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

1. Agency Position No.: S000002

2. Reason for Submission
- [ ] Redescription
- [ ] Reestablishment
- [ ] New
- [x] Other

Explanation *(Show any positions replaced)*

Updated SPD
Approved for Service-wide use

3. Service: [ ] Hdqtrs [x] Field

4. Employing Office Location:

5. Duty Station: various

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [x] 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: BUS:3800

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Wildlife Inspector	GS	1801	11		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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 & Wildlife Service

b. Second Subdivision: Region: _____

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:
S/Megan Dreher/
Supervisory HR Specialist

Signature: Date:

22. Position Classification Standards Used in Classifying/Grading Position

JFS for Admin Work in the Inspection, Investigation, Enforcement, and Compliance Group, GS-1800, dated 03/09.

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

FPL=GS-11 related SPD: S000001, GS-09

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

Standard Position Description #S000002

WILDLIFE INSPECTOR, GS-1801-11

INTRODUCTION

The Division of Law Enforcement is responsible for protection of domestic and international fish and wildlife resources. The objective of the law enforcement program is to secure and maintain widespread voluntary compliance; and, where necessary, to identify, investigate, and seek civil or criminal prosecution of those violating Federal and State conservation laws and regulations, and international treaties. Wildlife Inspectors are charged with a vital role in the administration and enforcement of laws and are an integral part of the total law enforcement function of the Division. The incumbent is typically located at a Customs port or inspection station where the importation or exportation of wildlife is authorized, whether at ocean ports, airports, or inland/border ports of entry. This is a standardized position description and represents the full-performance, target-level position of Wildlife Inspector, GS-1801-11.

NOTE: 1. The incumbent must have or be able to obtain and maintain a valid State motor vehicle operator's license. 2. Must wear an appropriate uniform as prescribed or instructed. 3. Must use protective clothing, equipment, and procedures when needed to minimize or eliminate the risk of exposure to potential hazards such as animal bites, preservatives, wounds, or contagious disease. 4. Must undergo an annual medical examination as prescribed or directed. 5. May require basic ability to speak or read, or fluency in speaking, reading, and writing in a foreign language.

MAJOR DUTIES

1. Special Wildlife Inspection Advisory, Coordinative, and/or Analytical Work (**25-75%**)

A. Oversees and assesses ongoing activities in the wildlife inspection or processing stations/locations assigned and ensures that the work is carried out in a timely and appropriate manner including the execution of any coordinative arrangements and plans with terminal operators, carriers, shippers, importers, and others to resolve mutual problems, interpret requirements, and address other problems. Advises other Wildlife Inspectors or inspectors/agents of other Federal agencies, travelers, representatives of business organizations, etc., of procedures and requirements in unusual and controversial conditions, obtaining resolution of problems causing delays, bottlenecks, excessive work to clear shipments, and issues. May oversee the inspection and control operations as performed by other inspectors in processing extensive volumes and varieties of cargo, passenger traffic, and package/mail shipments with a combination of circumstances such as diverse and complex transactions (concerning wildlife and wildlife parts and products) and special and unique conditions, and a higher risk of smuggling and fraud, including guiding and instructing other Wildlife Inspectors in the procedures, methods, and policies for carrying out inspection in complex, unusual, or highly sensitive situations, such as when transactions involve advance enforcement information or other unresolved technical/legal matters. Guides other inspectors or personally follows up and initiates necessary corrective and/or punitive actions when shipments are improperly discharged, requirements for entry or inspection are unmet, or other irregularities are noted. Resolves on-the-spot protests of actions taken by other inspectors in making determinations concerning wildlife and wildlife parts/products shipments. Initiates remedial action to correct deficiencies; advises and guides other inspectors in applying a wide

variety of procedures, methods, and policies to widely diversified inspection and control activities. May serve as part of a team effort with Special Agents and other agencies' inspectors/agents to establish proof of fraud against a particular importer based on leads, tip-offs, or suspicious tactics. In these situations, the incumbent carries out the wildlife inspection portion of the team effort, and is expected to recognize and provide any information to Agents that may serve as evidence and that will substantiate criminal prosecution or other action to be taken. May serve as a team leader for conducting audits or reviews of records of import/export activities. May plan and carry out various troubleshooting assignments involving delicate relationships and critical aspects of import/export issues. If needed, the work may involve communications with others in a foreign language.

2. Wildlife Inspection Primary Operational Work **(25-75%)**

The incumbent performs a full range of inspection and compliance duties involving the enforcement and administration of laws and regulations governing the importation, exportation, and humane transport of wildlife and wildlife parts and products. The employee independently determines and takes whatever action is required for most types of difficulties and problems encountered in baggage, cargo, passenger, and package/mail inspections, and performs a variety of operational tasks and duties on a daily basis. If needed, the work may involve communicating with others in a foreign language.

A. Document/Information Reviews, and Information Inquiries

(1) Examines import/export documents, domestic transportation documents, including air waybills, ocean and truck bills of lading, dock receipts, delivery instructions, letters of credit, special Customs and commercial invoices, certificates of origin, foreign export permits or re-export certificates, Service permits, packing lists, affidavits, licenses, and other Federal forms to assure compliance with applicable regulations and the presence of required documents. May meet and discuss items of concern or otherwise provide information and/or deal with importers/exporters, customhouse brokers, permittees, passengers or other travelers, postal and/or other package shippers, and other individuals or representatives such as those requesting information.

(2) Operates computerized information and/or document processing systems such as the Law Enforcement Management Information System (LEMIS) to obtain or process information or documents. As needed, collects, codes, and assembles pertinent import/export documents into "document packages" for inclusion into information processing systems.

(3) Answers inquiries covering a wide variety of wildlife concerns such as laws, regulations, regulatory exceptions, and wildlife bans; the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); migratory birds, eagles, endangered plants and animals; import/export activities; permit matters; unprotected or state regulated wildlife; and antique articles. May examine and approve U.S. CITES documents for certain wildlife and in some cases may issue permits for the export of certain native Appendix 2 species and the re-export of CITES Appendix 2 and/or Appendix 3 species. Notifies and refers to supervisors or Special Agents, as appropriate, matters concerning potential violations of law involving wildlife shipped in interstate commerce.

B. <u>Physical Inspection</u>

(1) Examines live specimens, or parts thereof, or wildlife products to determine if they are being

shipped in accordance with Federal and State wildlife laws based on broad knowledge of applicable laws, regulations, and International agreements. The work may sometimes involve the use of protective clothing or the use of safety equipment or procedures for shipments containing potentially hazardous wildlife (such as exotic venomous reptiles, primates, or large cats) or other products such as preservatives. Identifies the genus, species, and subspecies of wildlife specimens, parts, or products to assure compliance with laws and treaties that include lists and appendices of protected species. Seizes and/or detains as evidence wildlife and wildlife products as provided by law. Conducts preliminary investigations, including the collection of original documents pertaining to a shipment of wildlife in violation or suspect of being in violation of law and interviews freight handlers, wildlife dealers, carrier representatives, etc. Uses judgment to determine when probable cause or other appropriate justification exists to believe that a wildlife shipment is in violation of applicable laws. When appropriate, exercises authority to seize items/specimens, with or without a warrant as provided by law, and informs as appropriate, the owner, dealer, carrier representative, etc. Collects, stores, preserves, and disposes of evidence in accordance with law and the Service's policies and chain of custody procedures. Writes and otherwise prepares reports which record violations and potential violations of law and regulation for further evaluation by supervisors and Special Agents. When seizures are made, documents and notifies the supervisor and/or Senior Resident Agent or Special Agent having jurisdiction at the port to which the incumbent is assigned.

(2) Examines shipping containers and packages to assure they are marked and labeled in accordance with applicable statutes and regulations. Determines if containers used to transport live wildlife comply with Federal humane shipping and transport regulations and investigates whether live animals which are injured are dead on arrival have become so due to inhumane shipping practices.

C. Other Coordinative, Education/Outreach, and Miscellaneous Duties

(1) May perform a variety of other duties as assigned, although any one of them typically does not involve a major portion of time on an ongoing basis and does not constitute a major duty. This may include such work as the following:

(a) Operating Government motor vehicles, and performing certain maintenance tasks such as checking oil and other fluids, refueling, or washing; safeguarding Government property; participating in meetings with other Service personnel, representatives of other Federal agencies such as the Animal and Plant Health Inspection Service (APHIS), the Customs Service, State wildlife agencies, and museum or zoo representatives in a non-leader capacity, as assigned, to help coordinate routine operations, obtain assistance, or to provide suggestions on activities; providing training and information for other organizations including new APHIS or Customs Service employees, and military cooperators involved in passenger and cargo processing; and testifying in criminal and civil proceedings pertaining to incidents related to daily operations/assignments. Serving as a team member on projects such as ad hoc inspections of shipment operations or document reviews. Coordinating and/or preparing shipments of specimens and requests for Service, contract, or other experts for identification services when the seized or detained specimen cannot be identified by the incumbent or other staff members. Collecting and accounting for user, permit, and overtime fees.

(b) Presenting talks, demonstrations, or classes concerning wildlife inspection work and related information including applicable laws, regulations, and treaties to travelers, businesspeople, other

members of the public, and to groups and organizations that may be at offsite locations including school groups on career days, customhouse brokers' meetings, wildlife seminars, etc. May coordinate these and other public outreach efforts.

(c) Serving as evidence custodian to preserve and secure any detained, abandoned, and/or forfeited property. Coordinating or providing for the care, housing, and transportation of live wildlife or wildlife parts or product seizures. Maintaining appropriate records of disposition, care, and costs. May reconcile monthly statements, certify the destruction of dead animals, and arrange for the final disposition of property, including arranging permanent loans.

(d) Providing guidance and technical direction to new or inexperienced employees on basic or routine activities and procedures. Serving in such roles as safety officer, accountable property officer, or property custodial officer. May serve as a member of ongoing or temporary committees.

Factor 1. Knowledge Required by the Position

- Broad knowledge of Federal, State, and foreign countries' laws and implementing regulations such as the Endangered Species Act, the Lacey Act, the Migratory Bird Treaty Act, the African Elephant Conservation Act, the Marine Mammal Act, the Wild Bird Conservation Act, the Eagle Protection Act, the Rhinoceros and Tiger Conservation Act, the CITES, and Departmental and Service policies, procedures, and practices in order to perform a full range of wildlife inspection duties concerning the import and export of wildlife and wildlife parts and products. The incumbent, as needed, uses the knowledge to perform special projects or assignments that involve unusually demanding advisory and/or coordinative aspects, and/or to identify and address operational problems

- Sound practical knowledge of fish and wildlife taxonomy, zoology, biology, and forensic techniques to identify wildlife, wildlife parts, and products. Sound working knowledge of techniques for handling live animals that may be detained, abandoned, seized, or forfeited.

- Skill in oral communication to provide information telephonically and in person, possibly in group situations, and to personally deal with a wide variety of individuals concerning the import/export of wildlife, including in difficult situations where individuals are reluctant to provide information.

- Skill in written communication to write reports concerning seizures and other wildlife inspection activities.

- May require, or be desirable for, incumbent to have basic ability to speak and read, or to be fluent in speaking, reading, and writing in a foreign language (such as Spanish) in order to exchange information with business representatives, informants, and private citizens; as well as to question importers, brokers, and others with regard to shipments, individual items, and documents.

- General knowledge of laws, regulations, and procedures under the purview of the U.S. Customs Service in order to coordinate activities with Customs Service employees. Working knowledge of techniques used to smuggle or defraud in order to cooperate and coordinate on inspection activities, including the use of altered or fraudulent documents and wildlife product manufacturing processes and values in order to detect illegal shipments.

- Ability and skill to operate passenger motor vehicles and/light trucks. The incumbent must have,

or be able to obtain and maintain, a valid State motor vehicle operator's license.

- Skill to operate computer system software to review and process documents, and to obtain and enter information. Skill to utilize cameras to photograph seized specimens. Skill to use basic hand tools to open and close crates.

Factor 2. Supervisory Controls

The incumbent independently performs a full range of wildlife inspection assignments and typically reports to either a Senior Resident Agent or a Supervisory Wildlife Inspector within the Division of Law Enforcement.

The employee assumes responsibility primarily for inspection matters that arise with the flow of daily cargo and passengers. The employee may work at a fixed work station or at a variety of stations or work sites in accordance with established, rotating, or other work schedules. Although field work such as checking of passengers is typically performed within the proximity of U.S. Customs Service officials, and assistance from Service supervisors or other Service employees may be available, the incumbent may often perform work on a continuing or ongoing basis without immediate supervisory assistance except by telephone.

For special or continuing advisory or coordinative assignments with substantially more complex characteristics (Major Duty Number 1 - 25% or more) the incumbent operates with a high degree of independence in identifying problems that impede operations, in analyzing and developing solutions to inspection operations problem areas, or in terms of developing and coordinating new or revised operating procedures to meet the demands of changing programs. The employee must independently organize the approach and determine the extent of factfinding and analysis required, and plan and integrate inspection and control aspects into the study, project, or operations involved. The incumbent must exercise sound judgment in negotiations with officials concerning inspection issues on important questions of operating policies and practices. Judgments and decisions of inspectors at this level typically are accepted as completed staff action. The Inspector's recommendations on changes in procedures and practices are reviewed for effect on other operations and administrative and policy considerations such as time, staff, and costs.

For most assignments involving field or onsite inspection work the incumbent uses seasoned judgment to make essentially final judgments and decisions which are often of an immediate or "on the spot" nature, and takes whatever action is necessary in the admission and denial of live wildlife, parts thereof, and wildlife products intended for importation or exportation. Actions are taken and decisions are made within the delegated scope of authority, in accordance with the framework of applicable laws, regulations, guidelines, and Departmental and Service policies, procedures, and practices. Investigations of a potentially criminal nature, or that are anticipated to be extensive or elongated in nature, are referred to the supervisor or Special Agent, as appropriate.

The work is often not readily reviewed by supervisors, except as specimens or items are detained or seized. However, work performance is subject to review for such factors as the application of skill in handling difficult situations; adequacy in coordinating activities and in keeping the supervisor informed of activities; the quality of report writing; accuracy in identifying wildlife and wildlife products; and the application of sound judgment and compliance with policy and instructions.

Factor 3. Guidelines

Guidelines include a variety of laws such as the Endangered Species Act, the Lacey Act, the Migratory Bird Act, the African Elephant Conservation Act, the Marine Mammal Act, the Wild Bird Conservation Act, the Eagle Protection Act, and the CITES; implementing regulations and treaties; handbooks which address import/export requirements and restrictions; reference books for the identification of protected or otherwise restricted species; law enforcement guidance; and other interagency, Departmental, and Service policies, procedures, practices, and instructions such as those pertinent to inspection and examination of wildlife shipments and consultation on seizures. Application of the guidelines requires the use of seasoned judgment to interpret and apply to specific situations.

Factor 4. Complexity

The incumbent handles a full range of wildlife inspection situations in a wide variety of conditions and complexities with responsibility for the consideration of issues and for taking essentially final action.

The incumbent reviews a variety of documents to determine their authenticity and relevance to wildlife shipments; and performs physical inspections in a variety of situations to identify the specimen(s) or item(s), detect potential illegal imports/exports, and to assess the adequacy of treatment of live wildlife. The incumbent must use coordinative and/or analytical skills concerning wildlife inspection work, and of the various activities and operations of the location to which the incumbent is assigned.

The incumbent must apply knowledge of a variety of relevant laws and other guidance pertaining to wildlife protection, law enforcement, import/export, and specimen identification in making decisions.

Factor 5. Scope and Effect

The primary purpose of the work is to perform daily wildlife import/export inspections, and to implement and promote voluntary compliance with wildlife laws at ports of entry.

The performance of the work, overall, is essential to the Service's accomplishment of its wildlife inspection program, and to the fulfillment of its obligations concerning the enforcement of and compliance with obligations established by law and treaty. The incumbent, through the performance of inspections and examinations, helps to determine the extent to which live wildlife, parts thereof, and products move freely into and out of the United States of America. The incumbent's coordinative/analytical work assists the supervisor in controlling, facilitating, and/or improving ongoing operations.

Factor 6. Contacts

Contacts include, but are not limited to, coworkers, Special Agents, and a variety of Service specialists such as permit and wildlife identification experts; U.S. Customs Service, Agriculture Department/APHIS, and other Federal officials at inspection stations; a variety of State, Native American Tribal, and other agency officials; import/export dealers, customhouse brokers, freight forwarders, carrier and port representatives; international passengers; contract or unpaid wildlife

identification experts; and, representatives or officials of museums, universities, schools, and other institutions.

Factor 7. Purpose of the Contacts

The primary purpose of the contacts is to perform wildlife inspections concerning the import and export of wildlife, parts and products. Other purposes are to enable the employee to provide information on wildlife laws, and to perform other duties in support of these functions. For example, other contacts may be established to obtain expert wildlife identification services, to coordinate operational activities, or to arrange for permanent loans of seized specimens or items. Contacts also involve discussions and negotiations on matters in an effort to ensure compliance and improve operating practices.

Factor 8. Physical Demands

The work involves considerable physical exertion involving a variety of activities which may include standing for long periods of time; walking or otherwise traveling, such as by driving, for extended periods from one inspection site to another; recurring crouching, stooping, reaching; crawling into shipping containers; lifting freight of typically less than 50 pounds without assistance; or otherwise shifting, lifting, or moving freight of greater weight, with assistance as needed. May climb ladders on vessels, aircraft, trucks, and railroad cars. The incumbent must undergo an annual medical examination as prescribed or directed.

Factor 9. Work Environment

Some work is performed in offices, but is primarily performed in various inspection sites such as inland border crossings, cargo facilities, baggage service terminals, international passenger terminals, truck terminals, aircraft, rail yards, mail/package transport facilities, and docks. Some periods of outdoor work may be required in adverse weather conditions. There may be the possibility of falling crates and cartons, the movement of lifting equipment, hostile passengers, or exposure to loud noise such as aircraft engines.

The incumbent may be subject to wounds inflicted or diseases transmitted by live wildlife, venomous reptiles and insects, or to communicable diseases from primates, birds, or international passengers. Subject to potential exposure to hazardous chemicals used as preservatives and pesticides on hunting trophies and fur skins.

The incumbent has available and must use a variety of protective clothing, safety equipment, and procedures to effectively minimize or eliminate the risk of exposure to chemicals and preservatives, diseases, or injury.