising businessmen how to start or manage companies efficiently and profitably; participating in the development and

¹ With the publication of this definition and explanatory material, the former Business Analyst Series, GS-1140 is abolished and the position classification standard published in December 1960 and amended December 1966 under that title is rescinded.

presentation of management training courses and conferences on business management; conducting surveys and research studies to determine deficiencies in the management of small business enterprises and to develop ways and means of overcoming such deficiencies. Such positions require knowledge which cut across several series in the Business and Industry Group, and therefore are properly classifiable in the [General Business and Industry Series, GS-1101](#).

FUNCTIONAL COVERAGE OF THE SERIES

In general, the positions included in the Trade Specialist Series, GS--1140, are those that have functions such as the following:

- a. Market analysis (general, area, commodity);
- b. International trade intelligence development and analysis;
- c. Advice and information for the business community concerning domestic and/or foreign trade opportunities, financing arrangements, export-import regulations, foreign government tax and tariff restrictions, and non-tariff trade barriers;
- d. Liaison with, and promotion of participation by, trade organizations and associations, Chambers of Commerce, and the like, in trade development and expansion programs;
- e. Advise to and participation in marketing clinics, trade association meetings, and distributive education programs, to inform about Government services available, market trends, etc.;
- f. Preparation and analysis of data regarding the impact upon the economy of the United States of actions by international organizations such as the European Economic Community and the Organization for Economical Cooperation and Development;
- g. Planning, coordination and management of Trade Missions and similar activities to promote export trade;
- h. Recommendation of revisions or new provisions in laws, regulations, policies, and programs to facilitate expansion of U.S. trade, domestic and international.

SPECIALIZATIONS AND TITLES

Positions in this series are identified in two major areas of specialization, with respect to prevailing patterns of both education and experience possessed by persons performing the work, viz., Domestic Trade and International Trade.

International Trade is not distinguished from Domestic Trade simply by the requirement to know markets in different geographic areas from the standpoint of consumer demands, available products, prices, and the like. If this were true, it would be necessary to provide for specialization in a number of foreign geographic areas, since markets vary greatly from one area to another. Work in the International Trade field requires knowledge of the effect of this country's political relationships and position among world powers on its trade policies; understanding of the structure and significance of reciprocal trade arrangements, balance of payments, and the like; the problems faced by U.S. manufacturer; and exporters in competing for markets abroad; the problems of trading with highly structured or controlled economies; and a comprehensive knowledge of related programs and functions in other Federal agencies concerned with trade matters, and the ability to utilize these relationships with other agencies effectively in dealing with foreign business communities. Such knowledge is not essential for Domestic Trade. They have general rather than local reference, so there is no need for further breakdown by geographic area. The titles for the two specializations are International Trade Specialist and Trade Specialist. The title for all positions at the GS-5 and GS-7 levels is Trade Assistant.

Some positions in the Trade Specialist Series may be concerned with a commodity market, domestic and/or international. Generally, they involve a broad range of commodities and services wider, for instance, than that typical of Industrial Specialist positions; therefore, no commodity specializations are provided.

Grade-level standards have not been developed. The position classification standard for the [Industrial Specialist Series, GS-1150](#) issued in February 1961, is appropriate for use in evaluating Trade Specialist positions.