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

1. Agency Position No.: S000009

2. Reason for Submission: [ ] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: Standard Position description #S000009

3. Service: [ ] Hdqtrs [ ] Field

4. Employing Office Location: Washington, DC

5. Duty Station:

6. OPM Certification No.:

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 [X] Managerial [ ] Neither

12. Sensitivity: [✓] 1--Non-Sensitive [ ] 2--Noncritical Sensitive [X] 3--Critical [ ] 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						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Fish and Wildlife Administrator	GS	0480	15		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*: Regional Chief, National Wildlife Refuge System

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

See evaluation statement.

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	CK	7/10/09								

24. Remarks: Full Performance Level GS-15

07/10/09: Corrected Block 12, Sensitivity, from Critical and adds Risk Designation: High. CKing

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

Standard Position Description # S000009

FISH AND WILDLIFE ADMINISTRATOR, GS-480-15
(Regional Chief, National Wildlife Refuge System)

Introduction

The incumbent serves as a Fish and Wildlife Service Administrator with Regionwide managerial, leadership, and advocacy responsibility for programs, issues and policies relative to the protection of fish and wildlife resources. Manages and is accountable for the broad programmatic area of refuges throughout the Region. Responsible for the achievement of goals and objectives carried out by Regional Office staff, project leaders and ecosystem teams through line management operations. The working title for this position is Regional Chief, National Wildlife Refuge System.

Major Duties

The Regional Chief, National Wildlife Refuge System directs policy and staff functions in refuges within one of the Service's Regions. Formulates and implements policies, standards, and procedures. Surnames documents for program policy compliance before forwarding to the Regional Director (e.g., refuge documents to be forwarded to the Washington Office, etc.). Coordinates Regionwide Program issues/policies (e.g.,refuge management, public use, compatibility, comprehensive planning and outreach). Develops short- and long-range plans, objectives, and priorities for ensuring adherence to the laws and policies which govern the management of the Service. Serves as an advocate and provides leadership for national and Regionwide program issues and policies (e.g., Partners for Wildlife, fire management, and grazing). Evaluates national precedents and their impact on Regional policy and procedures and devises methods of accommodating emerging precedents. Estimates and justifies resources such as funding, space, supplies, equipment and personnel needs. Manages multimillion dollar budgets for assigned programs which are subject to rapidly changing initiatives and shifting priorities. Determines needs for special projects and studies to be carried out by subordinates, contractors, consultants, academicians, and field stations. Provides support to the field, ecosystem teams, and the Regional Director by collaborating with the Regional Office, ARDs, Regional Ecosystem Coordinator and other program staff. Monitors progress, evaluates effectiveness, and recommends program changes and modifications of specific goals and objectives.

Perform a full range of supervisory/managerial duties and responsibilities over the assigned staff and organizational elements. This includes the Regional Office program staff and field stations (e.g., National Wildlife Refuges, Realty Field staff, Regional Refuge Biologists). Promotes and demonstrates a strong commitment to workforce diversity. Identifies program training/mandatory needs and expectations. Supervises the Regional Office staff work on programmatic issues. Evaluates Regional, field station staff and ecosystem teams on issue management. Coordinates the work of employees, contractors, and consultants in planning and conducting studies and projects (e.g., demographic studies, wildlife surveys and studies, quality assurance projects, public use surveys, and program effectiveness reviews) related to assigned programs.

Participates with other top-level Regional managers in interpreting and implementing legislation and legal decisions, and assessing their impact on Regional natural resource management practices and programs. With an understanding of the Regional Director's views and preferences, provides expertise to establish priorities, resolve problems, and to implement courses of action. Serves as a leader and/or member of Regional and national management and study teams. Represents the Regional Director and the Service on national and international committees and at conferences during which controversial issues may be discussed. Resolves conflict and develops consensus in line with Service policy and procedures, and upholds the image of the Service while resolving complex and controversial matters.

Serves as an expert consultant and provides advice to the Regional Director and other Service officials and managers concerning controversial and complex scientific, political, and economic issues; prepares position papers; reviews documents and plans; and makes implementation decisions. Obtains cooperation from and maintains liaison with parties and agencies interested in decisions of the Service, such as 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. Leads program outreach efforts.

Stimulates cross-program and cross-Regional consultation, cooperation, and partnerships. Supports the Regional Director by collaborating with other program staff on program actions, implementation and advocacy. Manages natural resource issues through collaboration among Service counterparts, public and private organizations, industry, and individuals to integrate ecosystem concerns, views, and contributions into cohesive resource management projects and systems. In coordination with the Regional Ecosystem Coordinator develops geographic goals and priorities through ecosystem teams and leads activities to fulfill program objectives. Addresses ecosystem concepts and issues. Serves as coach/advocate for ecosystem teams and implements actions to meet long- and short-range plans and objectives.

Exercises managerial and leadership skill in integrating multiple aspects of ecosystem management, refuge management, fisheries management, ecological services, and the migratory birds, federal aid and law enforcement programs. Analyzes and evaluates management plans, goals, objectives, and resource problems, and makes final determinations (subject to the Regional Director's and/or Deputy Regional Director's approval) regarding the final content, timing, and ongoing applicability of ecosystem management approaches.

Implements programs such as Partners for Wildlife and Fire Management. Coordinates with Law Enforcement (LE) and Federal Aid (FA) organizational elements on programmatic and operational issues by identifying needs and opportunities. Implements outreach efforts. Effects Tribal and other agency coordination within the geographic area or in field stations supervised (with Regional office Native American/External Affairs staff). Leads legislative/Congressional outreach efforts on operational issues (with External Affairs staff). Supports and reviews programmatic submissions (e.g., Congressional inquires, Congressional District Report). Develops partnerships in consultation with program and project managers, the field facility staff, and ecosystem teams.

Reviews, formulates, and influences the establishment of policies, plans, programs, and procedures of Regional scope. Liaison between Regional Office and Washington Office counterparts. Develops program policy, guidance and establishes program priorities, and ensures consistency in collaboration with AD, Regional Director, and others. Participates in designing national programs and policies. Provides programmatic information and guidance to field stations and ecosystem teams (such as on Comprehensive Conservation Plans (CCPs)). Provides scientific information and support regarding the Refuge and Realty programs for the benefit of line managers and supervisors, and employees throughout the Region. Develops program planning requirements such as the CCPs. Evaluates field stations for program implementation. Ensures completion of program accomplishment and Government Performance and Review Act (GPRA) reports. Maintains Regional Program Databases such as the Refuge Operating Needs (RONS), and the Maintenance Management System (MMS) and consolidates the program accomplishments for reporting purposes. Develops position papers, prepares reports, presents briefings, and reviews and edits summaries of plans and accomplishments for use in the Region. Provides information at meetings and conferences of Statewide, Regionwide, and national interest.

Manages centralized funds for efficiency purposes such as for refuge comprehensive planning, and uniform costs. Manages program funds such as those concerning, refuge law enforcement, quarters accounts, Regionwide cooperative education programs, realty accounts, and Regional Office operating budgets. Provides input to budget formulation and allocation with Regional Director's guidance (e.g., Base, Refuge Operating Needs System (RONS), and Maintenance Management System (MMS) funding). Represents the Region at national program meetings on budget allocations, and surnaming recommendations to the Regional Director for field station allocations. These may be allocations for Construction, MMS, Partners for Wildlife, etc.

Negotiates and executes budget, and is accountable for the Regionwide programmatic budget. Manages full-time equivalent (FTE) positions. Informs Regional Director of budget status. Once funds are allocated to field stations, the incumbent manages and distributes all funds allocated to field stations. This includes reimbursable income, and funds allocated to the field for construction ("force account" projects that do not require engineer's planning and design), Realty (some acquisition management funds), and the Regional Office operating budgets. The incumbent has the flexibility to move program funds among field stations within existing budget guidelines and policies, but any moved funds must be used for purposes consistent with the approved program appropriations. Fulfills an essential role in the Regional budget decision-making process by assisting in establishing priorities among program areas. Ensures the development of, and approves, field station budget increase needs input for inclusion in submissions to help ensure that the budget requests represent the highest priority needs on a cross-program and/or ecosystem basis, and that the information is accurate and timely. The incumbent also reviews and responds to budget allocations proposed by others.

Provides guidance on the policies, themes, and formats that are expected by the Washington Office programs. This is accomplished annually after the spring Directorate meeting, so that the ARDs and Regional Chief of National Wildlife Refuge System have adequate time to organize field input. After evaluating input, the incumbent prepares recommendations to the Regional Directorate for the Region's yearly budget proposal to the Director. Input is prepared based on information for Servicewide budget initiatives that are managed separately by the Assistant Directors (AD) (e.g., increases over the President's Budget). The incumbent also prepares programmatic budget increase packages that

exceed the Region's budget target based on other's information, such as those "full needs" budget proposals that are used for the annual National Fish and Wildlife Foundation's Needs Assessment.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of refuge management requirements, procedures, maintenance, and support processes in order to meet regulatory responsibilities associated with the conservation, protection, and restoration of fish and wildlife resources.

Mastery of the concepts, principles, and practices of wildlife management and wildlife biology in order to direct and control scientific/program activities.

Knowledge of conceptual and technological advances in resource management sufficient to be recognized as an authority in order to influence others and gain the acceptance of the Service's approaches, findings, and recommendations involving significant scientific and socioeconomic matters.

Knowledge of related disciplines, such as ecology, botany, hydrology, and forestry, in order to facilitate an ecosystem approach as well as direct multiple-use resource program planning; understand and address competing environmental variables, their relationship to Service goals, the management and development of resources, and their socioeconomic and political implications to those resources.

Knowledge of wildlife management and refuge program activities, laws, policies, and rules in order to evaluate program effectiveness, employee performance, and provide authoritative advice and recommendations.

Knowledge and skill in applying supervisory/managerial principles and methods in order to direct and motivate a diverse staff; and, a high degree of leadership knowledge and skill in order to implement agency changes through the integration of a highly specialized and scientifically sophisticated workforce.

Ability to adjust to frequently changing situations, funding levels, initiatives, and crises in order to balance workloads and distribute funding and staff resources.

Knowledge of pertinent Federal and State legislation and decisions, such as those related to compatibility, criminal trespass, and water rights, public use, National Wildlife refuge Act, Endangered Species Act, Fish and Wildlife Coordination Act, etc. in order to ensure compliance with laws, regulations, and precedent actions.

Mastery of oral communication in order to negotiate controversial issues and persuade others regarding the validity of findings and recommendations; to present briefings; to serve as a leader and advocate of Service programs and practices; to guide others in carrying out complex work; and to facilitate cooperation and consensus among parties with diverse interests and agendas.

Skill in written communication in order to: review and edit documents and correspondence, write reports and justifications; document analyses of problems and issue scientific findings and action recommendations; address administrative matters and communicate guidance and instructions in situations where complex, interagency procedures vary and diverse scientific, political, and economic considerations are at issue.

Knowledge of budget planning and execution processes, as well as associated political and economic factors, in order to determine budget needs, influence funding levels, justify budget requests, distribute funds appropriately, approve submissions, obtain reimbursable funding, and monitor the impact of expenditures on human resources and Service objectives.

Knowledge of the policies, procedures, and structure of scientific organizations in order to deal effectively with problems, concerns, and questions, and to develop opportunities to promote the goals of the Service.

Ability to conceptualize and coordinate the development of fish and wildlife management objectives into program management and development plans under various conditions.

Ability to establish positive working relationships with people that have widely varying backgrounds, objectives, and goals, including persons and groups with diverse cultural backgrounds.

FACTORS

1. **Program Scope and Effect**

The incumbent exercises Regionwide program responsibilities of a highly specialized scientific nature which impacts upon Service activities throughout the Region. The programs executed include highly technical, scientific wildlife management activities which affect the ecosystems and the populations, businesses, wildlife, and economic stability of the geographic area. The scope of the position entails providing program policy, guidance, and management services throughout the Region by participating in the formulation and establishment of Regional natural resource management policies and programs which may lead to national precedents. The work influences the manner in which other government organizations and private groups operate, the effect such groups have on the preservation and perpetuation of natural resources, and the level of the support provided by those groups for the Service and elected officials. Serves as a principal point of contact with the Washington Office.

The program activities directly affect many government and nongovernment organizations and activities and involve negotiations with State wildlife, park, and recreation agencies; Governor's offices; private industry; and private landowners in order to coordinate land acquisition and natural resource management activities. Legal decisions influenced by the programs tend to set national precedents. Programs emphasize cooperation and partnerships in order to overcome anti-Federal government sentiment and to facilitate the management, conservation, protection, restoration, and reintroduction of native fish and wildlife species. Opportunities for the ecosystem approach and wildlife preservation are typically difficult to develop and nurture. The incumbent exercises significant technical direction over decisions of sensitivity such as those related to private lands and compatibility.

2. Organizational Setting

Reports to the Regional Director, a member of the Senior Executive Service, and/or the Deputy Regional Director. Assignments are provided in terms of ongoing program responsibilities. The employee plans work, identifies and defines goals and objectives, and makes significant decisions and management recommendations. Work influences the overall management direction of the Region's activities and ensures the integration of the individual employee's plans and decisions with other Service programs and objectives.

3. Supervisory and Managerial Authority Exercised

Plans and executes annual and multi-year activities. Participates with high-level program officials regarding overall Service goals and objectives. Manages and coordinates the use of sizable financial resources, and manages the work of highly skilled scientific and program experts. Establishes and justifies budget and staffing requirements, and approves expenditures for high-cost training, travel, awards, and overtime. Coordinates work, including that which may be performed under contract in connection with cooperating organizations from outside the Service. Collaborates with representatives of private industry, and with officials from State, tribal, and other Federal government entities. Approves the allocation of funds.

Exercises a full range of supervisory/managerial authorities. Determines program structure, as well as the structure of individual positions and reporting lines. Ensures equal opportunity in recruiting candidates, in selecting employees, in rewarding employees, and in providing developmental and training opportunities. Facilitates problem-solving of subordinate supervisors and other employees relating to personnel and budget issues. Complies with the intent of safety and occupational health regulations and laws. Sets performance standards, evaluating the performance of subordinate supervisors, and ensuring that standards for lower-level employees are equitable and are completed according to schedule. Initiates serious disciplinary actions, e.g., notifications of unsatisfactory performance, suspensions, and removals. Participates in grievance and/or adverse action hearings. Exercises authority to commit Service resources, and to change program configurations and content. Ensures the availability of facilities, equipment, and material needed to carry out work. Provides for the security and authorized use of Federally owned property in conformance to property management policies.

4.a. Nature of Personal Contacts

Contacts are with other high level Federal officials and scientific experts in a variety of fields. Contacts also include representatives of Federal and State agencies, environmental organizations, private industry, political appointees, elected officials at national, state, and local levels, the news media, Native American groups, the public, consulting firms, and other Federal agencies such as the U.S. Army Corps of Engineers and the Bureau of Reclamation. Coordinates regularly with other managers, Service project leaders and ecosystem team members across the region.

Frequent and potentially confrontational personal contacts are characteristic of the position and occur in both structured and unstructured settings. Contacts sometimes require testimony and the development of complex briefing materials, which are frequently discussed at conferences and open meetings.

4.b. **Purpose of Contacts**

Contacts are primarily for the purpose of planning and executing Service programs, delivering testimony, representing the Regional Director and the Service before the media and at public meetings. The contacts are to explain, support, and defend scientific decisions; influence and negotiate work internally and across Regional and Departmental lines; negotiate and persuade others to cooperate and contribute to the accomplishment of Service goals and projects; negotiate commitments with Congressional staff members, other Federal agencies, private industry, and individuals. Persuades others to accept recommendations that lead to program growth, agreements with outside organizations, and changes in program emphasis. Work requires participation in high level conferences, negotiations, and meetings at which te employee serves as an authority on biological resource management. The ability to work cooperatively and effectively with personnel of other agencies and private organizations significantly impacts the completion of Service plans and projects.

5. **Difficulty of Typical Work Directed**

The typical work directed demands at least 25 percent of the employee's duty hours and is classifiable at no less than either the GS-12 grade level; or, the incumbent directs GS-13 level work at least 50 percent of the time. Exercises supervisory and managerial responsibility over subordinates working in a significant number of field locations and in the Regional Office. Assignments 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. Issues and factors influencing work normally require definition and extensive analysis in order to determine their nature, scope, and implications, and to ensure that individual projects further resource management objectives.

6. **Other Conditions**

The workload directed is typically evaluated at the GS-12 or at the GS-13 grade level. The work is primarily performed by Federal employees; however, outside consultants, contractors, and academicians also contribute to accomplishments. Work is directed through subordinate supervisors and ecosystem teams. The work requires significant and extensive administrative and scientific coordination. The employee determines and modifies long- and short-range goals to meet substantial changes in legislation and funding. Deals with policy issues involving political, social, and economic conditions which affect the Region and the Service. Participates fully in decisions concerning organizational structure, major regulatory practices, and delegations of authority to task forces and ecosystem teams,