

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
S000101

2. Reason for Submission:  Redescription,  New,  Reestablishment,  Other  
 3. Service:  Hdqtrs,  Field  
 4. Employing Office Location  
 5. Duty Station  
 6. OPM Certification No.  
 7. Fair Labor Standards Act:  Exempt,  Nonexempt  
 8. Financial Statements Required:  Executive Personnel Financial Disclosure,  Employment and Financial Interest  
 9. Subject to IA Action:  Yes,  No  
 Explanation (Show any positions replaced)

Standard Position Description

10. Position Status:  Competitive,  Excepted (Specify in Remarks),  SES (Gen.),  SES (CR)  
 11. Position Is:  Supervisory,  Managerial,  Neither  
 12. Sensitivity:  1-Non-Sensitive,  2-Noncritical Sensitive,  3-Critical,  4-Special Sensitive  
 13. Competitive Level Code  
 14. Agency Use

15. Classified/Graded by: [Blank] Official Title of Position: **Department of the Interior, FLERT Specialist**  
 Pay Plan: **GS** Occupational Code: **025** Grade: **13** Initials: [Blank] Date: [Blank]  
 a. Office of Personnel Management: **by [Signature]**  
 b. Department, Agency or Establishment: **Firefighter Law Enforcement**  
**Primary Secondary/Administrative Sec/Supv**  
 c. Second Level Review: **Approval Date August 11, 2003**  
 d. First Level Review: **ParkRanger(LE/Refuge)orSupv.ParkRanger(LE/Refug**  
 e. Recommended by Supervisor or Initiating Office: [Blank]

16. Organizational Title of Position (if different from official title): **Regional Chief, Office of Refuge Law Enforcement**  
 17. Name of Employee (if vacant, specify): [Blank]

18. Department, Agency, or Establishment: **Department of the Interior**  
 a. First Subdivision: **U.S. Fish and Wildlife Service**  
 b. Second Subdivision: **Regions**  
 c. Third Subdivision: [Blank]  
 d. Fourth Subdivision: [Blank]  
 e. Fifth Subdivision: [Blank]  
 Signature of Employee (optional): [Blank]

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.  
 [Blank]

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: [Blank] Signature: [Blank] Date: [Blank]  
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): [Blank] Signature: [Blank] Date: [Blank]

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.  
 Typed Name and Title of Official Taking Action: [Blank]

22. Position Classification Standards Used in Classifying/Grading Position: **GS-025, dated 11/85; GS-023, dated 6/70.**  
 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 of Personnel Management.

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

24. Remarks: **FPL-GS-13.**  
 Approved for Servicewide Use **Neal Aug 7-17-03**

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

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

S00A101

2. Reason for Submission

Redescription  New  
 Reestablishment  Other

3. Service

Hdqtrs  Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Financial Statements Required  
 Executive Personnel Financial Disclosure  Employment and Financial Interest

9. Subject to IA Action

Yes  No

10. Position Status

Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  SES (CRI)

11. Position Is

Supervisory  
 Managerial  
 Neither

12. Sensitivity

1--Non-Sensitive  3--Critical  
 2--Noncritical Sensitive  4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by Official Title of Position Pay Plan Occupational Code Grade Initials Date

a. Office of Personnel Management Department of the Interior, FLERT Specialist *Danya Miller*

b. Department, Agency or Establishment This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
 \_\_\_\_\_ Firefighter  Law Enforcement

c. Second Level Review \_\_\_\_\_ Primary  Secondary/Administrative \_\_\_\_\_ Sec/Supvy  
 Approval Date February 27, 2004

d. First Level Review

e. Recommended by Supervisor or Initiating Office Park Ranger (LE/Refuge) or Supervisor GS 0025 12

16. Organizational Title of Position (if different from official title)  
 Regional Chief, Refuge Law Enforcement

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
 Department of the Interior

c. Third Subdivision

a. First Subdivision  
 U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision  
 Regions

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  
 Mitch Ellis  
 Chief, Office Of Refuge Law Enforcement

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
 James Kurch Deputy Chief,  
 Regional Wildlife Refuge System

Signature *Mitch Ellis* Date 11-5-03

Signature *James Kurch* Date 11-6-03

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-0025, dated 11/85; GS-023, dated 6/70.

Typed Name and Title of Official Taking Action

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 of Personnel Management.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

24. Remarks  
 FPL-GS-13. (SEE ATTACHMENT)

Approved for Servicewide Use *DEBRA SOMMERS 11/2/04*

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

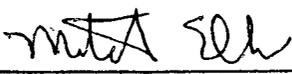
**Regional Chief, Refuge Law Enforcement  
National Wildlife Refuge System  
GS-0025-12/13 Park Ranger (LE/Refuge) or Supervisor**

Statement of Difference for GS-12: The incumbent of this position performs the kind and range of duties outlined in the cited position description (copy attached). Incumbent works under closer supervision and guidance than is indicated in the cited position description; consequently, the position is allocated at a lower grade as a GS-12. With continued satisfactory performance as to the assigned duties and the attainment of the ability for promotion, the incumbent will be promoted to the full performance level of the position (GS-13).

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <u>Arlington, VA</u>	2. NAME OF INCUMBENT <u>vacant</u>		
3. ORGANIZATIONAL LOCATION _ AS SHOWN ON CURRENT DESCRIPTION; <input checked="" type="checkbox"/> AS HEREBY AMENDED			
11 a. <u>Dept. of the Interior</u> b. <u>U.S. Fish &amp; Wildlife Service</u> c. <u>National Wildlife Refuge System</u>	d. <u>Office of Refuge Law Enforcement</u> e. _____		
4. CSC TITLE AND BUREAU POSITION NO. <u>Park Ranger (LE/Refuges) or Supv. Park Ranger (LE/Refug)</u>	SCHEDULE <u>GS</u>	SERIES <u>0025</u>	GRADE <u>12</u>
_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, <input checked="" type="checkbox"/> GRADE _ OTHER			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.  <div style="text-align: center; margin-top: 20px;">                       _____                      (Signature of Supervisor)                 </div> <div style="text-align: center; margin-top: 5px;"> <u>11/5/03</u>                      _____                      (Date)                 </div> <div style="margin-top: 10px;">                     Title <u>Chief, Office of Refuge Law Enforcement</u> </div>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="text-align: center; margin-top: 20px;">                       _____                      (Signature of Official Exercising Classification Authority)                 </div> <div style="text-align: center; margin-top: 5px;"> <u>11-6-03</u>                      _____                      (Date)                 </div> <div style="margin-top: 10px;">                     Title <u>Deputy Chief, National Wildlife Refuge System</u> </div>
7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.	

The incumbent of this position performs the kind and range of duties outlined in the cited position (copy attached). Incumbent works under closer supervision and guidance than is indicated in the cited position; consequently, the position is allocated one grade lower as 12. With continued satisfactory performance of assigned duties and the attainment of eligibility for promotion, from the standpoint of time-in-grade, the incumbent will be promoted to the higher grade FULL PERFORMANCE LEVEL and this position will be abolished.



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC 8336(c) and 8412(d)

Approved under the Civil Service Retirement System, 5 USC 8336(c)

Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service - Bureau-wide

Classification Title: Park Ranger (LE/Refuge) or Supervisory Park Ranger (LE/Refuge)

Organization Title: Regional Chief, Office of Law Enforcement

Position Number: S000A101 Series and Grade: GS-0025-12

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a law enforcement mission. This position provides coordination and support for the regional law enforcement program. The incumbent provides expertise and advice to the regional management team regarding all NWRS law enforcement matters. The incumbent ensures consistent delivery of the law enforcement program at the regional level, including interpreting and applying government directives and policies related to law enforcement. The incumbent supervises the Refuge Law Enforcement Zone Officers within the region. Refuge Law Enforcement activities involve investigation; surveillance; interviewing witnesses; interrogating suspects; seizing contraband and equipment including vehicles, guns, and boats; security; and serving warrants; making arrests; developing evidence; writing detailed and legally sufficient reports; working directly with Service Criminal Investigators and attorneys presenting the government's case; testifying and conducting task force operations. The duties of this position are descriptive of and appropriate for titling the position as Park Ranger (LE/Refuge) or Supervisory Park Ranger (LE/Refuge). Both titles are appropriate for the supervisory responsibilities of the position, however, the supervisor, in coordination with the Human Resource Specialist, must identify the appropriate supervisory designation for their position. A Law Enforcement Commission is required, and the incumbent must meet physical fitness standards to maintain that commission. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

See Attached

Chief, National Wildlife Refuge System

Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader

02/03/2004  
Date

**APPROVAL** : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 11/21/2003**. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources and Workforce Diversity

2/27/04  
Date

**Regional Chief, Office of Refuge Law Enforcement  
National Wildlife Refuge System, USFWS  
Standard Position Description  
Park Ranger (Refuge/LE), GS-025-13**

**Introduction**

The National Wildlife Refuge System (NWRS) is managed to provide wildlife habitat and to protect wildlife populations. Compatible public recreation, particularly wildlife dependent activities, is also encouraged on refuge lands. The Service's responsibilities for resource protection, public safety, and the security and safety of refuge employees are addressed, in part, through an effective law enforcement program. The NWRS law enforcement program includes an integrated national, regional and zone system approach in administering policy, training, coordination, and guidance to refuge field stations.

The incumbent serves as a Regional Chief, Office of Refuge Law Enforcement. This key position at the regional level provides coordination and support for the regional law enforcement program. The incumbent provides expertise and advice to the regional management team regarding all NWRS law enforcement matters. The incumbent supervises the Refuge Law Enforcement Zone Officers within the region. The incumbent ensures consistent delivery of the law enforcement program at the regional level, including interpreting and applying government directives and policies related to law enforcement.

The incumbent is supervised by the Regional Chief, NWRS or that position's deputy. The ability to interact effectively with regional and national law enforcement staff of the NWRS is critical. In order to provide effective service to regional managers, the incumbent must accurately interpret policy directives and maintain communications with national contacts so that information and technical assistance is readily available. The incumbent is the critical link between the Zone Officers and the headquarters Office of Refuge Law Enforcement.

**This duties of this position description are descriptive of and appropriate for titling the position as Park Ranger (Refuge/LE), and Supervisory Park Ranger (Refuge/LE), GS-025-13. Both titles are appropriate for the supervisory responsibilities of the position, however, the supervisor, in coordination with the Human Resources Specialist, must identify the appropriate supervisory designation for their position.**

**9**Meets the definition of supervisor in the General Schedule Supervisory Guide.

**9**Meets the definition of supervisor in 5 U.S.C. 7103(A) (10).

**Major Duties**

The incumbent is a commissioned Federal law enforcement officer of the National Wildlife Refuge System, U.S. Fish and Wildlife Service. This position has a mandatory prerequisite of experience in a primary law enforcement or rigorous law enforcement position, or equivalent experience outside of the Federal Government. The incumbent must have experience investigating, apprehending and detaining individuals suspected or convicted of offenses against the criminal laws of the United States. The incumbent will maintain law enforcement authority and conduct law enforcement duties as assigned.

#### 1. Program Development, Management, and Work Planning 50%

The purpose of the position is to plan, implement, and oversee the regional law enforcement program concerning the enforcement of Federal laws and regulations relating to Service lands and trust resource responsibilities. The Regional Chief, Office of Refuge Law Enforcement serves as the primary advisor and staff expert on the refuge law enforcement program and regional refuge law enforcement issues to the Regional Chief, National Wildlife Refuge System.

The incumbent is responsible for coordinating all aspects of a regional refuge law enforcement program for the protection of natural, cultural and human resources through the investigation, apprehension, and detention of individuals suspected or convicted of offenses against the criminal laws of the United States. Provides long-range refuge law enforcement program planning, program coordination and evaluation of the refuge law enforcement programs of individual stations.

Develops and provides regional policy and guidance to refuge law enforcement officers, coordinates with other Regional Chiefs of the Office of Refuge Law Enforcement on refuge law enforcement issues that have cross regional and national implications. Administers the program's execution, including preparing specialized refuge law enforcement budgets; coordinates with counterpart refuge law enforcement chiefs in other regions and other regional managers such as District Managers, Special Agent in Charge, Regional Director, Chief of the Office of Refuge Law Enforcement, Chief of Refuges, and the Bureau Chief of the Office of Law Enforcement.

The actual conduct of refuge activities in enforcing the fish and wildlife laws, through a corps of Refuge Officers involves: investigation, surveillance, interviewing witnesses, interrogating suspects, seizing contraband and equipment including vehicles, guns, and boats, securing and serving warrants, making arrests, developing evidence, writing detailed and legally sufficient reports, working directly with Service Criminal Investigators and attorneys presenting the government's case, testifying, and conducting task force operations. In all of these activities the incumbent is regarded as the regional refuge law enforcement expert and authority.

Initiates law enforcement inspections on field stations to ensure that each station is compliant with Service policy and regulations concerning law enforcement plans, evidence security, physical fitness, case management, background investigations, and annual training requirements to maintain law enforcement authority and makes written recommendations to management on these programs.

Advises and assists field stations in development of station law enforcement Mutual Aid Agreements, Shared Officer Agreements, Memoranda of Agreement, Memoranda of Understanding and other cooperative agreements with agencies and bureaus for support in refuge law enforcement activities.

Serves as an advisor to the Chief, Office of Refuge Law Enforcement as requested. Serves as Regional Drug Coordinator and liaison to the Office of Refuge Law Enforcement in reporting drug related incidents on Service lands.

Educates the public at meetings, assemblies and other informational sessions by giving presentations and briefings that explain the complexities, interdependence and significance of the Service's refuge law enforcement mission and its impact on conserving the nation's fish, wildlife, plant, and cultural resources.

Prepares law enforcement budgets that are region-wide in scope including the annual In-service training budget, basic and advanced training budgets, drug enforcement budgets, and regional operational budgets. Revises program activities to conform to approved and available funds.

## 2. Law Enforcement Training Program Management and Coordination 25%

Participates in long-range planning, needs assessments, and budget projections for refuge training on a regional basis. Prioritizes training needs and allocates slots to various organizations and/or field stations as needed. Evaluates the effectiveness of training and serves as the regional representative on Service-wide working groups to review training program requirements and participates in curriculum review meetings conducted by the Service Office of Training and Inspection and FLETC. Makes recommendations to expand, reduce, or modify refuge officer training. Serves as a contact with the National Refuge Law Enforcement Training Office located at the Federal Law Enforcement Training Center.

As required, manages and coordinates Refuge training within the region to include anticipating, scheduling and coordinating attendance. Provides leadership in providing basic and advanced training. Screens and interviews candidates for advanced training and instructor positions. Coordinates the Refuge Field Training Program on a regional basis. Directs the development and implementation of the annual 40 hour In-Service for refuge officers within the region.

## 3. Supervision and Leadership 25%

The incumbent provides regional leadership for the NWRS law enforcement program. The incumbent serves as the subject matter expert in all official matters dealing with Refuge Officers and refuge law enforcement within the region. The incumbent represents the NWRS on interagency task forces related to law enforcement. As a representative of the Service's Law Enforcement Program, incumbent represents the Service at meetings and on committees with representatives of other agencies and the public. The incumbent represents the NWRS as a team leader on various study groups for matters related to program responsibilities.

The incumbent supervises the Refuge Law Enforcement Zone Officers within the region. Zone

Officers provide law enforcement support and oversight to designated refuges within the various zones of the region. The incumbent ensures that Zone Officers are fulfilling their role in providing expertise, technical assistance and planning support for law enforcement training, program reviews, court preparation, incident management, and other law enforcement needs as coordinated with Project Leaders within the zone. The incumbent recruits, hires, develops work plans, assigns work, evaluates performance, and otherwise supervises the day-to-day activities of the Zone Officers.

## **FACTORS**

### **1. Knowledge Required by the Position**

Comprehensive knowledge of the principles of law enforcement which apply to all law enforcement operations including techniques and methodology related to investigations, patrolling and surveillance, as well as Constitutional law, search and seizure, authority and jurisdiction.

Ability to thoroughly integrate knowledge of law enforcement principles and practices into the overall mission, objectives, and diverse activities of the National Wildlife Refuge System.

Knowledge of Federal and state laws and regulations applicable to the National Wildlife Refuge System, including the National Wildlife Refuge System Administration Act, Migratory Bird Treaty Act, Migratory Bird Hunting and Conservation Stamp Act, Bald Eagle Protection Act, Marine Mammal Protection Act, Lacey Act, Endangered Species Act, Antiquities Act and Archaeological Resources Protection Act.

Thorough working knowledge of public recreation and natural resource law enforcement principles and practices as they pertain to federal land management.

Administrative skills sufficient to provide effective assistance to others engaged in planning, managing and supervising refuge law enforcement activities at refuge field stations.

Skill in analyzing concepts and broad statements, then formulating clear, concise recommendations for practical implementation at the appropriate organizational level.

Skill in presenting facts, positions and briefings to higher level decision makers.

Skill to communicate orally and effectively teach complex law enforcement concepts to people who have a wide range of knowledge of law enforcement matters.

Skill to communicate in writing to prepare briefing papers, justifications, and planning documents, and to draft regional and step-down policies.

Knowledge of supervisory techniques and responsibilities.

### **2. Supervisory Controls**

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The incumbent, with considerable independence, administers the refuge law enforcement program in the Region and receives general direction from the Regional Chief, National Wildlife Refuge System. The incumbent is responsible for accomplishing assigned work with minimal supervision. The incumbent may request technical guidance from Criminal Investigators and other staff resource specialists. Work is reviewed primarily in terms of regional accomplishments in the program area, adherence to policies and procedures, and effectiveness of results.

### **3. Guidelines**

Activities are guided by established Service priorities, policy statements, Congressional mandates and directives. Special assignments with short deadlines and no written guidance may be expected. In instances where guidelines do not exist, the incumbent must develop new or revised policies and guidelines based on his or her judgement and experiences. The incumbent is expected to use initiative in developing special project standards or guides to be followed by field personnel. Incumbent uses judgment to interpret and adapt guidelines.

### **4. Complexity**

This position involves coordination, direction and development of a complex, sensitive and often controversial program.

The integration of scientific, technical and operational knowledge is required.

The incumbent is expected to provide justification and defense of positions representative of the NWRS law enforcement program.

The position requires coordination of activities, consolidation of broad issues to focus on specific situations and oversight responsibility for refuge personnel involved in the training programs.

The reduction of abstract theories and broad goals to practical application is required.

The incumbent is expected to stay current on the latest developments and advancements within the field of law enforcement, which change rapidly.

### **5. Scope and Effect**

The primary purpose of the position is for the employee to provide oversight and support for the law enforcement program for the region. The incumbent's work will have substantial short-term and long-term effects on all refuges within the region. The incumbent's work will also have nationally significant effects because consistent administration of the agency's law enforcement

program is required. The Regional Chief, Office of Refuge Law Enforcement is the position that ensures consistent delivery of the NWRS law enforcement program at the regional level.

The incumbent's responsibilities related to law enforcement training impact Refuge Officer performance nationally and the overall perception of Service employees through their contacts with the public. Other responsibilities of the incumbent relate to interaction with a substantial number of other law enforcement agencies, both within and outside of the natural resource management community. The incumbent must assist management in conveying the Service's mission, explaining policies, and in the completion of necessary program changes. Inappropriate responses to law enforcement situations by individuals trained by, or advised by the incumbent could result in injury or loss of life by officers or members of the general public; individual, civil or criminal liability; tort claims against the federal government; or poor public relations. Incumbent is often involved in resolving unusual, complex, or sensitive issues of national significance. Inappropriate recommendations or coordination of activities could adversely affect wildlife resources, and the agency.

## **6. Personal Contacts**

The incumbent's activities and responsibilities will involve work with a wide variety of individuals and groups with varying attitudes and opinions on Fish and Wildlife Service policies and responsibilities. The incumbent will work closely with station personnel, and Regional Office personnel, as well as with the Washington Office, OLE, individuals within other federal and state agencies such as Treasury Department, GSA and various state law enforcement agencies and training academies and the private sector.

## **7. Purpose of Contacts**

Contacts are established to coordinate, resolve problems, and synthesize often divergent viewpoints into acceptable plans and strategies for effectively maximizing public involvement in Service activities while minimizing adverse impacts on fish and wildlife resources. Also to negotiate and develop the most up to date and most compatible law enforcement policy, training, and equipment for Refuge Officers.

## **8. Physical Demands**

Generally the work is sedentary. There may be occasions where the work may require considerable strenuous physical exertion, i.e., long periods of standing, crawling, walking and running over rough, uneven, rocky surfaces and through brushy areas, performing these activities day or night, when the incumbent may be required to respond immediately from a sedentary activity to an extremely arduous activity.

## **9. Work Environment**

Work is performed both in a typical office setting and outside with exposure to hazardous and environmentally adverse conditions. The remote areas are in a wide variety of habitat types and geographical areas. This type of work involves potentially high risks with personal exposure to dangerous situations, including possible physical attack or other uncontrollable conditions.

**As a condition of employment the employee must successfully meet or pass the following:**

-Screening and testing:

Background Investigation

Qualification Inquiry

Drug testing

Psychological Screening

Medical Standards

-Must wear the Service uniform according to policy

-Must have and maintain a valid motor vehicle operator's license for the required vehicles

-Must qualify and carry a firearm

**EVALUATION STATEMENT**  
**Position Classification Evaluation Statement**

- 1. Location:** U.S. Fish and Wildlife Service  
Refuges/Field Locations
- 2. Position Title, Series and Grade:** Park Ranger (Refuge/LE) or Supervisory Park Ranger (Refuge/LE), GS-025-13
- 3. Organizational Title:** Regional Chief, Office of Refuge Law Enforcement
- 4. Position Number:** S000101
- 6. Source of Information** Position Description
- 7. References** Position Classification Standards for GS-023, Outdoor Recreation Planning; GS-025, Park Ranger
- 8. Background** The employee is the Regional authority for refuge law enforcement activities and administers a regional law enforcement program. The work affects all wildlife refuges and public use activities throughout a region of the U.S. Fish and Wildlife Service. The position reflects an evolution of the role of the Refuge Law Enforcement Program in providing more comprehensive oversight, planning, policy, and support involving the law enforcement component of visitor, facility, and resource protection activities throughout the region. In addition to regional responsibilities, the employee represents the region as a participant in Service-wide, standing and ad hoc committees and working groups.
- 9. Series Determination** The GS-025 series includes positions the duties of which are to supervise, manage, and/or perform work in the conservation and use of Federal park resources. (The term "park" is not restricted to national parks, but includes various resource lands managed by the Department of the Interior, including wildlife refuges.) Functions typical of the series include park conservation; natural, historical, and cultural resource management; and the development and operation of interpretive programs for the benefit of the visiting public. A substantial portion of the refuge program involves preventative and enforcement activities to encourage or enforce compliance of laws concerned with protection of visitors, facilities, and resources. The work of subject position is consistent with the GS-025 series, as the employee is responsible for regional staff oversight and administration of the law enforcement component of the region refuge program.
- 10. Title Determination** Positions which meet or exceed the criteria in the General Schedule Supervisory Guide (GSSG) for evaluation as a supervisor are title Supervisory Park Ranger. Positions which meet the definition of supervisor under 5 U.S.C. 7103 (A) (10), but do not meet the criteria under the GSSG for evaluation are titled Park Ranger. This position is designed to accommodate both "Supervisory" designations. The Introduction to the Position Classification Standards allows an agency to supplement the officially designated title with a parenthetical designation as determined by the agency. The parenthetical "(LE/Refuge)" is added to the title to reflect the position's requirement for skills/certification concerning law enforcement, and

knowledge of an association with the National Wildlife Refuge System. The appropriate title for this position is Park Ranger (LE/Refuge), or Supervisory Park Ranger (LE/Refuge). The organizational title "Regional Chief, Office of Refuge Law Enforcement" is assigned to identify the position's functional responsibility within the National Wildlife Refuge System.

**11. Grade Determination** The grade of this position is based upon the technical work of the position. The Park Ranger series is single-grade interval (technical) through GS-5 and two-grade interval (administrative) above that grade. The standard provides grading criteria at GS-3 through 5, GS-7, GS-9, and GS-11 through 13. Positions are evaluated against two factors, Nature of Assignment and Level of Responsibility

Nature of Assignment. GS-12 Park Rangers are recognized as competent in the application of advanced techniques of resource management and/or in-depth subject-matter knowledges. They identify, define, and resolve problems associated with novel, undeveloped, or controversial aspects of resource management, interpretation, and use. They direct complex programs in resource management, interpretation, and/or visitor services. The GS-13 Park Ranger receives assignments involving a high degree of judgement, resourcefulness, leadership skills, and expert problem solving abilities, and is generally recognized as a technical expert or authority in his/her area of assignment. GS-13 Park Rangers typically work at organizational levels above the park level. Subject position significantly exceeds the Nature of Assignment described at the GS-12 level. It meets the GS-13 level as the employee is the senior law enforcement officer and staff specialist in the refuge's program. The scope of the work is region-wide, covering a multi-state region. The incumbent's work directly influences programs at all refuges within the region through long-term planning, and development and implementation of regional policy. The work affects the daily operations of programs at every refuge within the assigned region through the employee's involvement in policy development, policy interpretation, and strategic planning for the region's law enforcement program.

Level of Responsibility.

At the GS-12 level, work is assigned as broad objectives, relative priorities, and basic policies. The GS-12 ranger independently selects techniques, establishes methods and procedures, and generally handles assignments through to completion. The supervisor reviews work adequacy in meeting program objectives and agreement with overall policies. GS-12 rangers are relied on as authorities within their organization and concerning their particular program function or activity and receive technical guidance only when dealing with critical situations or controversial issues. They also serve as spokesperson for their organization to community leaders, state officials, and leaders of interest groups. At the GS-13 level, Park Rangers are considered authorities in their particular area of responsibility and their recommendations are recognized and accepted as the best available technical solution. Their supervisors and higher authorities rely on them in the determination of modification of policies, programs, and actions. Subject position meets the description for the GS-13 level, in that the employee has broad responsibility for program oversight and support for significant program area and for recommending and implementing policy and procedural changes affecting visitor safety and facility and resource protection programs on refuges throughout a region.

The position classification standard for the GS-023 Outdoor Recreation Planning series was also reviewed and the duties and responsibilities for planning activities are generally consistent with the GS-13 benchmark description in that standard.

**Conclusion** The position is classified as Park Ranger (LE/Refuge), or Supervisory Park Ranger (LE/Refuge). The position is FLSA exempt under the administrative exemption.



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC 8336(c) and 8412(d)

Approved under the Civil Service Retirement System, 5 USC 8336(c)

Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Park Ranger (LE/Refuge) or Supervisory Park Ranger (LE/Refuge)

Organization Title: Regional Chief, Office of Law Enforcement

Position Number: S000101 Series and Grade: GS-0025-13

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a law enforcement mission. This position provides coordination and support for the regional law enforcement program. The incumbent provides expertise and advice to the regional management team regarding all NWRS law enforcement matters. The incumbent ensures consistent delivery of the law enforcement program at the regional level, including interpreting and applying government directives and policies related to law enforcement. The incumbent supervises the Refuge Law Enforcement Zone Officers within the region. Refuge Law Enforcement activities involve investigation; surveillance; interviewing witnesses; interrogating suspects; seizing contraband and equipment including vehicles, guns, and boats; security; and serving warrants; making arrests; developing evidence; writing detailed and legally sufficient reports; working directly with Service Criminal Investigators and attorneys presenting the government's case; testifying and conducting task force operations. The duties of this position are descriptive of and appropriate for titling the position as Park Ranger (LE/Refuge) or Supervisory Park Ranger (LE/Refuge). Both titles are appropriate for the supervisory responsibilities of the position, however, the supervisor, in coordination with the Human Resource Specialist, must identify the appropriate supervisory designation for their position. A Law Enforcement Commission is required, and the incumbent must meet physical fitness standards to maintain that commission. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

See Attached

Chief, National Wildlife Refuge System

Marcia L. Scifres  
MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

07/31/2003.  
Date

**APPROVAL :** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 07/17/2003. Approval is by DOI Secretary's Designee:

[Signature]  
Deputy Assistant Secretary, Human Resources and Workforce Diversity

8/11/03  
Date