

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

1. Agency Position No. S000290

2. Reason for Submission: Redescription New Reestablishment Other

3. Service: Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action: Yes No

10. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)

11. Position Is: Supervisory Managerial Neither

12. Sensitivity: 1--Non-Sensitive 2--Noncritical Sensitive 3--Critical 4--Special Sensitive

13. Competitive Level Code: 001

14. Agency Use

15. Classified/Graded by: Office of Personnel Management

16. Organizational Title of Position (if different from official title): LE Support Assistant

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: Department of the Interior

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.

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: Use of the Miscellaneous Clerk & Assistant Series, GS-0303, TS-37, Nov, 1979 and the Grade Level Guide for Clerical and Assistant Work. TS-91, June 1989.

23. Position Review: Table with columns for Initials and Date for Employee, Supervisor, and Classifier.

24. Remarks: Background Investigation: MBI. This SPD is the FPL of a career ladder arrangement GS-5/6/7, approved for Servicewide use.

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

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

1. Agency Position No.
S000280

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input checked="" type="checkbox"/> New <input type="checkbox"/> Other	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
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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 type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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 type="checkbox"/> 3--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	13. Competitive Level Code 001	14. Agency Use
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
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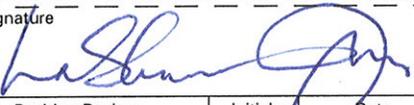
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Law Enforcement Support Assistant	GS	0303	06	LJ	02/05/08
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position <i>(if different from official title)</i> LE Support Assistant	17. Name of Employee <i>(if vacant, specify)</i>
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18. Department, Agency, or Establishment Department of the 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 <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>

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 Use of the Miscellaneous Clerk & Assistant Series, GS-0303, TS-37, Nov, 1979 and the Grade Level Guide for Clerical and Assistant Work. TS-91, June 1989.
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Typed Name and Title of Official Taking Action LaShauna Jones, HR 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 2/8/08

23. Position Review	Initials	Date								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks
Background Investigation: MBI
This is a career ladder standard PD to the GS-7, approved for Servicewide use.

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

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000270

6. OPM Certification No.

2. Reason for Submission
 Redescription New
 Reestablishment Other

3. Service
 Hdqtrs Field

4. Employing Office Location

7. Fair Labor Standards Act
 Exempt Nonexempt

5. Duty Station

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
 Yes No

Explanation (Show any positions replaced)
 Standard Position Description,
 FWS, Office of Law Enforcement

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1--Non-Sensitive 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code
001

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	Law Enforcement Support Assistant	GS	0303	05	LJ	02/05/08
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
LE Support Assistant

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
Office of Law Enforcement

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

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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.

Signature _____ Date _____

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.

22. Position Classification Standards Used in Classifying/Grading Position
 Use of the Miscellaneous Clerk & Assistant Series, GS-0303, TS-37, Nov, 1979 and the Grade Level Guide for Clerical and Assistant Work, TS-91, June 1989.

Typed Name and Title of Official Taking Action
 LaShauna Jones, HR 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.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 Background Investigation: MBI
 This is a career ladder standard PD to the GS-7, approved for Servicewide use.

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