



UNITED STATES DEPARTMENT OF THE INTERIOR

Office of the Secretary
Firefighter/Law Enforcement Retirement Team
300 E. Mallard Drive, Suite 170
Boise, ID 83706

Memorandum

December 1, 2008

To: LaShauna Jones, Human Resources Specialist
U. S. Fish & Wildlife Service

From: Toni Orth, Human Resources Specialist *Toni Orth*
DOI Services for OWCP, Accountability, and Retirement

Subject: DOI Special Retirement Position Description Coverage

The following position has been approved for special retirement coverage. Attached are copies of the position description and DOI certification of approval.

S0000A3/S0000B3/S000003 Park Ranger (LE/Refuge) GL-0025-05/07/09

The entire annotated PD (with the annotated OF-8 and DOI approval sheet) should be distributed as the official position description. Since service in this position affects benefit entitlements, the PD and the DOI approval sheet must be filed on the RIGHT SIDE of the employee's Official Personnel Folder (OPF).

Note: If this PD is amended, e.g., statement of differences at the next lower grade, etc., the PD amendment and the original PD **must** be submitted to our office for review. If this PD is rewritten or if the duties, title, series, grade, position number, or classification date change, the PD must be submitted to our office for a new DOI decision.

This position description is covered as **Primary/Rigorous**; therefore, the maximum entry age (MEA) applies when filling with appointment subject to retirement, and the vacancy announcement must contain this restrictions. In addition, if the appointment will place the incumbent under FERS/CSRS retirement, the retirement code **must** be the FF/LEO retirement code ("6," "E," or "M") and the employee and the employing office **must** pay the extra retirement contributions.

The servicing personnel office is responsible for determining whether the incumbent is eligible for Law Enforcement pay.

If you have any questions, please contact me at (208) 334-1554.

Attachment(s)



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

Approved under the Civil Service Retirement System, 5 USC § 8336(c)

Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Primary/Rigorous (Law Enforcement)

Bureau: U.S. Fish and Wildlife Service – Bureau-wide

Classification Title: Park Ranger (LE/Refuge)

Organization Title: _____

Position Number: S000003 / S0000A3 / S0000B3 Series and Grade: GS-0025-05/07/09

RECOMMENDATION FOR COVERAGE: Primary/Rigorous Law Enforcement coverage is recommended under both CSRS and FERS.

The primary purpose of this position is the enforcement of Federal laws and regulations relating to criminal activities and misdemeanors such as arson, illegal hunting and fishing, disturbance of fish and wildlife, firearms violations, timber theft, hazardous material violations or dumping, vandalism, theft or disturbance of archaeological resources, illegal take or attempt to take plants and animals, traffic violations, marijuana cultivation, possession or sale of illegal drugs, crimes against persons or property, and trespassing on Service lands. The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.

Toni Orth

TONI ORTH, DOI/FLERT Human Resources Specialist

11/6/08
Date

James W. Kuntz

GEOFF HASKETT, Chief, National Wildlife Refuge System, FWS

James Kuntz Adv

11/10/08
Date

Michael Gillmore

MICHAEL GILLMORE, DOI/FLERT Supervisory Program Analyst

11/10/08
Date

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

Nancy Rute

Deputy Assistant Secretary, Human Capital, Performance, and Partnerships

11/20/08
Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. S0000B3	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i> Updated SPD Approved for Servicewide use		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station various	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. Office of Personnel Management						Grade	
b. Department, Agency or Establishment						Initials	
c. Second Level Review		Park Ranger (LE/Refuge)		GL		0025	
d. First Level Review						Date	
e. Recommended by Supervisor or Initiating Office						14. Agency Use BUS: 8888-7777	
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>			
18. Department, Agency, or Establishment Department of Interior				c. Third Subdivision			
a. First Subdivision U.S. Fish and Wildlife Service				d. Fourth Subdivision			
b. Second Subdivision Region: _____				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>			
20. Supervisory Certification. <i>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</i>				<i>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.</i>			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>			
Signature _____ Date _____				Signature _____ Date _____			
21. Classification/Job Grading Certification. <i>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.</i>				22. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action S/LaShauna Jones/ HR Specialist				PCS for Park Ranger Srs, GS-0025, TS-75, 11/85; GEG for Police and Sec Guard Pos in Srs, GS-0083/GS-0085, TS-87, 4/88			
Signature _____ Date 10/2/08				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	
a. Employee <i>(optional)</i>						Date	
b. Supervisor						Date	
c. Classifier		ck 7/20/10				Date	
24. Remarks 7/20/10: Block 14 corrected to reflect a appropriate BUS code. cking FPL: GL-09, Ref S000003; and SOD S0000A3, GS-5							
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>							

Department of the Interior, FLERT Specialist
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
 _____ Firefighter _____ Law Enforcement
 _____ Primary _____ Secondary/Administrative _____ Sec/Supvy
 Approval Date November 20, 2008

Park Ranger (LE/Refuge)

**Department of the Interior
U.S. Fish & Wildlife Service
Regional Office
PN: S0000B3**

STATEMENT OF DIFFERENCE TO S000003

This is an interim position established to provide for a period of growth. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level as described in the attached position description (S000003). During this period the incumbent will operate under somewhat closer supervision than that described in the attached position description and as overall knowledge is gained, progressively more reliance will be placed on the incumbent until full responsibility for assignments is assumed.

The position will remain at the grade 07 level until the employee meets the necessary time-in-grade requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated in the attached position description.