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

1. Agency Position No. 9070

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)*
Standard Position description #9070 Covered under 5 U.S.C. 3336(1) in the primary category (OPM letter dated 3-18-83).

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interest

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1–Non-Sensitive [X] 3–Critical [ ] 2–Noncritical Sensitive [ ] 4–Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Series	Grade	Pay Plan		
a. Office of Personnel Management	Department of the Interior, FLEPTT Specialist This PD has been approved as follows under 5 USC 3336(c) and 8412(d) Firefighter ✓ Law Enforcement ✓ Primary Secondary/Administrative Sec/Supvy Approval Date January 26, 2004					
b. Department, Agency or Establishment						
c. Second Level Review	~~Special Agent~~ Criminal Investigator	GS	1811 ~~1812~~	7		
d. First Level Review	Special Agent	GS	1812	7		
e. Recommended by Supervisor or Initiating Office	Special Agent	GS	1812	7		

16. Organizational Title of Position *(if different from offiical title)*

17. Name of Employee *(if vacant, specify)*

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

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

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

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

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | Date

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

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position

1811
Series definition 1812 Grade - ~~1812~~/1811 2/72 TS-8

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks Reference classification standard for Investigator positions, GS-1810/1811for grade level determination (Feb. 1972);pp. 18-19. SPD #9070 initially dated 9/3/82.

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

Standard Position Description #9070

Criminal Investigator 1811

~~SPECIAL AGENT, GS-1812-7~~

The incumbent is an advanced trainee in a developmental position and is expected to progress toward journeyman competence in all phases of law enforcement activities. Incumbent is exposed to a wide variety of work situations involving diversified issues and problems and steadily increasing amounts of independence.

Major Duties:

Participates with special agents of higher grade in investigation and preparation of cases by executing assigned segments of larger investigations.

Assists higher grade special agents in the investigation and apprehension of persons suspected of offenses against the criminal laws of the United States, specifically provisions of fish and wildlife regulations cited in 4 AM 4.2D (3) and any regulation of the Secretary of the Interior in Title 50 of The Code of Federal Regulations that is issued pursuant, and other pertinent laws and regulations.

Participates under close supervision, in the full range of law enforcement activities, i.e. surveillance, raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to United States Attorneys and other legal officers, testifying in court, and preparing thorough written reports.

Frequently travels away from the regular duty station.

Performs substantial amounts of irregular, unscheduled, administratively uncontrollable overtime.

Participates in undercover assignments for very short periods of time and under close watch by other special agents.

Possesses a valid State driver's permit at all times.

Protects and safeguards Government property and equipment with which charged.

Operates motorized vehicles and boats.

As a condition of employment, the incumbent is required to undergo, and successfully pass, periodic physical examinations, participate in physical training, and maintain a physical condition that permits duties to be performed efficiently and safely.

Factor 1. Knowledge Required by the Position:

Ability to present investigative findings in an organized and concise manner in investigative reports.

Ability to effectively interact with the general public.

Skill and ability to communicate effectively orally and in writing.

Skill and ability to effectively use firearms, and to operate motorized vehicles and boats.

Factor 2. Supervisory Controls:

Work is outlined in specific terms by the supervisor and is carried out under general supervision. Assignments completed are reviewed through field inspections, review of reports, and discussion, to insure adequacy of methods and procedures and to give advice on new or unusual problems. Incumbent selects, applies and adapts standard techniques and procedures to carry out the work. Checks with supervisor on deviation from the general work plan or program. Special emphasis is placed on insuring that the incumbent understands the appropriate uses and limitations of law enforcement procedures and techniques; and has the judgment necessary to perform law enforcement duties.

Factor 3. Guidelines:

Incumbent uses judgment to select and adapt guidelines, and perform duties involving minor deviations from these guidelines. Significant deviations are referred to supervisor.

Factor 4. Complexity:

Assignments consist of a wide variety of tasks which are developmental in nature. These tasks are designed to provide the incumbent with exposure to the full range of law enforcement responsibilities. As part of the training, the incumbent may be assigned full responsibility for specific investigations. Investigations include: identification of violations, proving the elements of the violations, and presentation of cases for appropriate judicial action. Assignments of this nature are characterized by work involving several steps rather than one assigned task.

Factor 5. Scope and Effect:

The purpose of the work is to perform a variety of tasks, operations, and specific assignments related to law enforcement. Work affects the overall effectiveness of the law enforcement region.

Factor 6. Personal Contacts:

Personal contacts are primarily with professional law enforcement within the organization, other Fish and Wildlife Service employees, personnel of other Federal agencies and State, and local counterparts in investigative agencies. The general public is contacted in the course of work activities.

Factor 7. Purpose of Contacts:

Contacts are for the purpose of obtaining and exchanging information, and receiving instructions from supervisory personnel. Contacts with the general public are to ascertain compliance with law and regulations.

Factor 8. Physical Demands:

Work requires considerable physical exertion including long periods of standing, walking over rough terrain, recurring bending, lifting, reaching or similar activities. The work requires average agility and dexterity.

Factor 9. Work Environment:

Work includes both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions, high/low temperature, dusty/noisy environments, etc. Assignments include surveillance work in aircraft, boats and automobiles. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

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

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

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

Category of Coverage: Primary/Rigorous (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Criminal Investigator

Organization Title:

Position Number: 9070 Series and Grade: GS-1811-07

RECOMMENDATION FOR COVERAGE REVIEW:

Primary rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested

The incumbent is an advanced trainee in a developmental position and is expected to progress toward journeyman competence in all phases of law enforcement activities. Incumbent is exposed to a wide variety of work situations involving diversified issues and problems and steadily increasing amounts of independence. Assists higher grade criminal investigators in the investigation of persons suspected of offenses against the criminal laws of the United States, specifically provisions of fish and wildlife regulations. Participates under close supervision, in the full range of law enforcement activities including surveillance, raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to the United States Attorneys and other legal officers, testifying inn court, and preparing through written reports. **The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet and maintain established physical qualification requirements.**

See Attached
Chief of Law Enforcement

05/23/03
Date

MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

01/05/2004
Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 10/01/2002.** Approval is by DOI Secretary's Designee:

for Carolyn Cohen
Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/26/04
Date