

EVALUATION STATEMENT

Proposed Classification: Wildlife Inspector Assistant, GS-1802-07

Location: U.S. Fish and Wildlife Service
Office of Law Enforcement

Background: This is a newly established position, responsible for providing technical support to wildlife inspector positions, in ensuring compliance with fish and wildlife law, regulations, policies, and procedures. The incumbent is knowledgeable in certain aspects of inspection work, such as use of specialized law enforcement automated systems, databases, and data management, import-export documentation including transport, receipts, invoices, foreign permits, FWS permits, user fees, etc., or evidence and property seizure, tracking and control.

Classification standards referenced:

-Compliance Inspection and Support Series, GS-1802 TS-45 October 1980

-Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 December 1991

Series Determination

The GS-1802 series includes positions that perform or supervise inspectional or technical support work in assuring compliance with or enforcement of Federal law, regulations, or other mandatory guidelines and that are not classifiable to another, more specific, occupational series. The work requires knowledge of prescribed procedures, established techniques, directly applicable guidelines, and pertinent characteristics of regulated items or activities.

The work of this position is one-grade interval administrative paraprofessional in nature in direct support of FWS wildlife inspectors. Incumbents must be well-versed in inspection processes, procedures, and regulations. The work consist of providing assistance to wildlife inspectors in the program area and independently performs a variety of supporting administrative and technical assignments, to include, but not limited to: collecting and analyzing data; developing and manipulating data bases; maintaining data bases and case records; archiving data and records; and assisting in planning/coordinating and scheduling inspection activities. This position requires an in-depth knowledge of licenses, permits, fees and related documentation, as well as an in-depth knowledge of evidence seizure, tracking, and control. This work compares favorably to the series definition for Compliance Inspection and Support Series, GS-1802.

Title Determination

There is no prescribed titling practice for positions in the GS-1802 series; therefore, titles may be constructed to reflect the nature and purpose of the position. The appropriate title for this position is Wildlife Inspector Assistant.

Grade Determination

The work of this position compares favorably to work described in the Aid and Technical Work in the Biological Sciences Series, GS-0400, in terms of reason for the position's existence and levels of knowledge, complexity, and scope and effect. There is no standard that exactly matches the type of work performed by the subject position, however, the GS-400 standard is concerned with support and technical work for "research, compliance, investigation, or

development of projects, and/or the development, design, inspection, construction, production, application, standardization, testing, operation, or maintenance of facilities, systems, processes, equipment, forests (or other Federal lands), processes, devices, or materials.” Factor levels in the guide are compared to the work of the subject position, as follows.

Factor 1, Knowledge required by the position

This factor measures the nature and extent of information or facts that an employee must understand to do acceptable work and the nature and extent of the skills needed to apply this knowledge.

This position exceeds Level 1-3, because at this level the employee uses a knowledge of the processes, methods, and procedures associated with aid level duties combined with a basic grasp of technical concerns to perform the full range of standardized support duties commonly found in the work area; or a knowledge of the processes, methods, and procedures associated with technician duties to apply a limited number of the technical methods and procedures applicable to duties common to the biological science(s) supported with little discretion to deviate from the technical methods assigned for use; or knowledge operate basic equipment when (1) performing standardized tests or when taking readings and measurements and repetitively producing the same type of product or (2) assisting higher level technicians with the operation of more sophisticated equipment or equipment systems.

This position meets Level 1-4. At this level, the incumbent uses a knowledge of the processes, methods, and procedures associated with aid types of duties to resolve the full range of irregular or problem situations when performing a wide variety of either highly interrelated tasks or nonstandard assignments; or technical methods and procedures for a work area to employ them in carrying out (alone or as a fully functioning team or crew member) a variety of technical duties common to the specialty area; or

The work of this position requires knowledge of inspection methods and procedures, knowledge of law, regulations, policies, and procedures governing inspection activities with substantive knowledge of those applicable to inspection support tasks, i.e. licenses, permits, and fees, automated information systems, etc. This knowledge level facilitates the employee's ability to independently conduct assigned portions of inspections and to evaluate information collected to determine regulatory and procedural compliance of a number of parties. In addition, the incumbent is required to be familiar with wildlife identification techniques to identify wildlife, wildlife parts and products; and the ability to use OLE automated information systems to conduct information searches and track and report all types of inspection data.

Level 1-4 is credited.

Supervisory controls

“Supervisory Controls” covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work.

The work is exceeds level 2-2 where the supervisor periodically checks work progress to make sure that expectations set at the outset are being achieved.

This matches level 2-3 for supervisory controls, the highest level documented in the referenced standard. The supervisor, for this position, provides general guidance to the

employee, making assignments to projects and expecting the employee to perform the work with a high degree of independence. The employee manages the administrative aspects of the project without supervisory intervention and uses technical knowledge to determine how to conduct the work. Work is reviewed for furtherance of unit objectives and to determine implications of findings documented by the employee.

Level 2-3 is credited

Guidelines

This factor covers the nature of guidelines and the judgment needed to apply them.

This position exceeds Level 3-2, because at this level, the employee relies on assistance from senior staff or the supervisor to determine appropriate guidelines in new or unusual situations.

Level 3-3 describes the level appropriate for this position as it requires the employee to be able to independently apply guidelines or extend their applicability to situations not clearly or specifically covered.

In this position, the employee uses judgment to determine how to approach assigned work and adapts accepted methods and processes to specific work where guidelines do not clearly apply. The incumbent must be able to research case histories and determine the need for special procedures or consultation with an inspector for new or unusually complex work.

Level 3-3 is credited.

Complexity

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

This position exceeds Level 4-2, which involves repetitive application of knowledge and guidelines to work that is substantive but is limited in scope.

This position meets Level 4-3, because the work is complicated by the need to employ a variety of processes and methods and overlaps considerably with lower-level inspection specialist work in terms of knowledge required, evaluations and analyses made, and difficulty of information dealt with. At this level, the employee makes decisions about adequate coverage when looking for supporting data and may deal with highly sensitive or visible wildlife issues.

Scope and Effect

“Scope and Effect” covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization.

This position exceeds level 5-2. At this level, the employee works with well-defined issues and processes that are limited in scope and relate to established rules and regulations.

This position meets level 5-3, the work of this position deals with situations that are more complex, larger in scope, and items needing review can not always be predicted accurately at the outset. Results of the incumbent's work are relied on to make determinations about compliance with federal, state, and local laws and regulations.

Level 5-3 is credited.

Personal Contacts
Purpose of Contacts

The Guide combines the point values for these two factors into a matrix. For this reason, the factors are addressed jointly.

Personal contacts and purpose of contacts match the levels described below. The employee exchanges information with groups inside and outside of FWS, including local governments, private groups, and the general public. The incumbent also reviews program data and obtains information from organizations under review and may assist in coordinating the work of team members that may come from a variety of governmental entities or several units within FWS. Personal contacts are evaluated at level 2; purpose of contacts is evaluated at level b.

Factor 6 - Persons Contacted: This factor includes face-to-face contacts and telephone and electronic mail dialogue with persons not in the supervisory chain. Levels in this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contacts take place.

Level 6-2. Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource persons from State or local government units, or other Federal agencies. In other work situations personal contacts may be with the general public, contractor personnel, or special users, e.g., private landowners, cooperators, or business persons. The contacts are usually established on a routine basis, though the employee's authority may not be initially clear to the person contacted, e.g., the identity, role, and authority of the parties may have to be outlined before conducting business.

This position meets Level 6-2. Contacts, for this position, are with inspectors, criminal investigators within FWS, and other staff within FWS, State and local officials, related private industry and the general public.

Purpose of Contacts

For Factor 7, the purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

7b. The purpose of personal contacts is to: plan and coordinate work efforts; explain the need to adhere to laws, rules, contract, or lease provisions; discuss inspected work and contract requirements when monitoring activity of contractors; discuss technical requirements of equipment with manufacturers and resolve problems concerning the work or the peculiar needs of the organization; interpret data obtained and explain its purpose and significance; or reach agreement on operating problems such as recurring submission of inaccurate, untimely, incomplete or irrelevant data. The persons contacted are usually working toward a common

goal and generally are reasonably cooperative. At this level, some technicians may be required to deliver information, such as how data were obtained and their opinion as to its accuracy, in court.

This position meets Level 7b. The purpose of contact, for this position, is to obtain and share information regarding inspection support activities, and provide information to the general public. The incumbent provides advice and guidance to inspectors regarding certain aspects of support work such as automated systems or permits and fees.

Level 2b is credited.

Physical Demands

The "Physical Demands" factor covers the requirements and physical demands placed on the employee by the work assignment.

Level 8-1 -- 5 Points

This position meets Level 8-1, because the work of this position is principally sedentary though there may be some walking or bending involved.

This position does not meet Level 8-2, because the work does not require physical exertion, such as regular and recurring running, walking, or bending; walking or climbing over rocky areas, through plowed fields or other uneven surfaces, through dense vegetation, and in mountainous terrain; or climbing ladders or scaffolds to observe, collect, or record research data.

Level 8-1 is credited.

Work Environment

The "Work Environment" factor considers the risks and discomforts in the employee's physical surroundings, or the nature of the work assigned and the safety regulations required.

Work environment is evaluated at level 9-1.

Level 9-1 is credited.

SUMMARY

Evaluation Factors	Points Assigned	Standards Used (BMK#, FL#, etc.)
1. Knowledge Required by the Position	550	1-4
2. Supervisory Controls	275	2-3
3. Guidelines	275	3-3
4. Complexity	150	4-3

	5. Scope and effect	150	5-3
	6. Personal Contacts		2
	7. Purpose of Contacts	75	b
	8. Physical Demands	5	8-1
	9. Work environment	5	9-1
S U M M A R Y	Total Points	1485	GS-7 point range: 1355-1600
	Grade Conversion	7	

Conclusion: This position is classified as Wildlife Inspector Assistant, GS-1802-07.

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency Department of the Interior/U.S. Fish and Wildlife Service

Position Title Wildlife Inspection Assistant

Series and Grade/Pay Band GS-1802-07

Position Description Number S000301

Nature of the Position

Noncritical-Sensitive- Positions with the potential to cause damage to the national security, up to and including damage at the significant or serious level. These positions include:

- Access to Secret, "L", Confidential classified information

Duties	Degree of Potential for Compromise or Damage
<i>Other activities demanding a degree of public trust</i>	Moderate impact
Comments:	Serves as an inspection assistant, providing technical support to wildlife insepctor positions, in ensuring compliance with fish and wildlife law, regulations, policies, and procedures.

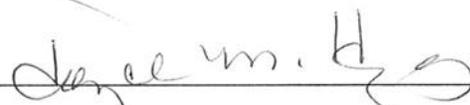
Adjustment for program designation and level of supervision

<i>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</i>	Multi-agency impact
<i>Adjustment for level of supervision or</i>	Periodic, ongoing review - ability to

<i>other controls</i>	act independently a lot of the time
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Designation Level	National Security	
	Investigation Required	Form Required
Tier 2	MBI	SF 86

Total Points Designation	
<i>Total Initial Position Designation Points from Step 2</i>	10
<i>Adjusted Position Designation Points from Step 3</i>	30

Signature:  Date: 4/16/2009

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