

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. S000304

2. Reason for Submission: Redescription, Reestablishment, New, Hdqtrs, Field, Other

3. Service: Hdqtrs, Field

4. Employing Office Location: [Blank]

5. Duty Station: [Blank]

6. OPM Certification No. [Blank]

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, 3-Critical, 2-Noncritical Sensitive, 4-Special Sensitive

13. Competitive Level Code: [Blank]

14. Agency Use: FPL: 11

15. Classified/Graded by: [Blank]

Official Title of Position: Wildlife Inspector

Pay Plan: GS, Occupational Code: 1801, Grade: 11

Initials: jh, Date: 4-8-09

16. Organizational Title of Position (if different from official title): Department of the Interior

17. Name of Employee (if vacant, specify): [Blank]

18. Department, Agency, or Establishment: U.S. Fish and Wildlife Service

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

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 [Blank]

a. Typed Name and Title of Immediate Supervisor: [Blank]

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): Juliana Scully, Division Chief, Office of Law Enforcement

Signature: [Signature], Date: 11-12-09

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: Joyce M. Hayes, Human Resources Specialist

Signature: [Signature], Date: 4-8-09

22. Position Classification Standards Used in Classifying/Grading Position: OPM, JFS, Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, dtd March 2009

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: [Table with columns for Initials and Date for Employee, Supervisor, and Classifier]

24. Remarks: Type of Investigation: BI. This SPD is approved for Service-wide use. BUS: 3800 King

25. Description of Major Duties and Responsibilities (See Attached): [Blank]

10/02/09: BUS code changed to 3800 based on FLRA Decision (Case No. BN-RP-09-0020) dated 10SEP09. C. King, R9 HR Spec

Standard Position Description

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

Wildlife Inspector
GS-1801-11
PN: S000304

Introduction

The Office of Law Enforcement's (OLE) mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade and helping others understand and comply with protection laws. OLE works in partnership with international, state, tribal, and local counterparts. Currently, a variety of new challenges and trends complicate this work. Population pressures, more accessible international travel and trade, frequent work with individuals with languages other than English, the proliferation of organized crime activity, and the threat of invasive species all impact the nature of the work and the skills required.

The Service's Wildlife Inspectors provide the nations front-line defense against illegal wildlife trade. The day-to-day monitoring of wildlife imports and exports facilitate legal trade and helps detect and deter illegal wildlife trafficking. Both Service special agents and wildlife inspectors contribute to global protections for wildlife by helping other nations around the world improve their wildlife law enforcement infrastructure.

The incumbent serves as a full-performance level inspector responsible for ensuring that laws and regulations regarding the import and export of fish and wildlife are met. The incumbent performs the full range of inspection, identification, and compliance duties, using a variety of automated systems, motor vehicles, and other equipment. There is increased focus on education and outreach activities to ensure compliance and on the identification of high-risk transactions and more complex and diverse inspections.

Major Duties

- Independently plans, coordinates and carries out the full range of inspection and compliance activities particularly for diverse and moderately complex transactions, special and unique conditions, and where there is a high risk of smuggling, fraud, and hostile incidents. Interprets and integrates a wide variety of national, State, and international laws. WIs look at all of the wildlife trade to make sure importers comply with the frequently changing laws, which is essential to the Service's efforts to enforce wildlife protection laws, intercept unlawful traffic, and fulfill the Nation's commitment to global wildlife conservation. Performs the following typical assignments:
- The incumbent is responsible for performing studies and analysis concerning compliance of importation and exportation of wildlife with appropriate Federal, State, and local environmental laws/regulations. Routinely participates in inspection/compliance audits, and evaluates the inspection operations where the importation or exportation of wildlife is authorized. Inspects wildlife shipments and conducts investigations to determine compliance not only with CITES, but with an array of U.S. and foreign laws that regulate wildlife trade.

- Participates, as required, with law enforcement agents, in civil and criminal investigations to determine if those suspected of illegal wildlife trade and other violations are in compliance with appropriate Federal, State, and local environmental laws and regulations. Seizes, detains, collects, stores, preserves, and disposes of evidence in accordance with regulatory requirements and Service policy. Participates, as required, with law enforcement agents in identifying and locating persons involved, in securing evidence to support the investigation, which may involve jurisdictional problems on matters within the purview of another agency and require close coordination with the other agencies to exchange information or to otherwise cooperate in furthering investigations under other jurisdictions.
- Applies risk targeting profiles and integrates a variety of data and human intelligence to determine the level of scrutiny required in a particular situation.
- Monitors wildlife shipments to ensure compliance with U.S. and foreign wildlife protection laws. Examines shipping containers and other transport mechanisms and related documents to ensure compliance with all pertinent laws and regulations. Ensures required license and permits have been obtained, contents of the shipments match items declared, and live animals have been shipped humanely. Inspects wildlife, their parts or products, and may also open and examine receptacles, containers or packages, take samples, and examine and copy records.
- Researches, collects, consolidate, analyze, and maintain wildlife inspection program data necessary to meet program reporting and evaluation requirements of the OLE.
- Prepares correspondence, documents, and reports related to inspection duties.
- Reviews and interprets instructions, manuals, and directives, prepares letters of instruction, and writes supplements and directives to implement requirements that pertain to wildlife inspection program.
- Participates in the development of preparing procedures and guidelines, and advises other inspectors, other Federal agencies, travelers, and business representatives of procedures and requirements and resolves problems.
- Performs outreach activities to increase compliance with wildlife laws and to increase collaboration with other federal agencies.
- Operates automated inspection and compliance systems and other equipment to accomplish tasks.
- Obtains compliance with fish and wildlife laws and regulations through education and other outreach activities.
- May serve as initial evidence custodian to preserve and secure property and maintains appropriate records.
- Testifies in legal proceedings as required.
- Performs other related duties as assigned.

Classification Factors:

Factor 1. Knowledge Required.

In-depth knowledge of U.S. laws and regulation, international laws and regulations governing fish and wildlife importation and exportation.

Knowledge of the principles and practices of compliance inspection procedures to monitor wildlife shipments in order to ensure compliance with U.S. and foreign wildlife protection laws.

Knowledge of procedures, methods and techniques of investigations in order to identify information needed to conduct record searches, collect evidence at crime scenes, analyze investigative documents, compile investigative reports, and recommend corrective action.

Sound practical knowledge of fish and wildlife principles and techniques to identify wildlife, wildlife parts and products.

General knowledge of Customs Service laws, regulations, and procedures to coordinate activities and negotiate resolution of problems.

General knowledge of the methods and techniques applicable to investigations in order to gather evidence, develop reports of investigations, and to make recommendations.

Skill in analysis and application of risk targeting information and identifying trends to each inspection situation.

Skill in use of automated fish and wildlife information systems, motorized vehicles, and other equipment.

Skill in oral and written communication to educate and inform those concerned in the import/export of wildlife, negotiate the solution to problems, and prepare clear, concise, accurate, and timely reports and presentations.

Knowledge of collection, transmission and accountability of funds such as user fees, permit fees, and overtime fees.

Factor 2. Supervisory Controls.

Immediate supervisor outlines general objectives or assignment area in consultation with the WI. Incumbent operates independently to perform tasks, resolving problems as they arise. The incumbent's decisions are typically accepted as authoritative. Unique situations requiring further investigation, research, or prosecution are referred to the supervisor for review and consultation. The supervisory review focuses on the soundness of results rather than the application of work methods and techniques. Work products are reviewed to ensure that appropriate factors have been considered, sufficient information or evidence has been gathered to support recommendations, and pertinent regulations and precedents have been applied.

Factor 3. Guidelines.

Guidelines include a wide variety of laws, regulations, policies, procedures, enforcement letters, alerts and internal handbooks. The incumbent must use judgment to interpret and adapt the guidelines for application to specific investigations. The incumbent uses technical expertise, experience, and judgment in applying the guidelines appropriately. Adapts work procedures to specific set of facts or circumstances in investigations or analyze trends to participate in the development of new or modified program guidelines. Reviews and interprets instructions, manuals, and directives, prepares letters of instruction, and writes supplements and directives to implement requirements that pertain to wildlife inspection program

Factor 4. Complexity.

Assignments consist of diverse and often unrelated steps and processes which require analysis of complex information and selection among alternative approaches to assignments. This position works closely with law enforcement agents and counterparts from Customs and Border Protection and other Federal agencies that police internal trade. WIs enforce a range of U.S. and international laws, regulations, and treaties that protect wildlife and limit commercial traffic of endangered animals and plants. WIs clear legal imports and exports, and stop shipments that violate the law, in which they must be able to identify thousands of different species, both live and as parts and products; and monitor international passenger traffic. When a WI has reasonable grounds to suspect that a criminal offence has been committed, the WI may detain the suspect and seize evidence that may, possibly, be used in a criminal proceeding. Investigative assignments range from several days and weeks to over a year to investigate.

Decisions must consider handling of unusual circumstances; need to refine work methods, and the reconciliation of conflicting data.

Factor 5. Scope and Effect.

The purpose of the work is to ensure that the applicable U.S. laws, regulations and agreements are fairly and effectively enforced. Both Service special agents and wildlife inspectors contribute to global protections for wildlife by helping other nations around the world improve their wildlife law enforcement infrastructure. WIs ensure that wildlife shipments entering the United States meet the requirements of U.S. laws, such as the Endangered Species Act, as well as the laws of foreign countries that have established special protections for their native animals. They work closely with their counterparts from the U.S. Customs Service, U.S. Department of Agriculture, Immigration and Naturalization Service, and Public Health Service to maintain import/export controls and interdict smuggled wildlife and wildlife products. The Service's wildlife inspection program is the major mechanism for U.S. enforcement of the (CITES), which is a global agreement through which several countries regulate commercial traffic of hundreds of protected animals and plants. WIs are stationed at the Nation's major international airports, ports, and border crossings. WIs look at all of the wildlife trade to make sure importers comply with the frequently changing laws. Their work is essential to the Service's efforts to enforce wildlife protection laws, intercept unlawful traffic, and fulfill the Nation's commitment to global wildlife conservation

Factor 6. Personal Contacts.

Contacts are with criminal investigators and other Service personnel, federal, State and international officials, Native American tribes, Departments of Interior and Justice Attorneys, private industry and the general public.

Factor 7. Purpose of Contacts.

The purpose of contacts is to inform, educate, and ensure the compliance of private industry and public with laws, regulations, policies, and procedures regarding the transport of wildlife; and to gather and exchange data and information, to persuade or influence others to adapt desired courses of action, or to exercise various regulatory controls and authorities. In addition, the purpose of contacts includes providing testimony in legal proceedings and providing presentations and reports.

Factor 8. Physical Demands.

The work is primarily sedentary in nature. Travel to inspection sites will be required but will be based on needs and budget. Physical inspections of live animals and animal products always present hazards, often with the potential to be life threatening. Inspectors must insure that the proper safety guidelines and precautions are issued and followed: safety equipment is supplied, used, and maintained; and safety training is provided annually or as needed.

WI's are not only subject to possible bites and scratches from animals, but also to potentially lethal envenomation by snakes, lizards, scorpions, etc. Inspectors may also be subject to exposure to disease (bioaerosols and blood borne pathogens) carried by primates and birds, such as hepatitis B, herpes B, and psittacosis, histoplasmosis, or ebola virus. Inspectors may be exposed to hazardous chemicals, some of which are carcinogenic or known to cause liver and kidney damage or affect the nervous system. These chemicals are used as pesticides and/or preservatives on hunting trophies and fur skins. They may be subject to exposure to various communicable disease (i.e., tuberculosis) while conducting inspections or interviewing arriving international passengers.

Factor 9. Work Environment.

Work is typically performed in an office setting. The physical inspection of shipments takes place at carrier warehouses, container stations, passenger terminals, quarantine stations, and other facilities which are dispersed throughout the port of entry and may be many miles apart. The position requires an annual physical.

The WI's are frequently involved in special staffing situations as directed by the Service. This includes work details of significant duration and frequency away from the main duty station. These details may include teaching classes at Special Agent Basic Training, WI Basic Training, WI In-Service, Field Training and Evaluation Program, performing inspections at non-designated ports of entry, and special projects which may deal with review of regulations and policies or developing new policies. WI's may also be required to assist Special Agents in the execution of search warrants.

Special Conditions:

- May be required to work shift work and/or perform 24-hour on-call duty.
- Must possess a valid State Driver's license.
- Must wear an appropriate service uniform. Uses protective clothing or safety equipment as required.
- This position requires compliance with background investigation requirements. Must pass a top secret clearance background investigation within the first year after appointment to the position and must be sustainable throughout the period of assignment to this position. Failure to obtain or maintain clearance status may result in termination or reassignment.