

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

1. Agency Position No.  
S000306

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)  This SPD is approved for Service-wide use. Part of career ladder for FPL SPD# S000304.	3. Service <input type="checkbox"/> New <input checked="" type="checkbox"/> Other <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Varies	5. Duty Station varies	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 (Specify in Remarks) <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
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14. Agency Use BUS : 3800
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	FPL: GS-11					
b. Department, Agency or Establishment						
c. Second Level Review	Wildlife Inspector	GS	1801	07		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
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a. First Subdivision U.S. Fish & Wildlife Service	d. Fourth Subdivision
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b. Second Subdivision Office of Law Enforcement	e. Fifth Subdivision
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19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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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	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Edward J Grace, Deputy Assistant Director Office of Law Enforcement
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Signature	Date	Signature	Date
			MAY -2 2013

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 JFS for Admin Work in the Inspection, Investigation, Enforcement, and Compliance Group, GS-1800, revised April 2011
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Typed Name and Title of Official Taking Action Cecilia E. King Classification & Compensation Manager	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.
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Signature	Date
	5/3/13

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

24. Remarks Drug Testing=No; Type of Investigation: Secret (BI); Financial Disclosure=No
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25. Description of Major Duties and Responsibilities (See Attached)
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## Standard Position Description

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

Wildlife Inspector  
GS-1801-07  
PN: S000306

### **Introduction**

The Office of Law Enforcement's 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.

Inspection work requires increased skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence and the ability to make risk assessments in order to focus inspections. Inspectors must increase the use of special support service such as forensics and the use of information technology and expand partnerships with industry to encourage compliance and with other federal agencies to target and detect organizations or individuals potentially involved in criminal activity.

This position is responsible for performing developmental assignments and assisting senior personnel in the analysis of routine investigation/compliance cases, agreements and/or monitoring programs. The incumbent performs a variety of developmental assignments as it relates to inspection, identification, and compliance duties, through the use of a variety of automated systems, motor vehicles, and other equipment.

At the GS-07 level, the incumbent is essentially an advanced level trainee and has promotion potential to the full performance GS-11 level, through the GS-09 level. At the GS-07 level, the incumbent performs progressively more responsible tasks related to inspection and control activities and works under the close supervision of the supervisor or designated senior staff member.

The position will remain at the grade 07 level until the employee meets the necessary qualification requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency as described at the GS-09 level. Upon meeting all requirements, the incumbent may be promoted to the next level of GS-09, position number S000305.

### **Major Duties**

This position is assigned routine aspects of investigation/compliance cases, primarily for developmental purposes. During the initial training, the incumbent receives detailed instructions with assignments at the beginning of the training period. The amount of supervision and guidance gradually diminishes as the incumbent gains more knowledge and experience. The incumbent:

- Receives in-depth training in the application of risk targeting profiles and integrating a variety of data and human intelligence in order to determine the level of scrutiny required in a particular situation.
- Under close guidance, performs inspection and compliance activities particularly for a wide range of transactions, special and unique conditions, and where there is a high risk of smuggling, fraud, and hostile incidents.
- Under close guidance, the incumbent examines shipping containers and other transport mechanisms and related documents to ensure compliance with all pertinent laws and regulations.
- Prepares correspondence, documents, and reports related to inspection duties.
- Consults with other inspectors, other Federal agencies, travelers, and business representatives on 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.
- Receives training as an evidence custodian in order to preserve and secure property and maintains appropriate records.

Classification Factors:

Factor 1. Knowledge Required.

Knowledge of laws and regulations governing fish and wildlife importation and exportation.

Working 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.

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 with the import/export of wildlife, negotiate the solution to problems, and prepare clear, concise, accurate, and timely reports and presentations.

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

#### Factor 2 - Supervisory Controls

The supervisor assigns work and provides specific instructions and supervision in projects to be performed. Deadlines are established to ensure that the statutory time limits are met. Routine work is performed independently, with questions referred to the supervisor. Finished work is evaluated for soundness, accomplishment of objectives and policy/regulatory compliance.

#### Factor 3 - Guidelines

Guidelines include statutes, regulations, legal and administrative precedents, and established policies and procedures. The incumbent locates and determines applicability of references, and may make minor process adaptations for specific assignments.

#### Factor 4 - Complexity

Work involves the analysis of routine issues and programs which may be approached through established methods and processes. Decisions and recommendations may require the employee to help select among possible choices of action, or to help determine which policy approach has most successfully met comparable situations in the past.

#### Factor 5 - Scope and Effect

The purpose of the work is to furnish assistance to senior specialist by performing routine aspects of investigation/compliance work. Assignments also provide for career development of trainees.

#### Factor 6 - Personal Contacts

Personal contacts are with other specialists throughout the Office; with other U.S./foreign government offices and/or agencies on cooperative efforts.

#### Factor 7 - Purpose of Contacts

Contacts are to gather and exchange data and information, coordinate assignment handling, explain agency programs or requirements, and to influence cooperation where conflict or controversy is involved.

#### 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.

WIs 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, 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.

## EVALUATION STATEMENT

Proposed Classification: Wildlife Inspector, GS-1801-07

PN: S000306

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

### References:

-OPM, JFS, Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, dated March 2009

Title and Series Determination: General Inspection, Investigation, Enforcement, and Compliance Series, GS-1801. See evaluation statement for the full performance level position, GS-11, position description number S000304. The evaluation statement for the full performance level position description (S000304) explains fully the allocation of this position to the 1801 series and titling practice, to include background surrounding the function and position.

GRADE LEVEL DETERMINATION: Refer to the evaluation statement of the full performance level position, GS-8101-11, position description number S000304 for the grade determination at the full performance level. This is an interim position established to provide for a period of growth.

At the GS-07 level, the incumbent is essentially an advanced level trainee and has promotion potential to the full performance GS-11 level, through the GS-09 level (PN: S000305). At the GS-07 level, the incumbent performs progressively more responsible tasks related to inspection and control activities and works under the close supervision of the supervisor or designated senior staff member.

CONCLUSION: The position will remain at the grade 07 level until the employee meets the necessary qualification requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of knowledge and proficiency as described at the GS-09 level. Upon meeting all requirements, the incumbent may be promoted to the next level of GS-09, position number S000305.

S000304 - GS-11  
S000305 - GS-09  
S000307 - GS-05