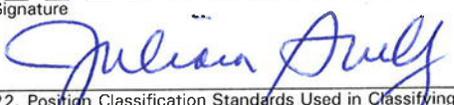
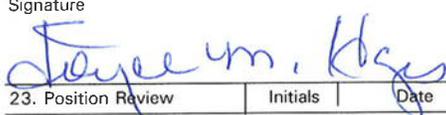


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S000310						
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.					
Explanation <i>(Show any positions replaced)</i> Standard Position Description Statement of Differences to PN: S000309		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code					
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		14. Agency Use FPL: 13							
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade					
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Supervisory Wildlife Inspector		GS		1801		12					
d. First Level Review								jh 4-8-09					
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position <i>(if different from official title)</i> Department of the Interior				17. Name of Employee <i>(if vacant, specify)</i>									
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 <i>(optional)</i>									
20. Supervisory Certification. <i>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</i>				<i>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.</i>									
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				Date			
										11-12-09			
21. Classification/Job Grading Certification. <i>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.</i>				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									
Typed Name and Title of Official Taking Action Joyce M. Hayes Human Resources Specialist				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		Signature				Date			
				4-8-09									
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
b. Supervisor													
c. Classifier													
24. Remarks Type of Investigation: BI This SPD is approved for Service-wide use. BUS:8888													
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>													

Standard Position Description

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

Supervisory Wildlife Inspector
GS-1801-12
PN: S000310

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 Federal, international, state, tribal, and local counterparts. The objective of the law enforcement program is to secure and maintain widespread voluntary compliance with Federal and State conservation laws and regulations and international treaties. 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 develop profiles to use 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 organization or individuals potentially involved in criminal activity.

This position requires the performance of a full range of complex inspection and compliance work involving the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of live wildlife, parts thereof, and wildlife products. The incumbent of this position may be assigned at any Customs port where importation or exportation of wildlife is authorized. The incumbent is a critical component of the national inspection program and serves as a Supervisory Wildlife Inspector, reporting to the Resident Agent in Charge (RAC). Incumbent is technically proficient in a variety of inspection and compliance activities and applies this knowledge to advise on inspection activities and priorities and to guide the work of subordinates. The incumbent works in consultation with the supervisor and/or a more senior specialist to set program parameters and to effect changes in policy, guidance, and business processes.

This is an interim position established to provide for a period of growth. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level of GS-13.

The position will remain at the grade 12 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 and effectiveness contemplated in the attached position description. Upon meeting all requirements, incumbent may be promoted non-competitively to the full performance level of GS-13.

Major Duties:

Characteristics and duties of this position are essentially the same as those reflected in the full performance level of the GS-13. Performs the following typical duties:

Wildlife Inspector: 50%

The incumbent performs a full range of inspection and compliance duties involving the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of wildlife. The incumbent independently determines and takes whatever action is required for most types of difficulties and problems encountered in baggage and cargo inspections.

The incumbent personally performs and supervises the following work:

- Determines the genus and species of live specimens, or parts thereof, or wildlife products to assure compliance with laws that pertain to lists and appendices of protected species.
- Examines import/export documents, domestic transportation documents, including air waybills and ocean bills of lading, and dock receipts, delivery instructions, letters of credit, special customs and commercial invoices, certificates of origin, foreign export permits, Service permits, etc., and other federal forms to assure that all regulations have been met and that all required documents are present.
- May examines shipping containers to insure that they are marked and labeled in accordance with applicable statutes and regulations.
- May examines live specimens, or parts thereof, or wildlife products to determine if they are being shipped in accordance with Federal and State wildlife laws.
-
- Makes the determination as to when probable cause exists to believe that a wildlife shipment is in violation of applicable laws.
- Notifies a special agent concerning indications of violations involving wildlife shipped in interstate commerce.
- Exercises the authority to seize as evidence of said shipment, with or without a warrant as provided by law.
- When seizures are made, documents and notifies the Senior Resident Agent or Special Agent having jurisdiction at the port to which the incumbent is assigned.
- Conducts preliminary investigations; i.e., being responsible for obtaining all original documents pertaining to a shipment of wildlife in violation or suspected of being in violation, interviewing freight handlers, wildlife dealers, carrier representatives, etc.
- Seized evidence is handled in accordance with District procedures and chain-of-custody procedures.

- Prepares detailed field information reports which record all violations and potential violations for use by a special agent.
- Collects, codes, and assembles pertinent import/export documents into a document package for entry into the Division's Law Enforcement Management Information System (LEMIS).
- Testifies in criminal court and civil proceedings involving seized wildlife.
- Wears a Class C uniform while on duty.
- Wears other protective clothing or safety equipment as required to inspect wildlife shipments containing hazardous wildlife; i.e., exotic venomous reptiles, primates, large cats, etc.
- Operates government motor vehicles and maintains a valid government driver's license and a valid state driver's license.
- Safeguards and protects government property.
- 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.

Incumbent performs other related duties as appropriate and as directed by the Senior Resident Agent having jurisdiction at the port to which the incumbent is assigned. These duties may involve any aspect of the overall objectives of securing and maintaining voluntary compliance with federal and state conservation laws and international treaties. 5 %

Supervisor: 45%

- Technically and administratively directs and controls the activities of the Division. Exercises direct supervision over GS-11, Wildlife Inspectors through advice, guidance and mutual discussion. Organizes the broader work phases, such as establishing internal policies and procedures and determining priorities. Develops and implements standards and instructions to guide personnel. Periodically reviews activities of the organization to ascertain overall conformance with policies, procedures and regulations; to insure that it is operating in an efficient, adequate and economical manner; and to coordinate various phases of the organization's work so that the combined efforts become a unified action. Renders decisions on problem situations and matters referred; and technically evaluates and passes on work submitted for review and approval, rejecting or accepting as appropriate. Rates performance, approves leave, initiates personnel actions, interviews and makes selection of new employees, provides necessary training for subordinates, settles employee's grievances, recommends disciplinary action, and performs other normal supervisory duties. Gives full and continuing support to EEO and Affirmative action and other programs of special emphasis.

Classification Factors:

Factor 1: Knowledge Required by the Position

Knowledge of supervisory techniques and personnel management policies.

Skill in accomplishing tasks through subordinates, including balancing work assignments and reviewing work for technical accuracy.

Knowledge of inspection procedures, equipment, and techniques to ensure effective accomplishment of inspection activities and responsibilities.

Substantive knowledge of laws and regulations governing fish and wildlife importation and exportation.

Expertise in fish and wildlife principles and techniques to identify wildlife, wildlife parts and products.

Knowledge of CBP, FDA, CDC, USDA, and other federal agencies that have an import/export control function that has a jurisdictional overlap on wildlife commodities.

Knowledge of federal, state, and foreign countries' laws and regulations that are pertinent to import/export controls of wildlife.

Knowledge of federal and state laws pertinent to wildlife shipped in interstate commerce.

Knowledge of fish and wildlife taxonomy and zoology.

Knowledge of techniques used to smuggle or defraud.

Knowledge of manufacturing processes used to alter wildlife parts from their configuration in the natural environment.

Ability to gather, analyze and integrate data.

Ability to communicate by verbal and written means.

Ability to utilize photographic equipment.

Skill in operation of motor vehicles.

Factor 2: Supervisory Controls

The supervisor outlines overall objectives and available resources. The employee and supervisory, in consultation discuss timeframes and scope of the assignment including possible stages and approaches. The employee receives few instructions on technical aspects of the work, but is given mostly given policy guidance, and coordinates the commitment of resources and staffing needs through the supervisor. The employee works independently at U.S. Customs air and surface cargo facilities, domestic airlines and trucking cargo facilities, and U.S. Customs Foreign Arrivals (passengers) areas. Makes essentially final judgments and decision, and takes whatever action is necessary in the admission and denial of live wildlife, parts thereof, and

wildlife products intended for importation or exportation. The employee's actions are taken and decisions made within the framework of applicable guidelines and policies; i.e., Service laws and regulations, law enforcement memoranda, and various Service manuals.

Factor 3: Guidelines

Guidelines are both written and oral with respect to this position. Written guidelines include District and Port Office directives, law enforcement memoranda, various Service manuals, Service regulations, statutes and treaties pertinent to wildlife importations, exportations, and interstate transportation of wildlife. Oral guidelines are in the form of telephonic messages and radio communications pertinent to inspection and examination of wildlife shipments and consultation regarding seizures.

Factor 4: Complexity

The incumbent is engaged in the full range of inspection and compliance work related to the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of live wildlife, parts thereof, and wildlife products. Inspection and compliance work involves making physical inspections to determine exact species of wildlife involved and to detect smuggling of live wildlife, parts thereof, or wildlife products. The incumbent examines many different types of documents to determine their authenticity and relevancy to the legality of wildlife shipments. Controversial shipments are discussed with the Senior Resident Agent.

Factor 5: Scope and Effect

The technical expertise provided by the incumbent is essential to the daily inspection and compliance program of the Service. The decisions made and actions taken by the incumbent directly affect international and interstate traffic in live wildlife, parts thereof, and wildlife products. The incumbent, by inspection and examination, determines the extent to which live wildlife, parts thereof, and wildlife products move freely into, out of, through, and within the United States. Actions taken by the incumbent impact directly on the Service's ability to meet and fulfill the international and national requirements established by statute and regulations.

Factor 6: Personal Contacts

Intra-agency personal contacts include other wildlife inspectors and special agents. Other federal and state contacts include U.S. Customs Service officials; inspectors, patrol officers, and agents; U.S. Department of Agriculture officials, Veterinary Services personnel, and Plant Protection and Quarantine inspectors; U.S. Department of Commerce officials; export control personnel, and National Marine Fisheries Service agents; U.S. Public Health Service inspectors, Food and Drug Administration personnel, and state conservation officers involved in activities concerning importation, exportation, and interstate commerce of wildlife. Private sector contacts include Customs house brokers, carrier representatives, warehousemen, truckers, importers and exporters of wildlife, and international traveling passengers.

Factor 7: Purpose of Contacts

Personal contacts with other federal and state officials and persons in the private sector are to familiarize the incumbent with their functions and responsibilities pertaining to the importation, exportation, and shipment of wildlife in interstate commerce.

Factor 8: Physical Demands

The work involves intense physical activity, traveling from one cargo facility to another, which can be separated by several miles involving urban traffic problems. The incumbent is required to do considerable walking, bending, and lifting cartons and cases in excess of 30 pounds. As Supervisory Wildlife Inspector, the incumbent is required to travel on a frequent basis throughout the area of responsibility.

Factor 9: Work Environment

Work is mostly performed in cargo facilities that involve the risk of being injured by falling cartons and crates, lifting equipment, etc. The facilities are considerable in size and the employee is exposed to the seasonal changes in temperature. Incumbent is also subject to wounds or diseases inflicted or induced by the live wildlife being inspected; particularly hazardous are venomous reptiles, primates, and large exotic cats.

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.
- 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.