



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

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

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

Category of Coverage: Secondary/Supervisory (Law Enforcement)

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

Classification Title: Supervisory Criminal Investigator (Special Agent)

Organization Title: Deputy Resident Agent In Charge

Position Number: S000220 Series and Grade: GS-1811-13

RECOMMENDATION FOR COVERAGE REVIEW: Secondary/Supervisory Law Enforcement coverage is recommended under both CSRS and FERS.

This position serves as the Deputy Resident Agent In Charge. The deputy oversees area law enforcement efforts to stem illegal wildlife trafficking. The program involves investigation, detaining, and apprehending those violating Federal fish and wildlife laws as well as provisions of national and international agreements. The position is delegated full authority to manage, supervise, lead, and direct activities in the field offices and to carry out assigned special project activities with regard to Service interests. Furnishes advice to field office staff members, as required, on exceptionally difficult technical matters which might be precedent setting in terms of relationships with regard to Law Enforcement matters. Coordinates and supervises extremely complex and usually sensitive investigations. **This position is clearly in the law enforcement field and is in an organization having a law enforcement mission. The primary duties of this position are as a first-level supervisor of law enforcement officers in primary/rigorous positions.**

Toni Orth

8/22/06
Date

TONI ORTH, DOI/FLERT Human Resources Specialist

K Adams

8-23-06

KEVIN ADAMS, Chief, Office of Law Enforcement, FWS

Date

Michael Gillmore

08/28/06
Date

MICHAEL GILLMORE, DOI FF/LE Supervisory Program Analyst

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 07/26/2006. Approval is by DOI Secretary's Designee:

Nancy Muller

10/2/06
Date

Deputy Assistant Secretary, Performance, Accountability and Human Resources

POSITION DESCRIPTION (Please Read Instructions on the Back)								1. Agency Position No. S000220									
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.									
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input 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		13. Competitive Level Code									
Standard Position Description		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input 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		14. Agency Use FPL: 13									
		15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management		Department of the Interior, FLERT Specialist		Toni Orth													
b. Department, Agency or Establishment		This PD has been approved as follows under 5 USC 8336(c) and 8412(d) Firefighter Law Enforcement															
c. Second Level Review		Primary Secondary/Administrative		Approval Date October 2, 2006													
d. First Level Review		Supervisory Criminal Investigator (Special Agent)		GS		01811		13		owl		7/26/06					
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title) Deputy Resident Agent in Charge						17. Name of Employee (if vacant, specify)											
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 Office of Law Enforcement						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 Acting Chief Office of Law Enforcement						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature						Signature											
Date 7/26/06						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.						22. Position Classification Standards Used in Classifying/Grading Position OPM Grade-Level Guide for Classifying Investigator Positions, 2/72; General Schedule Supervisory Guide, HRCD-5, 6/98											
Typed Name and Title of Official Taking Action Joyce M. Hayes Lead Human Resources Specialist						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.											
Signature						Date 7/26/06											
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier		CK		10/16/09													
24. Remarks Risk Designation: High Risk Drug Testing: Yes																	
25. Description of Major Duties and Responsibilities (See Attached)																	

10/16/09: Application of new OPM standard for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, GS-1800, dated 03/09.
No impact on the Position's current title, series and grade. CKing, R9 HR Spec

**Supervisory Criminal Investigator (Special Agent)
GS-1811-13**

Organizational Title: Deputy Resident Agent in Charge

Introduction

This position serves as the Deputy Resident Agent in Charge and is assigned organizationally to a GS-14 Resident Agent in Charge (RAC). As the Deputy Resident Agent in Charge, the incumbent is responsible for the direct supervision of Criminal Investigators, Wildlife Inspectors, technical, clerical and administrative personnel within an organizationally geographically defined area of responsibility and control.

The deputy fully shares the direction of all phases of the organization's program and work with the higher level supervisor, and is assigned continuing responsibility for managing major parts of the program when the total authority and responsibility for the organization is equally divided. The deputy oversees area law enforcement efforts to stem illegal wildlife trafficking. The program involves investigation, detaining, and apprehending those violating Federal fish and wildlife laws as well as provisions of national and international agreements. Investigations supervised by the incumbent are concerned with major violations of law which may have a debilitating effect on the nation's and the world's fish and wildlife resources.

The deputy's opinion, commitment, or direction is treated as if given by the Resident Agent in Charge. As such, deputy must be used only when managerial workload is extensive, particularly when a number of subordinate units are established with diversified functions.

Additionally, the incumbent performs the full range of supervisory/managerial duties directly and indirectly over all assigned personnel.

Major Duties and Responsibilities

Program Management 40%

The position is delegated full authority to manage, supervise, lead, and direct activities in the field offices and to carry out assigned special project activities with regard to Service interests.

Participates fully with the RAC in the planning, organizing, policy development, and utilization of resources to accomplish goals and objectives established for the Office of Law Enforcement. The incumbent establishes long-range program goals and objectives for the accomplishment of assigned programs and assigns program responsibility to key subordinate staff.

As a deputy to the RAC, the incumbent is delegated authority to act and make commitments on the RAC's behalf in relations with local media, organized groups, and special interests. Directs the coordination of field office operations with allied activities being carried out in the area by other offices and assures that mutual assistance is provided to those offices in accordance with established agreements.

Represents the Office of Law Enforcement in dealings with various private and public interests and in dealing with key political figures who serve the interests of the public in the area. Provides advice and recommendations to the field supervisors/staff on key issues, which may affect critical aspects of Service programs in the area, including matters of a confidential nature, Congressional inquiries, or other matters of special interest.

Evaluates program goals through consideration of numerous factors, such as, overall area resources and demands placed upon those resources, analysis of technical data, and recommendations developed from project investigations, political climate, compatibility with Service-wide policy and goals, and adequacy of personnel and budgetary resources. Consults with and advises the Resident Agent-in-Charge of sensitive matters encountered and/or undertaken.

Actively supports and implements the equal opportunity program as specified in national and local action plans.

Supervision 40%

Supervises a staff that may be comprised of any combination of investigators, inspectors, technical, clerical and administrative employees. Reviews progress made by the organization in relation to established programs and schedules by reviewing major findings, conclusions, and work accomplished pertaining to law enforcement operations and other assigned work activities. Furnishes advice to field office staff members, as required, on exceptionally difficult technical matters, and on matters, which might have a substantial impact upon field offices, Regional or Service policy, or which, might be precedent setting in terms of relationships with regard to Law Enforcement matters.

Establishes performances objectives for subordinates and evaluates, with them, the effectiveness of their activities, identifying deficiencies and prescribing corrective measures.

Provides training and guidance to subordinates in technical and administrative phases of their responsibilities.

Coordinates and supervises extremely complex and usually sensitive investigations within broad parameters provided by agency policies, including undercover and surveillance activities.

Insures the continuity of involved, complex investigative case files.

Insures the best enforcement results within manpower and equipment resources available.

Insures that investigative reports of subordinates are timely, complete and accurate and distributed to appropriate authorities.

Insures all subordinates understand administrative policy and requirements.

Travels frequently away from the regular duty station.

Performs substantial amounts of irregular, unscheduled, administratively uncontrollable overtime.

Protects and safeguards Government property and equipment with which charged.

Operates motorized vehicles and boats.

Investigation 20%

Responds to Service and wildlife law enforcement needs occasioned by proximity and as directed.

Conducts the full range of law enforcement activities, i.e., surveillance, participation in raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to the United States Attorney and other legal officers, testifying in court, preparing detailed written reports, and carrying out undercover operations for very short periods of time.

Plans, directs, supervises, and carries out long-range, sensitive and intricate investigations and apprehension of persons suspected of offenses against the criminal laws of the United States, specifically the provisions of fish and wildlife laws cited in 4 AM 4.2D(3) and any regulation of the Secretary of the Interior in Title 50 of the Code of Federal Regulations that is issued pursuant, and other pertinent laws and regulations.

Factor Levels

Factor 1. Knowledge Required.

Ability to supervise and train lower grade employees.

Comprehensive understanding of the statutes, treaties, conventions and regulations that regulate fish and wildlife trade on a national/international basis.

In-depth knowledge of administrative processes in order to conduct program planning, financial, budgetary, personnel and property management.

In-depth knowledge of foreign governments' processes and procedures, which regulate trade in fish and wildlife species and products.

Knowledge and ability to utilize the full range of demanding investigative techniques such as electronic monitoring of conversations, interrogation of reluctant witnesses, and querying of database information systems of other agencies.

Ability to determine independently if evidence can meet the various standards for introduction in Federal prosecution actions.

Sufficient knowledge of international business practices to determine when legal means are used to mask violations of fish and wildlife laws.

Sufficient analytical ability to determine the relationship between seemingly unrelated information in order to establish conspiratorial violations of Federal law.

Skill and ability to communicate complex facts in an orderly manner both orally and in writing.

Sufficient knowledge of points of law in order to effectively interact with legal representatives of alleged violators.

Sensitivity to international protocol.

Comprehensive knowledge of illicit fish and wildlife trade/traffic routes.

Sufficient knowledge to identify related illegal matters associated with smuggling or immigration.

Working knowledge of self-defense techniques.

Skill in operating motorized vehicles and boats.

Skill and ability to effectively utilize firearms.

Factor 2. Supervisory Controls.

Incumbent is supervised by the Resident Agent in Charge who outlines assignments in general terms, specifying end results. Incumbent is responsible for assessing workloads and determining the need for investigative requirements. The supervisor reviews completed work for overall effectiveness and compliance with Service policy.

Factor 3. Guidelines.

Well defined guidelines are available in the form of the Department Manual, the Service Manual, the Law Enforcement Manual, the Law Enforcement Memorandum Series, the Chief's Directive's Series, and the statutory provisions of applicable legislation, policies specified in correspondence, formal training and interchange with other enforcement personnel. Incumbent uses judgment to make frequent and considerable interpretation and adaptation of guidelines and to reach decisions in areas not covered by guidelines.

Factor 4. Complexity.

Incumbent must utilize the full substantive knowledge of an experienced investigator in conducting investigations characteristically having sensitive and controversial issues present. Cases are discussed with supervisory personnel only at critical points during an investigation or when critically sensitive issues are discovered.

Factor 5. Scope and Effect.

Investigations supervised and/or conducted by the incumbent are concerned with major violations of law which have a debilitating effect on the nation's and the world's fish and wildlife resources. Economic implications are present due to the necessity of ethical concerns to compete with illegal entities. Work affects the present and future ability of international fish and wildlife resources to withstand commercial exploitation.

Factor 6. Personal Contacts.

Personal contacts are principally with individuals supervised in the organization. Higher graded personnel within the organization are contacted. Peers or higher graded personnel in other Federal or State and local investigative agencies are contacted. Various officials of the Office of the Solicitor, Department of the Interior, and the Office of the U.S. Attorney, Department of Justice, are consulted as appropriate. The general public is contacted in the course of work activities.

Factor 7. Purpose of Contacts.

Contacts with individuals supervised are to provide supervision and guidance. Contacts with higher graded personnel within the agency are to advise of work activities and receive instructions. Contacts with other agency personnel are for coordination purposes or liaison activities as a representative of the Resident Agent-in-Charge. Contacts with the Office of the Solicitor and the U.S. Attorney are for presenting completed investigations for prosecution. Contacts with the general public are to ascertain compliance with law and regulations.

Factor 8. Physical Demands

Work requires considerable physical exertion including long periods of standing, walking over rough terrain, recurring bending and lifting, reaching or similar activities. The work requires average agility and dexterity.

Factor 9. Work Environment

Work includes both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions, high/low temperatures, dusty/noisy environments, etc. Assignments include surveillance work in aircraft, boats and automobiles. The incumbent is expected to conduct duties in a safe and orderly manner so as to not to endanger self, fellow workers, or property with which entrusted.

Special Conditions of Employment: Failure to maintain may result in removal from your position.

- The incumbent must possess a valid State driver's license.
- The incumbent will be required to operate motorized vehicles or vessels such as all terrain vehicles, snowmobiles, and inboard/outboard motor boats.
- The incumbent must maintain proficiency with firearms and successfully pass periodic firearm qualifications. Additionally, to comply with 18 U.S.C. 922(g) (9), the incumbent must not be convicted of a misdemeanor crime of domestic violence.
- The incumbent will be required to submit to random testing for illegal drug use. Results of such tests must be negative for illegal drug use.
- The incumbent must undergo and pass periodic medical examinations, meet physical and medical standards set by the Service for the position, and otherwise fulfill the requirements for law enforcement positions of 5 U.S.C. 8336(c).