

## Evaluation Statement

Proposed Classification: Supervisory Wildlife Inspector, GS-1801-12

PN: S000308

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

-U.S. Office of Personnel Management General Schedule Supervisory Guide HRCD-5 June 1998, April 1998

**Background:** The incumbent is a critical component of the national inspection program and serves as a Supervisory Wildlife Inspector, reporting to the Regional Agent-in-Charge (RAC). Supervisory Wildlife Inspectors (SWI) are full-time employees charged with a vital role in the planning, coordinating, administering, and directing the Service's Wildlife Inspection Program located at one or more ports of entry and their vicinities. This position requires the performance and knowledge of inspection-related investigative procedures, the full range of inspection techniques, and precise taxonomic identification skills. Incumbent manages the Wildlife Inspection Program's enforcement and administration of Federal, state, and international laws and regulations governing the importation, exportation, interstate commerce, legal take of wildlife and wildlife products, and the humane transport of live wildlife.

**Series determination:** This position requires the performance and knowledge of inspection-related investigative procedures, the full range of inspection techniques, and precise taxonomic identification skills. Incumbent manages the Wildlife Inspection Program's enforcement and administration of Federal, state, and international laws and regulations governing the importation, exportation, interstate commerce, legal take of wildlife and wildlife products, and the humane transport of live wildlife, meeting the definition of the GS-1801 series. Therefore, the recommended series for this work is the GS-1801 series, Investigation and Compliance.

**Title determination:** Titles for positions assigned to the General Inspection, Investigation, Enforcement, and Compliance Series GS-1801 may be constructed to reflect the specific purpose and knowledge requirements for the work. Since this position performs the full range of supervisory functions, the assigned title for this position is Supervisory Wildlife Inspector.

**Grade determination:** The grade of this position will be determined based on the supervisory responsibilities. The General Schedule Supervisory Guide provides evaluation criteria for determining the grade level of supervisory positions in grades GS-5 through GS-15. This guide uses a factor-point method that assesses six factors: program scope and effect, organizational setting, supervisory and managerial authority exercised, personal contacts, difficulty of typical work directed, and other conditions. The duties and responsibilities of this position meet the criteria for coverage by this guide. The following analysis is provided which reflects the evaluation of the supervisory duties of this position.

## Factor Level 1-2 -- 350 points

This factor assesses the general complexity, breadth, and impact of the program areas and work directed, including its organizational and geographic coverage. It also assesses the impact of the work both within and outside the immediate organization. To assign a factor level, the criteria dealing with both scope and effect, as defined below, must be met.

**Scope:** Addresses the general complexity and breadth of the program directed and the work directed, the products produced, or the services delivered. The geographic and organizational coverage of the program within the agency structure is included under scope.

**Effect:** Addresses the impact of the work, the products, and/or the programs described under scope on the mission and programs of the customer, the activity, and other activities in or out of government, the agency, other agencies, the general public, or others.

a. **SCOPE.** Incumbent directs the inspection, investigative, and administrative functions of the Wildlife Inspection Program encompassing the enforcement of Federal and international wildlife laws. The purpose of the work is to provide and implement technical and operations expertise for wildlife law enforcement at Service's ports of entry. Jurisdiction may include one port or several ports located within one or more states.

**Scope:** Decisions on the admissibility of wildlife and wildlife products into or out of the United States, as well as the prosecution of violators, significantly affect large segments of the international business community including industries such as leather, fur, jewelry, pet, clothing, food, tourism, sport hunting/taxidermy, and transportation. Work impacts the activities of other agencies such as Customs, Department of Agriculture, Public Health Service, Food and Drug Administration, and State conservation departments. Multi-agency jurisdiction often occurs and daily cooperation among agencies is required. A decision on whether wildlife should be allowed to enter or leave the United States may affect the health and safety of indigenous wildlife populations as well as the present and future ability of international wildlife resources to withstand commercial and non-commercial exploitation.

The Wildlife Inspection Program is essential for the Service to carry out its mission, to monitor and regulate global wildlife utilization through daily inspections, related investigations, and data compilations. The work is vital in that it directly affects the Service's ability to meet its national and international obligations as established by law and treaty.

## Factor 1, Program Scope and Effect, Level 1-2 -- 350 points

This factor assesses the general complexity, breadth, and impact of the program areas and work directed, including its organizational and geographic coverage. It also assesses the impact of the work both within and outside the immediate organization. To assign a factor level, the criteria dealing with both scope and effect, as defined below, must be met.

**Scope:** Scope addresses the general complexity and breadth of the program directed and the work directed, the products produced, or the services delivered. The geographic and organizational coverage of the program within the agency structure is included under scope.

At Level 1-2a the program segment or work directed is administrative, technical, complex clerical, or comparable in nature. The functions, activities, or services provided have limited geographic coverage and support most of the activities comprising a typical agency field office,

an area office, a small to medium military installation, or comparable activities within agency program segments.

Level 1-3a discusses directing a program segment that performs technical, administrative, protective, investigative, or professional work. The program segment and the work directed typically have coverage which encompasses 1) a major metropolitan area, a State, or a small region of several States; or, 2) when most of an area's taxpayers or businesses are covered, coverage comparable to a small city. A third situation that falls at this level involves providing complex administrative or technical or professional services directly affecting a large or complex multi-mission installation. According to the General Schedule Supervisory Guide, a "complex, multi-mission installation" or a group of several organizations (directly supported by the position under evaluation) includes four or more of the following: (1) a garrison; (2) a medical center or large hospital and medical laboratory complex; (3) annual multimillion dollar construction, civil works, or environmental cleanup projects; (4) a test and evaluation center or research laboratory of moderate size; (5) an equipment or product development center; (6) a service school; (7) a major command higher than that in which the servicing position is located or a comparable tenant activity of moderate size; (8) a supply or maintenance depot; or equivalent activities.

The SWI manages the Wildlife Inspection program's enforcement and administration of Federal, State, and Internal law and regulations governing the importation, exportation, interstate commerce, legal take of wildlife and wildlife products, and the humane transport of live wildlife. The SWI work directly supports the OLE mission by working in cooperation with U. S. Customs and Department of Agriculture inspectors to monitor wildlife trade and stop illegal shipments.

The geographic dispersion and the variety of functions carried out by the SWI, (i.e., directing the Service's Wildlife Inspection Program located at one or more ports of entry and their vicinities) does not meet the full intent of Level 1-3a, because the program segment and the work directed does not have the geographical or organizational coverage envisioned at Level 1-3a.

In addition, the use of the term "Multi-agency jurisdiction" within the position description is not comparable to the criterion described in the GSSG for a "large or complex multi-mission installation. This position does not meet Level 1-3a.

Level 1-2a is credited for scope.

Effect: Effect addresses the impact of the work, the products, and/or the programs described under scope on the mission and programs of the customer, the activity, and other activities in or out of government, the agency, other agencies, the general public, or others.

At Level 1-2b, the services or products support and significantly affect installation level, area office level, or field office operations and objectives, or comparable program segments; or provide services to moderate local or limited populations of clients or users comparable to a major portion of a small city or rural county.

At Level 1-3b, the activities, functions, or services accomplished directly and significantly impact a wide range of agency activities, the work of other agencies, or the operations of outside interests (e.g., a segment of a regulated industry), or the general public. At the field activity level (involving large, complex, multimission organizations and/or very large serviced populations), the work directly involves or substantially impacts the provision of essential support operations to numerous, varied, and complex technical, professional, and administrative functions.

Level 1-2b is assigned, because the work impacts the functions of other agencies and the general public to a limited extent. The SWI work directly supports the OLE mission by working in cooperation with U. S. Customs and Department of Agriculture inspectors to monitor wildlife trade and stop illegal shipments. This position oversees work that make decisions on whether wildlife should be allowed to enter or leave the United States may affect the health and safety of indigenous wildlife populations as well as the present and future ability of international wildlife resources to withstand commercial and non-commercial exploitation. In addition this position impacts the activities of other agencies such as Public Health Service, Food and Drug Administration, and State conservation departments. However, the coordination does not have a direct and significant impact on the work of these agencies as envisioned at Level 1-3b. The last criterion under Level 1-3b does not apply as the program of this position, because the program does not involve the provision of essential support operations to large, complex, multimission organizations or very large serviced populations (see criterion described in Level 1-3a).

Level 1-2b is credited for effect.

Therefore, both the Scope and Effect are properly evaluated at Level 1-2.

Factor Level 2-2 -- 250 points

This factor considers the organizational situation of the position in relation to higher levels of management.

The SWI is accountable to a RAC. The RAC is one reporting level below the highest supervisor within the Region for the Office of Law Enforcement (Special Agent in Charge of Law Enforcement, SAC), which meets Level 2-2.

Factor Level 3-2 -- 450 points

This factor covers the delegated supervisory and managerial authorities which are exercised on a recurring basis. To be credited with a level under this factor, a position must meet the authorities and responsibilities to the extent described for the specific level. Where authority is duplicated or not significantly differentiated among several organizational levels, a factor level may apply to positions at more than one organizational level.

This position meets level c: The incumbent:

- Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
- Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- Evaluates work performance of subordinates;
- Gives advice, counsel, or instruction to employees on both work and administrative matters;
- Interviews candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
- Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;

- Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
- Identifies developmental and training needs of employees, providing or arranging for needed development and training;
- Find ways to improve production or increase the quality of the work directed;
- Develop performance standards.

This position does not meet Level 3-3a, because the incumbent does not exercise delegated managerial authority to set a series of annual, multiyear, or similar types of long-range work plans and schedules for in-service or contracted for. The incumbent does not ensure implementation of goals and objectives by lower or subordinate organizational units or others. Nor is the incumbent involved with high level program officials in the development of overall goals and objectives for assigned staff functions, programs, or programs segments.

This position does not meet Level 3-3b; typically, this level applies to second-level supervisors, where the work is so complex that it requires using two or more subordinate supervisors. There are situations where this level would apply to first level supervisors, for example, organizations with sufficient subordinate staff and workload to warrant teams under matrix management, committees, self-directed teams, task forces, etc, none of which applies to this position. Therefore, Level 3-2c is properly assigned.

*Factor 4 - Personal Contacts*

This is a two-part factor which assesses the nature and purpose of personal contacts related to supervisory and managerial responsibilities.

Subfactor Level 4A-2 -- 50 points

This subfactor covers the organizational relationships, authority, or influence level, setting, and difficulty of preparation associated with making personal contacts involved in supervisory and managerial work. To be credited, the level of contacts must contribute to the successful performance of the work, be a recurring requirement, have a demonstrable impact on the difficulty and responsibility of the position, and require direct contact.

Contacts made by the SWI are both scheduled and unplanned, such as scheduled conferences, meetings, workshops, and interviews or unplanned contacts such as telephone, fax, mail, and personal discussions. Frequent, regular, and direct contact is made with:

- Service, Office of Law Enforcement, Washington Office
- Service, Office of Management Authority, Washington Office
- Service, Office of Law Enforcement, Regional Office
- District Director, U.S. Customs and Border Protection
- Chief Veterinary Medical Officer, U.S. Department of Agriculture (USDA)
- Officer In Charge, Plant Protection Quarantine, USDA
- Regional Solicitors, U.S. Department of Interior
- Curators for scientific institutions and zoological societies
- Directors for associations of customhouse brokers, trade groups and their legal representatives
- Import/export managers of common carriers
- Sales managers of U.S. businesses and corporations
- Suspected violators of Federal, state, and foreign law
- Civil, criminal, and corporate attorneys
- Non-governmental wildlife organizations such as: Audubon Society, Defenders of Wildlife,

National Wildlife Federation, Animal Welfare Institute, The Sierra Club, International Primate Protection League, American Society for the Prevention of Cruelty to Animals, etc.

The level of contacts for this position exceeds Level 4A-1, where contacts at this level are with subordinates within the organizational unit(s) supervised, with peers who service comparable units, union shop stewards, and/or administrative and other support activities within the same organization.

The level of contacts for this position meets the 4A-2 level, because at this level the employee has frequent contacts with members of the business community or general public; higher ranking managers, supervisors, and staff of program, administrative, and other work units throughout the field activity; representatives of local public interest groups; case workers in congressional district offices; technical or operating level employees of State and local governments; or reporters for local and other limited media outlets. These contacts may be informal, occur in conferences and meetings, or through telephone, television, radio, or similar contact, and sometimes require special preparation.

The level of contacts for this position does not meet Level 4A-3, where contacts are frequently with high ranking personnel, key staff of public interest groups, journalists, congressional staff, contracting offices; etc., which often requires extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter. Therefore, Level 4A-2 is properly assigned.

Subfactor Level 4B-2 -- 75 points

This subfactor covers the purpose of the personal contacts credited in 4A, including the advisory, representational, negotiating, and commitment making responsibilities related to supervision and management.

The purpose of contacts is to ensure that information provided to outside parties is accurate and consistent; to plan and coordinate the work directed with that of others outside the subordinate organization; and/or to resolve differences of opinion among managers, supervisors, employees, contractors or others.

This position exceeds Subfactor Level 4B-1, because at this level the purpose of the contacts is to discuss work efforts for providing or receiving services, to exchange factual information; and to provide training, advice and guidance to subordinates.

The purpose of contacts for this position is to (1) commit resources for the purpose of coordinating operational procedures between agencies, both government and non-government, having overlapping jurisdiction, (2) inform the private, professional, and business sector of the Service's Wildlife Inspection Program's objectives to establish and secure compliance with wildlife laws, regulations, and policies, (3) inform and negotiate actions taken by the Service in enforcing laws and regulations, (4) To encourage individuals and groups, with diverse positions, to comply with regulations and policy. Actions may include the entire spectrum of wildlife inspection actions such as compliance interviews, warnings, seizure of property, and referral for penalty assessment and/or prosecution. Actions may also include education and information for individuals or groups as part of the Service's education program.

This position does not meet Subfactor Level 4B-3. In order to credit this level all three criteria, representing the project, program segment(s), or organizational unit(s) directed, obtaining or

committing resources; and gaining compliance with established policies. The incumbent does not have the responsibility and authority to obtain or commit resources. Therefore, Level 4B-2 is properly assigned.

**Factor Level 5-6 – 800 points**

This factor measures the difficulty and complexity of the basic work most typical of the organization directed, as well as other line, staff, or contracted work for which the supervisor has technical or oversight responsibility, either directly or through subordinate supervisors, team leaders, or others. This work must characterize the nature of the basic (mission oriented) nonsupervisory work performed and constitute 25 percent or more of the workload (not positions or employees) of the organization.

**Base level of work**

GS-11 or equivalent	5-6	800
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**Factor Level 6-4a -- 1120 Points**

This factor measures the extent to which various conditions contribute to the difficulty and complexity of carrying out supervisory duties, authorities, and responsibilities. Conditions affecting work for which the supervisor is responsible may be considered if they increase the difficulty of carrying out assigned supervisory or managerial duties and authorities. To apply this factor, the highest factor level definition that the position fully meets may be credited.

Incumbent has the final authority over technical and law enforcement matters comparable to the GS-11 difficulty level. This includes final determination, when necessary, of species or subspecies identification, whether import or export of wildlife and wildlife products should be allowed, seizure of property, and property disposition.

Supervisory work frequently requires the use of a great deal of discretion in policy application due to the diversity, quantity, value, fragility, and sensitivity of the commodities involved; the complexity of wildlife laws; and integration of and coordination with other agencies; budgetary and staffing restrictions, and changes in program objectives, policies, priorities and procedures.

The SWI is responsible for reviewing investigative reports prepared by wildlife inspectors, notifications to industries and the public in regard to policy changes, violation notices, and agreements with scientific and zoological institutions assisting in housing live evidence. The SWI review process is to ensure compliance with the Service's mission, improve efficiency and effectiveness of the Wildlife Inspector Program, and to ensure the quality of statistical data used for budgetary, staffing, and policy decisions.

This position exceeds: (1) Level 6-3a, because at this level the supervision and oversight requires coordination, integration, or consolidation of administrative, technical or complex technician or other support work comparable to the GS-09 or 10, or work at the GS-07 or 08 level where the supervisor has full and final technical authority over the work; and (2) Level 6-3b, because at this level the position directs subordinate supervisors over position in grades GS-07 or GS-08, which is the case for this position..

This position does not meet: (1) Level 6-5a, because supervision and oversight at this level requires significant and extensive coordination and integration of work comparable in difficulty to the GS-12 level, (2) Level 6-5b, because at the level the supervisor directs highly technical,

professional, and administrative, or comparable work at the GS-13 level, and (3) Level 6-5c, because the supervisor directs the work through subordinate supervisors/contactors who each direct substantial workloads comparable to the GS11 level, which is not the case for this position. Therefore, Level 6-4a is properly assigned.

Summary:

<b>POSITION CLASSIFICATION STANDARDS</b>	
<b>FES EVALUATION STATEMENT - Supervisory</b>	
Title Series and Grade	<b>Supervisory Wildlife Inspector, GS-1801-12</b>
Organization	Office of Law Enforcement
Position #	NOTE: Grade determined using a base level of GS-11

<b>Evaluation Factors</b>		<b>Points Assigned</b>	<b>Standards Used (BMK#, FL#, etc.)</b>
1. PROGRAM SCOPE AND EFFECT		350	1-2
2. ORGANIZATIONAL SETTING		250	2-2
3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED		450	3-2c
4. PERSONAL CONTACTS		50 75	4A-2 4B-2
5 DIFFICULTY OF TYPICAL WORK DIRECTED		800 (GS-11)	5-6
6. OTHER CONDITIONS		1120	6-4a
<b>S U M M A R Y</b>	Total Points	3095	
	Grade Conversion (2755-3150 = GS-12)	<b>GS-12</b>	

Conclusion: The appropriate classification for this work is Supervisory Wildlife Inspector, GS-1801-12.

# Position Designation of National Security and Public Trust Positions

*Position Designation Record*

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

**Position Title** Supervisory Wildlife Inspector

**Series and Grade/Pay Band** GS-1801-12

**Position Description Number** S000308

Duties	Degree of Potential for Compromise or Damage
<i>Other activities demanding a degree of public trust</i>	Moderate impact
<b>Comments:</b>	Manages the Wildlife Inspection Program's enforcement and administration of Federal, State, and international laws and regulations governing the importation, exportation, interstate commerce, legal take of wildlife and wildlife products.

Adjustment for program designation and level of supervision	
<i>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</i>	Worldwide or government-wide impact
<i>Adjustment for level of supervision or other controls</i>	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Designation Level	Suitability	
	Investigation Required	Form Required

<b>Tier 3</b>	<b>BI</b>	<b>SF 85P</b>
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<b>Total Points Designation</b>	
<b><i>Total Initial Position Designation Points from Step 2</i></b>	10
<b><i>Adjusted Position Designation Points from Step 3</i></b>	50

Signature: Joyce M. Hayes Date: 4/27/2009  
Name: Joyce M. Hayes, HR Specialist

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