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

1. Agency Position No. -S000010

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

Explanation *(Show any positions replaced)*
Standard Position description #S000010

3. Service: [ ] Hdqtrs [ ] Field

4. Employing Office Location

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 [✓] 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						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Fish and Wildlife Administrator	GS	0480	15		

16. Organizational Title of Position *(if different from offiical title)*
Assistant Regional Director, Migratory Birds and State Programs

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

Signature of Employee *(optional)*

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

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

OPM General Schedule Supervisory Guide dated April 1993
Series Definition for GS-480

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 FPL: GS-15 Standard Job Description - Servicewide

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 #S000010

Fish and Wildlife Administrator, GS-480-15
(Migratory Birds and State Programs)

INTRODUCTION:

The U.S. Fish and Wildlife Service is responsible for conserving, enhancing and protecting fish, wildlife, and plants and their habitats for the continuing benefit of people. The incumbent serves as the Assistant Regional Director (ARD), Migratory Birds and State Programs. The employee bears responsibility for Regionwide advocacy and leadership in the restoration and management of fish and wildlife resources for Migratory Bird Management, Permit Administration, North American Waterfowl Management Plan, and all matters related to administering the Wildlife Restoration, Sport Fish Restoration, Clean Vessel, Partnerships for Wildlife, and section 6 of the Endangered Species Act grant programs for the Fish and Wildlife Service. The incumbent oversees the activities of the Division Chief for Migratory Birds or the Regional Migratory Bird Coordinator; the Conservation Partnerships Liaison Division, Regional joint ventures associated with the North American Waterfowl Management Plan, Partners in Flight, other bird conservation initiatives and North American Conservation Initiative activities; the coordination of regional migratory bird research activities; and all matters related to administration of the Migratory Bird Treaty Act, four bilateral migratory bird treaties (with Canada, Mexico, Japan and Russia), and the North American Wetlands Conservation Act. The employee oversees the activities of the Division Chief for Federal Aid, and has program and line authority for all programs and functions associated with grants-in-aid to State fish and wildlife agencies. Specifically, provides oversight for administration of the Federal Aid in Wildlife Restoration Act, as amended; the Federal Aid in Sport Fish Restoration Act , as amended; and the Partnerships for Wildlife Act, the Clean Vessel Act of 1992, the Anadromous Fish Conservation Act, section 6 of the Endangered Species Act, and the Fish and Wildlife Conservation Act. In some Regions, the employee may serve as the primary regional contact for the Cooperative Fish and Wildlife Units.

As Assistant Regional Director, the incumbent represents the Regional Director in the assigned program areas, and has responsibility for Regionwide advocacy and leadership on issues and policies related to these assigned programs. This requires obtaining cooperation and maintaining effective relations with other Federal, state and local agencies, as well as with representatives of associations, conservation groups, civic groups, fishing, hunting, shooting, and boating industries, and the news media.

The Conservation Partnerships Liaison Division manages Service support for the federally-chartered Sport Fishing and Boating Partnership Council (SFBPC) and for the Recreational Boating and Fishing Foundation (RBFF). The SFBPC was established in 1993 to advise the Director and the Secretary of the Interior on sport fishing and boating issues. The RBFF was created in 1999 under a cooperative agreement with the Service as a non-profit organization to carry out a Congressionally mandated five-year, $36 million communication effort to increase boating and fishing participation and promote conservation and the responsible use of aquatic resources. The Division also works with other Service offices in forging new national conservation partnerships and tracking existing agreements.

Major Duties:

- **S** The incumbent, as ARD, directs policy and staff functions for Migratory Birds and State Programs for the Region. Develops short, medium, and long-range plans, objectives, and priorities for ensuring adherence to the laws and policies that govern the management of the Service and coordinates activities within the assigned area. Monitors progress, evaluates effectiveness, and recommends program changes and modifications of specific goals and objectives. Ensures optimal use of administrative resources such as funding, space, supplies, equipment, and personnel. Estimates and justifies funding needs. Manages budgets for assigned programs and determines need for special projects and studies to be carried out by subordinates, contractors, consultants, academicians, and field stations.
- **S** Responsible for advocacy and delivery of coordinated, comprehensive migratory bird conservation and grants-in-aid fish and wildlife restoration within the Region, and for coordination and advocacy at national and international levels with key public and private partners.

- Establishes, maintains, and nurtures relationships with non-Service partners, particularly state agencies, conservation organizations, other Federal agencies, corporations, and other partners who assist in delivery of bird conservation through joint venture activities, North American Wetlands Conservation Act projects, migratory bird regulatory programs and processes, and with the state grants programs.

- Establishes and maintains close working relationships in the Regional Office between migratory programs and the National Wildlife Refuge System, Ecological Services, Fisheries and Law Enforcement programs to ensure an efficient flow of migratory bird conservation information and effective delivery of migratory bird conservation programs both on refuges and in associated non-refuge lands.

- Serves as primary liaison between Regional Office and Washington Office counterparts for assigned activities. Participates in Washington Office details, special assignments, and meetings to assist in developing and refining regional and national efforts for Federal Aid, migratory bird management and joint venture functions.

- Directly or indirectly represents the Regional Director in interagency coordination with States, Federal agencies, and others on issues that are regional in scope. Secures cooperation and maintains effective relationships with parties and agencies interested in and affected by decisions of the Service, including, high level officials in other Federal agencies, Tribal representatives, state agency officials, county officials, Governors, state legislators, non-governmental organizations, fishing, hunting, boating, and shooting industries, Congressional staff, the media, and members of the general public. Responsible for coordination across joint venture boundaries with associated partnerships in Canada and Mexico. Responsible for evaluating and alerting the Regional Director on new national precedents as related to a need for formulating regional policy and procedures.

S Negotiates persuasively with state fish and wildlife directors on controversial and technical program matters. This includes advising these officials on the nature of activities that are allowable under the Federal Aid grant programs, the substantiality of proposed projects, and the unique options under which funds may be used to prevent "reversion" or "diversion" of grant funds and state hunting and fishing license revenues.

S As the regional authority on program laws, regulations, and policies, serves as an expert consultant to the Regional Director, Assistant Regional Directors, State fish and game directors, and executive level managers of other federal and state agencies with regard to issues concerning the Federal Aid program. Renders policy interpretations to high level State administrators and legislators.

- Participates with top-level Regional managers in interpreting and implementing legislation and legal decisions, and assessing their impact on Regional natural resource management practices and programs. Provides expertise to establish priorities, resolve problems, and to implement courses of action. Serves as a leader and/or member of Regional, national, and international management and study teams. Represents the Regional Director and the Service on national and international committees and at conferences. Provides advice to the Regional director and other Service officials and managers concerning controversial and complex scientific, political, and economic issues. Obtains cooperation from, and maintains liaison with, parties and agencies interested in the decisions of the Service. 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. Prepares position papers, reviews documents and plans, and makes implementation decisions.

S Formulates policies, plans, standards, and procedures to carry out comprehensive fish and wildlife restoration programs. Develops Federal Aid goals and priorities to ensure the appropriate and efficient application of funds to fish and wildlife resource objectives established in support of State and U.S. Fish and Wildlife Service missions and goals.

– Participates with the Regional Director and other top management officials in the formulation and establishment of Regional natural resource management policies and programs.

– Serves as a member of the Regional Directorate Management Team. Provides advice and assistance to the Regional Director and Washington Office relative to the development of national policies, plans, programs, and procedures. Provides this advice and assistance for the primary program areas of responsibility and the Fish and Wildlife Service in total. Serves as a team member in making integrated review and inspections of fish and wildlife activities. Provides advice and assistance to other staffs for correlation of Fish and Wildlife program needs with other major activities.

S Responsible for evaluation of goals and objectives for the Federal Aid program throughout the region.

S Manages distribution of all Federal Aid funds apportioned to the States.

S Conducts necessary reviews and audits of State Federal Aid grant programs to determine the States' eligibility for funds. Negotiates with State Directors, Office of the Inspector General and contract auditors to resolve controversial and precedent-setting audit findings to ensure States' continued eligibility to participate in Federal Aid programs.

S Exercises leadership in determining adequacy of design for all Federal Aid projects proposed by the states. Ensures that approved projects are conducted in compliance with grant laws, regulations, policies, OMB circulars, Executive Orders, and other applicable federal and state laws. Commits Service participation and funding on large numbers of fish and wildlife management projects.

– Performs, directs, and/or ensures appropriate planning, programming, budgeting, and evaluation of assigned programs and functions. Exercises resource (budget and ceiling) allocation negotiation and program policy development and evaluation authority for assigned activities in the Regional Office. Negotiations, policy development and evaluations are conducted with the Washington Office, Regional Directorate, and other Assistant Regional Directors. Serves as technical program expert in charge of new program policy, procedures and systems for assigned areas in the Region.

– Provides leadership and management expertise to effectively integrate complex management systems and functions. Analyzes management plans, goals, objectives, and resource problems and makes major decisions concerning changes, applicability, and evaluation. Constantly monitors progress of goal achievement, and adjusts resources as appropriate, to assure objective achievement. Assures that resources (budget and ceilings) are utilized effectively and efficiently.

- The incumbent ensures that grants awarded to States under the Federal Aid Program and the North American Waterfowl Management Plan are consistent with all applicable statutes and regulations.

- Provides compliance oversight on policy, procedures, and regulations affecting activities throughout the region.

- Responsible for objectives, accomplishments, and action strategies within assigned areas of responsibility to include evaluation and reporting of accomplishments and ensures completion of regional Government Performance and Results Act (GPRA) reports and maintains regional components of national program database (Federal Aid Information Management System).

- Performs a full range of supervisory/managerial duties and responsibilities over the assigned staff, not only at the Regional Office, but also in field locations. Identifies program training needs and expectations. Supervises all work performed in subordinate organizations.

- Actively supports Service diversity goals in day-to-day activities and provides positive direction through personal commitment. Advises subordinate supervisors on their responsibilities in achieving goals. Provides programmatic information and guidance to field stations, ecosystem teams, state fish and wildlife agencies, and programmatic counterparts.

KNOWLEDGE REQUIRED BY THE POSITION

The incumbent must have a mastery of current fish and wildlife management concepts, principles, and practices in order to administer and exercise control over scientific work relative to public use issues, biological problems, management and planning, surveys, etc. Professional recognition and skill sufficient to ensure cooperation and acceptance of evaluations and recommendations by State fish and wildlife management officials.

Knowledge of related disciplines, such as ecology, botany, and water quality, in order to direct multiple-use resource program planning and to influence its integration with economic and cultural values.

Knowledge of the concepts, principles, and practices of fishery and wildlife biology, resources management, aquatic education, hunter education and the shooting sports sufficient to ensure that State grants are both eligible, substantial, and comply with Federal law, regulation and policy; to understand and address competing environmental variables, their relationships to Service goals, and the management and development of resources; to evaluate plans; to identify potential impact of project proposals identifying multiple uses; and to assess the effectiveness of the programs, and the socioeconomic and political implications of those resources.

Mastery of grants administration in all programs and commensurate knowledge of fish and wildlife management principles sufficient to assure legal and efficient use of grant funds. In-depth knowledge of laws, policies, and rules governing federal grants and the management of fish and wildlife in order to ensure compliance with applicable laws and regulations, to provide authoritative advice and recommendations. Knowledge is required of governing legislation sufficient to interpret and to develop new concepts and management systems for implementing innovative approaches to grant administration. Such knowledge is also required to assist states in developing long-range programs of Regional and national significance.

Knowledge and skill in applying supervisory/managerial principles and methods to organize work, to direct and motivate subordinates and achieve concrete results through the integration of a highly specialized and scientifically sophisticated work force, and a high degree of leadership knowledge and skill in order to implement agency changes.

Understanding of administrative practices and the Service's budget cycle and processes in order to determine budget needs, justify budget requests, approve submissions, define program requirement, obtain reimbursable funding, and manage financial and human resources.

Mastery of oral communication skills in order to negotiate controversial issues and persuade others regarding the validity of findings and recommendations.

Skill in effective written communication in order to review and edit documents and correspondence, to justify budget requests, to analyze proposed policy, and to support the Services implementation strategy.

Knowledge of Federal and State laws, policies, and rules pertaining to the management of assigned programs in order to provide authoritative advice and recommendations.

Familiarity with realty acquisition procedures to ensure State project proposals comply with Federal land acquisition requirements.

Knowledge of new developments and techniques in natural resource management in order to resolve biological issues and assist in executing program improvements.

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 in the administration of migratory bird programs and sport fish and wildlife restoration programs of a highly specialized scientific nature which impacts upon Service and State fish and wildlife agency activities throughout the Region. 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 affecting migratory bird conservation and sport fish and wildlife restoration programs which may lead to national precedents. Serves as a principal point of contact with the Washington Office.

Decisions and advice affect economic, educational, and recreational opportunities, and have a direct influence on the protection and conservation of biological resources across the Region. The program activities affect many government and non-governmental organizations and activities and involve negotiations with State fish, wildlife, park, and recreation agencies; State legislators; Governor's offices; Native American groups; private industry; fishing, hunting, shooting, and boating industries; and private landowners in order to coordinate land acquisition and natural resource management. Legal decisions influenced by the programs tend to set national precedents. Supervising regular audits of State Federal Aid programs ensures proper use of funds. Programs emphasize cooperation and partnerships in order to

overcome anti-Federal government sentiment and to facilitate the protection/reintroduction of indigenous species. Habitat conservation plans are particularly sensitive and demand delicate and innovative approaches to ensure the success of action implementation. Opportunities for ecosystem management and wildlife preservation are typically difficult to develop and nurture. The incumbent exercises significant technical direction of decisions of sensitivity such as those related to Section 7 of the Endangered Species Act, National Environmental Policy Act, Migratory Bird Treaty Act, as well as a great breadth of other laws associated with Federal funds apportioned to State grant programs. Decisions affect both U.S. Fish and Wildlife Service and State fish and wildlife programs.

2. Organizational Setting

Reports to the Regional Director (a Senior Executive Service position) or the Deputy Regional Director. Assignments are provided in terms of ongoing program responsibilities. The employee plans work, identifies and defines topics for study, 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

Responsible for planning and execution of annual and multi-year activities. Manages and coordinates the use of sizable financial resources, and manages the work of highly trained scientific, program, grant, and financial experts. Coordinates work, including that which may be performed under contract and 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 complete range of supervisory/managerial authorities including full authority for personnel actions and organizational changes. 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. Solves problems 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 dismissals. Participates with high-level program officials regarding overall Service goals and objectives.

4.a. Nature of Personal Contacts

Frequent and potentially confrontational personal contacts are characteristic of the position and occur in both structured and unstructured settings. Meets with influential State and local representatives and high-ranking Congressional officials, as well as the members of the scientific and academic community, environmental action groups, media representatives, Native American groups, the public, consulting firms, and other Federal agencies. Contacts sometimes require testimony and the development of complex briefing materials, which are frequently discussed at conferences and open meetings. Coordinates regularly with other Service project leaders and ecosystem team members across the Region.

4.b. Purpose of Contacts

The purposes of contacts are to explain, support, and defend scientific decisions; influence and negotiate work internally and across Regional and Departmental lines; and negotiate commitments with Congressional staff members, other Federal agencies, high-level state agency personnel, private industry, and individuals. Persuades others to accept recommendations that lead to program growth, agreements with outside organizations, and changes in program emphasis. Negotiates successful resolution of controversial issues or findings associated with assigned programs. 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

Supervises (25%) a base level of work of at least the GS-12; and /or, devotes more than 50 percent of duty time to planning, directing, and integrating GS-13 grade level work.

6. Other Conditions

Supervises scientific work typically performed at either the GS-12 or the GS-13 grade levels. Work is directed through subordinate supervisors and requires extensive administrative and scientific coordination. Makes major recommendations concerning organizational structure, program/project decisions, and organizational resources. The employee modifies long- and short-range goals to meet substantial changes in legislation and funding. The employee also directs and/or participates in analyzing policy issues involving legal, scientific, social and economic conditions which affect the Region and the Service.