

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

1. Agency Position No.  
S000307

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
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

Standard Position Description  
Statement of Differences to  
PN: S000306

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	14. Agency Use FPL: 11
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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	Wildlife Inspector	GS	1801	05	jh	4-8-09
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment U.S. Fish and Wildlife Service	c. Third Subdivision
a. First Subdivision Office of Law Enforcement	d. Fourth Subdivision
b. Second 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

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)

Juliana Scully  
Division Chief, Office of Law Enforcement

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Juliana Scully* 11-12-08

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, Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, dtd March 2009

Typed Name and Title of Official Taking Action  
Joyce M. Hayes

**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 \_\_\_\_\_

*Joyce M. Hayes* 4-8-09

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	CK	10/02/09								

24. Remarks  
Type of Investigation: BI This SPD is approved for Service-wide use. BUS: 3800 7777 King

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

## Standard Position Description

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

Wildlife Inspector  
GS-1801-05  
PN: S000307

### **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-05 level, the incumbent is performs developmental work assignments which introduce basic information about pertinent laws, regulations, and guidelines. Assignments are designed to develop analytical, negotiation, judgment, and fact-finding skills. This position has promotion potential to the full performance GS-11 level, through the GS-07 and GS-09 level. At the GS-05 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 05 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-07 level. Upon meeting all requirements, the incumbent may be promoted to the next level of GS-07, position number S000306.

### **Major Duties**

Performs duties as a trainee Wildlife Inspector. Receives assignments that are designed to orient, train, and increase the incumbent's knowledge of 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. Receives intensive on-the-job and classroom training in the application of concepts, principles, practices, and procedures of wildlife importation and exportation; identifying wildlife, wildlife parts and products.

#### Classification Factors:

##### Factor 1. Knowledge Required.

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

Basic 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 unit; with other U.S./foreign government offices and/or agencies on cooperative efforts; with U.S./foreign business and industry representatives in areas of assignment; and with lawyers whose clients are involved in the cases.

#### Factor 7 - Purpose of Contacts

Contacts are to gather and exchange data and information.

#### 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, 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, and performing inspections at non-designated ports of entry. 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.