

Classification Evaluation for the Position  
Fish and Wildlife Administrator  
0480 Series Designation

Introduction

As a result of an extensive internal organizational study by the U.S. Fish and Wildlife Service, it was decided to reorganize and abolish the positions of Program Assistant Regional Director (PARD) and Geographic Assistant Regional Director (GARD). A new standard position description was established which incorporates many of the existing duties as Fish and Wildlife Administrator. Although there are in fact four different position descriptions: ARD - Fisheries, ARD - Ecological Services, ARD - Ecological Services and Fisheries, and Regional Chief, National Wildlife Refuge System, the position descriptions are essentially the same. There are only minor differences in program area responsibilities which is unique to the particular discipline. The uniqueness does not impact the classification of the position descriptions as one consolidated classification.

Series Determination

The U.S. Fish and Wildlife Administrator Position is placed in the 0480 series because it involves professional and scientific work in administering, directing and exercising administrative as well as technical control over scientific programs, regulatory activities, projects and operations which are concerned with the conservation and management of ecological resources.

Classification Determination

This position does not have supervisory authority, therefore the position classification standard being used for this position is the *General Schedule Supervisory Guide*. The Guide uses six factors for evaluation purposes: Program Scope and Effect; Organizational Setting; Supervisory and Managerial Authority Exercised; Nature and Purpose of Contacts; Difficulty of Typical Work Directed; and Other Conditions.

Program Scope and Effect

This factor assesses the general complexity, breadth, and impact of the program areas and work directed, including its organizational and geographic coverage. It also assesses impact of the work within and outside of the organization. To determine a ranking for this factor three levels were evaluated:

Level 1-3 addresses a program segment and work which encompasses a major metropolitan area, a State, or a small region of several States. Its effect impacts a wide range of agency activities, the work of other agencies, the operation of outside interests, or the general public.

Level 1-4 addresses a program segment of a professional, highly technical, or complex administrative program which involves the development of major aspects of key agency scientific, medical, legal, administrative, regulatory, policy development or comparable, highly technical programs. The impact is on an agency's headquarters operations,

for in-service or contracted work. 2) Exercises all or nearly all of the delegated supervisory authorities and responsibilities for: planning work by subordinates; assigning work to subordinates; evaluating work performance; providing advise and counsel; interviewing candidates for positions; hearing and resolving complaints from employees; effect minor disciplinary measures and recommending other actions in more serious cases; identify training needs; and finding ways to improve production. In addition, uses supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel and or/contractors to direct, coordinate, or oversee work. Exercises significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank. Assuring reasonable equity among units and/or teams. Directs a program or major program segment. Makes decisions on work problems presented by subordinate supervisors, team leaders, or contractors. Evaluates performance and serves also as a reviewing official. Making or approving hiring selections as well as recommending selections. Hearing and resolving grievances. Reviewing and approving serious disciplinary actions. Making decisions on nonroutine, costly, or controversial training needs and requests. Determining whether contractor performed work meets standards of adequacy necessary for authorization of payment. Approving expenses comparable to within-grade increases, extensive overtime, and travel. Recommending awards or bonuses for nonsupervisory personnel and changes on position classification, subject to approval by higher level officials. Finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

Level 3-4 addresses the above factors and in addition includes: exercising delegated authority to oversee the overall planning, direction, and timely execution of a program, several program segments, each of which is managed through separate subordinate organizational units; approve multi-year and longer range work plans developed by the supervisors or managers of subordinate organizational units; oversee the revision of long range plans, goals, objectives; manage the development of policy changes in response to changes in levels of appropriations or other legislated changes; manage organizational change; exercise discretionary authority to approve the allocation and distribution of funds in the organization's budget.

Level 3-4 is appropriate. The position description refers to several factors that are addressed in 3-4. "Plans and executes annual and multi-year activities," (Supv. & Mgmt. Authority, paragraph 1). "Manages and coordinates the use of sizable financial resources..." (Supv. & Mgmt. Authority, paragraph 1). Factor 3-3 address approval of funds but implies less than significant amounts. Factor 3-4 is more in line with significant allocation and distribution of funds. "Exercises authority to commit Service resources and to change program configurations and content" (Supv. & Mgmt. Authority, paragraph 3).

*Factor Level 3-4 = 900 points*

#### Nature and Purpose of Personal Contacts

The nature and purpose of contacts is broken down into two subpart categories within the

4B-3 addresses contacts which justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts at this level usually involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

4B-4 addresses contacts made to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed. At this level, the persons contacted are sufficiently fearful, skeptical, or uncooperative that highly developed communication, negotiation, conflict resolution, leadership, and similar skills must be used to obtain the desired results.

The position description supports 4B-4 as the guiding factor. "...negotiate and persuade others to cooperate and contribute to the accomplishment of Service goals and projects..." (Purpose, paragraph 1). "Persuades others to accept recommendations that lead to program growth..." (Purpose, paragraph 1). The knowledge, skill, and ability, "Mastery of oral communication in order to negotiate controversial issues and persuade others regarding the validity of finds and recommendations..." (KSA, paragraph 9). "Exercises managerial and leadership skill in integrating multiple aspects of ecosystem..." (Major Duties, paragraph 6).

*Factor Level 4B-4 = 125 points*

#### Difficulty of Typical Work Directed.

This factor measures the difficulty and complexity of the basic work most typical of the organization(s) directed, as well as other line, staff, or contracted work for which the supervisor has technical or oversight responsibility, either directly or through subordinate supervisors, team leaders, or others.

To determine the factor level for a position, an evaluation must be done on the grade level of people the incumbent will supervise and the percentage of time the people are supervised by the incumbent. The position descriptions states, "...the incumbent directs GS-13 level work at least 50 percent of the time." (Difficulty of Typical Work Directed, paragraph 1). The *General Schedule Supervisory Guide* stipulates that this level of supervision constitutes a factor level of 5-8.

*Factor Level 5 -8 = 1030 points*

#### Other Conditions

This factor measures the extent to which various conditions contribute to the difficulty and complexity of carrying out supervisory duties, authorities, and responsibilities. Evaluation of this factor comprised of the examination of tow factor levels:

Factor Level 6-5 addresses supervision and oversight which requires significant and

extensive coordination and integration of a number of important projects or program segments of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-12 level. At the GS-13 level supervision is involved in extreme, urgent, or unusual controversial issues.

Factor Level 6-6 address supervision and oversight which requires exceptional coordination and integration of a number of very important and complex program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-13 or higher level.

The position description supports factor level 6-6. Factor level 5 has already stipulated the supervision of GS-13 employees at least 50 percent of the time. The position description also states, "Assignment are characterized by a breadth and intensity of effort involving many phases pursued concurrently and necessitating coordination with groups and individuals inside and outside of the organization." (Difficulty of Typical Work Directed, paragraph 1). "Obtains cooperation from trade associations, conservation groups, industries, civic groups, officials and scientists from other Federal government organizations, State officials, county officials, and news media representatives. Provides coordination with the States, other Federal organizations, Congressional contacts, and others." (Major Duties, paragraph 4).

*Factor Level 6-6 = 1325 points*

Final Rating

Total point-to-grade conversion:

775  
350  
900  
100  
125  
1030  
1325  
4605 or a **GS-15**

\_\_\_\_\_  
Classifier

\_\_\_\_\_  
Date