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| POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i> | | | | | | | 1. Agency Position No. S000308 | | | | |
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Standard Position Description | | 3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field | | 4. Employing Office Location | | 5. Duty Station | | 6. OPM Certification No. | | | |
| 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input 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 type="checkbox"/> Yes <input type="checkbox"/> No | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input 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: 12 | | 15. Classified/Graded by | | Official Title of Position | | | |
| a. Office of Personnel Management | | b. Department, Agency or Establishment | | c. Second Level Review | | d. First Level Review | | e. Recommended by Supervisor or Initiating Office | | | |
| 16. Organizational Title of Position <i>(if different from official title)</i> | | 17. Name of Employee <i>(if vacant, specify)</i> | | Pay Plan | | Occupational Code | | Grade | | | |
| 18. Department, Agency, or Establishment Department of the Interior | | c. Third Subdivision | | a. First Subdivision U.S. Fish and Wildlife Service | | d. Fourth Subdivision | | e. Fifth Subdivision | | | |
| b. Second Subdivision Office of Law Enforcement | | Signature of Employee <i>(optional)</i> | | 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position. | | 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 <i>(optional)</i> Juliana Scully Division Chief, Office of Law Enforcement | | Signature | | Date | | Signature | | | |
| Signature | | Date | | Signature | | Date | | Signature | | | |
| 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; GSSG, HRCD-5, dtd June 1998 | | 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 from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | | 23. Position Review | | Initials | | Date | |
| Typed Name and Title of Official Taking Action Joyce M. Hayes Human Resources Specialist | | Signature | | Date | | Initials | | Date | | Initials | |
| Signature | | Date | | Initials | | Date | | Initials | | Date | |
| 23. Position Review | | Initials | | Date | | Initials | | Date | | Initials | |
| a. Employee <i>(optional)</i> | | b. Supervisor | | c. Classifier | | 24. Remarks | | Type of Investigation: BI | | BUS: 8888 | |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i> | | This SPD is approved for Service-wide use | | NSN 7540-00-634-4265 | | Previous Edition Usable | | 5008-106 | | OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295 | |

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

Supervisory Wildlife Inspector
GS-1801-12
PN: S000308

INTRODUCTION:

The Inspection Program of the Office of Law Enforcement (OLE) within the Fish and Wildlife Service (Service) supports the national interest in the protection of native and international fish and wildlife resources. The law enforcement objective is to advise, regulate, monitor, and secure widespread compliance with Federal and state conservation regulations, laws, and international treaties to assure appropriate optimum human and wildlife benefits.

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. The full performance level of this position is GS-12.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- The incumbent is the first line supervisor over all assigned wildlife inspectors (WI) and other support staff as may be assigned. The incumbent performs a full-range of supervisory duties.
- Plans, assigns, directs, reviews, and supervises activities of subordinates.
- Develops work priorities and objectives on a weekly, monthly, and annual basis.
- Develops position descriptions, crediting plans, and performance standards for subordinates.
- Identifies training needs and develops and implements programs designed to meet those needs.
- Serves as the principal advisor and consultant to the Resident Agent in Charge (RAC) in all matters under his/her jurisdiction relating to the Wildlife Inspection Program.
- Addresses potential health hazards and institutes safety and emergency procedures for all WI's.
- Has extensive and comprehensive knowledge of the procedures and techniques utilized to illegally import and export wildlife.

- Evaluates performance and makes recommendations for promotions, awards, and/or disciplinary actions.
- Approves overtime, leave, and travel requests.
- Resolves employee complaints and conflicts.
- Reviews and approves the issuance of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) export permits and re-export certificates by personnel under his/her supervision.
- Reviews and approves all seizure and investigative reports prepared by WI's.
- Provides technical advice and submits recommendations regarding changes in laws, regulations, policies, and procedures.
- Serves as the principal authoritative liaison with U.S. Customs and Border Protection for port or ports under his/her supervision.
- Serves as the principal liaison with local zoos, aquariums, museums, and other scientific institutions for the exchange of technical information and the development of live animal holding programs.
- May serve as the Service's principal representative to the local trade communities, Federal agencies, transportation services, the news media, and the general public in resolving conflicts, conducting interviews, encouraging compliance with the law, providing educational and technical advice, and coordinating operations involving multi-agency jurisdiction for the port of entry.
- Provides technical assistance to subordinates in the interpretation and application of Federal, state, and foreign laws, as well as Service policy.
- Safeguards Wildlife Inspection Program equipment including vehicles, safety equipment, computers, radios, cameras, office machines, tools, etc.
- Accounts for all funds/fees collected at the ports of entry under his or her supervision and all monies disbursed for purchases.
- May be responsible for the administration of budget issues related to the WI program for ports under his/her supervision; may also be responsible for the supervision of administrative staff assigned to this geographic area of the program.
- Accounts for all property detained, seized, abandoned, or forfeited to the Service as a result of law enforcement activities at ports of entry under his/her supervision.
- Interviews and selects WI candidates for positions with the Service.
- Participates as a technical expert in the execution of search warrants when requested.
- Operates Government vehicles. Must possess a valid State driver's license.

- Wears a Class A, B, and/or C Service uniform.
- Uses protective clothing or safety equipment as required.
- Performs other related duties as assigned.

Classification Factors:

FACTOR 1 - PROGRAM SCOPE AND EFFECT:

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.

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 2 - ORGANIZATION SETTING:

The SWI is under the general direction of and reports 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).

FACTOR 3 - SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED:

Incumbent plans and directs the work of subordinates on a regular basis from daily operational tasks to monthly and/or annual projects. This includes work schedules and duties, training, overtime, leave, travel, public speaking, and interagency meetings. Work objective and time frames are established in advance and may be adjusted according to changing priorities and staffing levels.

The SWI reviews, plans, develops, and implements performance standards for subordinates. Work performance of subordinates is regularly reviewed and evaluated based on quantity, quality, accuracy, and complexity. The SWI serves as the rating official for all subordinates'

performance appraisal periods. Promotions and awards are recommended by the SWI to his/her supervisor.

The incumbent is responsible for training all subordinates, including new employees. The SWI identifies and monitors training programs and a training officer, both on an individual and group basis, in such areas as basic on-the-job training and orientation, species identification, forensic techniques, fraud and smuggling techniques, investigative report writing methods and procedures, computer (Law Enforcement Management Information System [LEMIS] and ACS) usage, equipment safety, and health hazards.

The SWI gives advice and direction to subordinates on standard operating procedures; interpreting policy, laws, regulations, and treaties; establishing work strategies; and administrative matters such as record keeping, supply purchases, payroll problems, computer access protocol, uniform ordering and usage, conduct, releasing information, and conflicts of interest. The SWI reviews and evaluates reports of violation of federal and foreign law submitted by subordinates to determine if criminal or civil prosecution is warranted and takes appropriate action.

Receives and reviews applications for WI positions, interviews candidates, and recommends selections.

Serves as the primary contact to receive and resolve employee complaints arising from conflicts concerning work assignments, leave, travel, other employees, non-Government contacts, and problems arising from payroll, personnel actions, etc. When incumbent cannot resolve conflicts, he/she refers the grievances to the next level supervisor.

Implements disciplinary measures such as warnings and reprimands as authorized. Recommends suspension and other actions to higher level supervisor. All actions are performed in association with the proper and prompt planning of corrective measures.

The incumbent is responsible for improving work quality and productivity, as well as reducing program costs by implementing plans to streamline procedures and paperwork; increasing work safety; identifying production needs; and establishing goals, objectives, and priorities to achieve the Service's mission and goals.

FACTOR 4 – CONTACTS:

Subfactor 4A – Nature of 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.

Subfactor 4b - Purpose of Contacts

- To commit resources for the purpose of coordinating operational procedures between agencies, both government and non-government, having overlapping jurisdiction
- To 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.
- To inform and negotiate actions taken by the Service in enforcing laws and regulations.
- 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.

FACTOR 5 - DIFFICULTY OF TYPICAL WORK DIRECTED:

As the first line supervisor, the SWI must have the knowledge, skills, and ability to direct the overall operations of the Wildlife Inspection Program within the assigned parameters. These operations function to enforce wildlife laws as authorized and are primarily conducted in three phases: document analysis, physical inspection, and disposition. Each phase is dependent on the successful completion of the prior phase. Successful completion of each function requires complex skills, knowledge, and possession of the ability to make independent judgments. The level of these non-supervisory functions are considered to be at the GS-11 level as derived from the official position description and the basic work function constitutes more than 75 percent of the workload directed.

FACTOR 6 - OTHER CONDITIONS:

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.

SPECIAL SITUATIONS

SPECIES IDENTIFICATION: Requires knowledge of biology, taxonomy, and forensics that are included in major fields of study such as mammalogy, ornithology, herpetology, etc. Species identification requires knowledge in using scientific publications, conducting reference research, and using professional scientific keys. The WI must also be able to communicate effectively with the scientific community.

LAW ENFORCEMENT: Requires knowledge of state, Federal, and foreign laws, statutes, regulations, and treaties involving the take, transport, import, export, and humane shipment of wildlife. Requires knowledge of operational procedures, laws, and regulations of other concerned agencies. Also, knowledge is required for implementing the Federal rules concerning search, seizure, and due process. Knowledge of investigative report writing is required.

DOCUMENT EXAMINATION: Requires knowledge of the requirements for issuance of CITES export permits and re-export certificates as well as Service import/export licenses.

FEE COLLECTION: Requires knowledge of the requirements for the collection, recording, transmission, and accountability of funds collected as fees related to the import/export program.

PERSONNEL ACTIONS: Requires knowledge of the requirements for approving all types of leave, overtime, promotions, travel, and training. Knowledge of personnel actions for evaluating job performance, conduct, employee complaints and applications for new hires.

Shift Operations

Incumbent may be required to work shift work and/or perform 24-hour on-call duty.

Physical Dispersion

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.

Special Staffing

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 Hazards and Safety Conditions

Physical inspections of live animals and animal products always present hazards, often with the potential to be life threatening. The 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.

Background Investigation

This position requires compliance with background investigation requirements.