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|--|--|---|--|---|--|--|-----------------------------------|---------------------------|--|----------|--|------|--|
| <b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>  |  |   |  |   |  |  | 1. Agency Position No.<br>S000311 |                           |  |          |  |      |  |
| 2. Reason for Submission<br><input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field<br><input type="checkbox"/> Reestablishment <input type="checkbox"/> Other  |  | 3. Service  |  | 4. Employing Office Location  |  | 5. Duty Station  |                                   | 6. OPM Certification No.  |  |          |  |      |  |
| Explanation <i>(Show any positions replaced)</i><br>Standard Position Description  |  | 7. Fair Labor Standards Act<br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt                                  |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest  |  | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                   | 3. Competitive Level Code |  |          |  |      |  |
| 10. Position Status<br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted <i>(Specify in Remarks)</i><br><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)   |  | 11. Position Is<br><input type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither |  | 12. Sensitivity<br><input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive  |  | 14. Agency Use<br>FPL: 13  |                                   |                           |  |          |  |      |  |
| 15. Classified/Graded by   |  | Official Title of Position  |  | Pay Plan  |  | Occupational Code  |                                   | Grade                     |  |          |  |      |  |
| a. Office of Personnel Management  |  | FPL:GS-13   |  |   |  |  |                                   |                           |  |          |  |      |  |
| b. Department, Agency or Establishment   |  |   |  |   |  |  |                                   |                           |  |          |  |      |  |
| c. Second Level Review   |  | Senior Wildlife Inspector   |  | GS  |  | 1801   |                                   | 13                        |  |          |  |      |  |
| 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><br>Department of the Interior   |  |   |  | 17. Name of Employee <i>(if vacant, specify)</i>  |  |  |                                   |                           |  |          |  |      |  |
| 18. Department, Agency, or Establishment<br>U.S. Fish and Wildlife Service   |  |   |  | c. Third Subdivision  |  |  |                                   |                           |  |          |  |      |  |
| a. First Subdivision<br>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. <b>Supervisory Certification.</b> <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><br>Juliana Scully<br>Division Chief, Office of Law Enforcement  |  |  |                                   |                           |  |          |  |      |  |
| Signature _____ Date _____   |  |   |  | Signature _____ Date 11.12.08   |  |  |                                   |                           |  |          |  |      |  |
| 21. <b>Classification/Job Grading Certification.</b> <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<br>— OPM, JFS, Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, dtd March 2009   |  |  |                                   |                           |  |          |  |      |  |
| Typed Name and Title of Official Taking Action<br>Joyce M. Hayes<br>Human Resources Specialist   |  |   |  | <b>Information for Employees.</b> 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 4-8-09  |  |   |  |   |  |  |                                   |                           |  |          |  |      |  |
| 23. Position Review  |  | Initials  |  | Date  |  | Initials   |                                   | Date                      |  | Initials |  | Date |  |
| a. Employee <i>(optional)</i>  |  |   |  |   |  |  |                                   |                           |  |          |  |      |  |
| b. Supervisor  |  |   |  |   |  |  |                                   |                           |  |          |  |      |  |
| c. Classifier  |  | CK  |  | 02/12/10  |  |  |                                   |                           |  |          |  |      |  |
| 24. Remarks <b>02/12/10: Block 12 corrected to non-Critical Sensitive/Secret. No Drug Testing Required.</b>  |  |   |  |   |  |  |                                   |                           |  |          |  |      |  |
| Type of Investigation: BI  |  |   |  | This SPD is approved for Service-wide use.  |  |  |                                   | BUS:7777                  |  |          |  |      |  |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i>   |  |   |  |   |  |  |                                   |                           |  |          |  |      |  |

## Standard Position Description

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

Senior Wildlife Inspector  
GS-1801-13  
PN: S000311

### **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. 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.

This position would work in conjunction with HQ/OLE to develop national planning issues and intra-regionally to make sure port specific issues are addressed. The incumbent is a critical component of the national inspection program and serves as a senior specialist in a Region, reporting to a Resident Agent in Charge (RAC). Incumbent is technically proficient in a variety of complex inspection and compliance activities and applies this knowledge to give advice on inspection activities and priorities. The incumbent works in consultation with the supervisor to set program parameters and to effect changes in policy, guidance, and business processes.

### **Major Duties**

- Serves as program technical and subject matter expert for regional inspection activities including policy development, planning, coordinating, and evaluating the program covering one or more regional RAC districts. Reviews policy, guidance and business processes proposed by HQ/OLE and participates in the develop these. In addition, the incumbent would develop policy guidance on regionally specific issues and any related SAC Directives related to a regionally specific inspection issue
- Develops, analyzes, and evaluates new or modified program policies, regulations, goals, objectives regarding regional inspections. Defines and institutes new methods and strategies to meet key requirements and program objectives for the Service. Interprets and applies policies and guidance regarding inspections. Serves as a subject matter authority in areas of inspection; which may involve reviewing and commenting on pending legislation or policy developed in Service headquarters.
- Serve as advisor to the RAC on regional and national inspection issues for the inspection program including making recommendations regarding long-range

planning, resource and equipment needs, and training requirements. Initiates special studies to address regional future inspection needs.

- Functions as a team lead for port or intra-regional task force activities to promote program effectiveness and efficiency and program operations, and to coordinate administrative and staff activities with senior level inspectors to execute focused effects to identify and interdict illegal trafficking. Serves as a primary as a port, regional, or national subject matter expert on the identification of and trade in specific wildlife commodities or species of concern, and developing and coordinating regional strategies to interdict large-scale illegal wildlife trade based upon patterns and trends detected using intelligence and customs data.
- Works closely with forensic lab staff to identify and develop field-level forensic techniques for species new to the wildlife trade or newly protected species where no pre-existing detection techniques may exist, and contributing to the nationwide effort to interdict illegal wildlife. Coordinates with senior regional and national law enforcement officials within and outside the agency to develop inter-agency memorandums of understanding that address enforcement coordination gaps by emphasizing risk analysis, expanded use of International Trade Data, and recommending improvements for increased and effective interdiction programs and activities. The work includes a significant level of independent investigative follow-up within jurisdictional hierarchies and increased interaction with legal counsel in formulating civil settlements, and assessing evidence for consideration in criminal proceedings. The work also includes interactions with international entities to coordinate data and information exchange in areas involving new identification techniques and current trends in wildlife smuggling.
- Assists RAC in planning for evolving issues and changes in the complexity, variety and volume of wildlife trade or commerce.
- 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 forwarders, wildlife dealers, carrier representatives, etc.
- Performs risk assessments using a variety of analytical tools and integrates information from a number of databases, including specialized law enforcement databases, other sources, and human intelligence. Uses assessments to develop criteria for inspectors to use to determine the level of scrutiny required for a particular situation.
- Evaluates current operations to ascertain the facts *and* to determine the actions necessary to achieve the required results; to conduct research for the purposes of gathering additional information, identifying options, and determine regulatory requirements; and to explain, defend, or promote the results of the work to others. Prepares written products including findings and conclusions and recommends improvements to increase the efficiency and effectiveness of inspection and compliance activities.

- Serves as a liaison to counterparts in other agencies. Keeps abreast of the latest technology and techniques for inspection work. Serves as a liaison with subject matter experts in other Regions to share best practices and to enable incumbent to better identify and forecast trends.
- Provides technical advice and guidance to other inspectors on the procedures and techniques required for complex inspections.
- Provides technical guidance and advice to lower-level inspectors.
- Designs and/or provides training or guidance materials to inspectors to address specific inspection activities to provide information and/or interpretation of new laws and regulations or changes in tools and techniques and evaluates results.
- Develops outreach materials and conducts a variety of outreach activities to private industry and the public.

Performs other related duties as assigned.

**Classification Factors:**

**Factor 1. Knowledge Required by the Position**

Comprehensive knowledge of state, Federal, and foreign laws, statutes, regulations, and treaties involving the take, transport, import, export, and humane shipment of wildlife.

In-depth knowledge of operational procedures, laws, and regulations of other concerned agencies and knowledge is required for implementing the Federal rules concerning search, seizure, and due process. Knowledge of investigative report writing is required.

General 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.

Knowledge of the requirements for issuance of CITES export permits and re-export certificates as well as Service import/export licenses.

Comprehensive knowledge of the methods used to gather, analyze, and evaluate information to ascertain the facts *and* to determine the actions necessary to achieve the required results; to conduct research for the purposes of gathering additional information, identifying options, and determine regulatory requirements; to prepare written products including findings and conclusions; and to explain, defend, or promote the results of the work to others.

Knowledge of the requirements for the collection, recording, transmission, and accountability of funds collected as fees related to the import/export program.

Knowledge of state-of-the-art inspection procedures, equipment, and techniques to ensure improvement of inspection activities.

Skill in completing program objectives to include planning, analysis and evaluation of inspection program.

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

General knowledge of Customs, USDA, CDC, and FDA laws, regulations, and procedures to coordinate activities and negotiate resolution of problems.

General knowledge of State wildlife law and regulation for states within the incumbents region to coordinate inspection activities for species of concern such as, injurious species; State endangered species, and other State protected species.

Skill in use of automated fish and wildlife information systems, including specialized law enforcement systems, and the identification of future needs.

Highly skilled in oral and written communications to perform outreach activities, to train lower level inspectors, and to serve as a subject matter expert on studies, committees, and other assignments.

Analytical ability to identify current and future problems and to devise solutions.

## **Factor 2. Supervisory Controls.**

The incumbent receives assignments through program discussions, e.g., conferences, or written directives that outline broad objectives. After making a preliminary study of the assignment, the incumbent outlines the objectives and boundaries, plans the resources needed, and coordinates plans with other jurisdictions. Incumbent is expected to be technically authoritative regarding inspection and control activities and performs tasks with a high level of independence. Incumbent initiates studies, automated system improvements and new procedures and practices to improve the quality and quantity of inspection and control activities. The incumbent advises RAC on all aspects of the inspection program including policy formulation. Performance is assessed based on results. Review of work typically is in the form of discussions at certain critical points of the assignment. Recommendations are normally accepted and approved.

## **Factor 3. Guidelines.**

Guidelines include a wide variety of laws, regulations, policies, procedures, enforcement letters, alerts and internal handbooks. The incumbent uses technical expertise, experience, and judgment in applying the guidelines appropriately. The incumbent recommends and/or develops new practices and procedures to improve inspection activities and to anticipate future needs. The incumbent is responsible for developing policy and guidance, including risk profiles, for use by inspectors.

#### **Factor 4. Complexity.**

The incumbent is responsible for using complex analytical tools and techniques to perform risk assessments using a variety of data and human intelligence, often conflicting. The resulting risk profiles are used throughout the Region by inspectors to identify the level of scrutiny required for a particular situation. The incumbent is expected to anticipate and prepare for new situations and to assist in investigations as required. The incumbent develops, analyzes, and evaluates new or modified program policies, regulations, goals, objectives regarding regional inspections. Reviews policy, guidance and business processes proposed by HQ/OLE and participates in the develop these. In addition, the incumbent would develop policy guidance on regionally specific issues and any related SAC Directives related to a regionally specific inspection issue. The incumbent typically is responsible for recommending training and at times providing training for lower level inspectors. The incumbent is responsible for building partnerships with industry and counterparts in other agencies and serves as liaison with other agencies, the public, and counterparts in other Regions.

#### **Factor 5. Scope and Effect.**

The purpose of the work is to provide advice and guidance to the RAC regarding the inspection program and to develop policy and guidance for the program and to function as a team lead for port or intra-regional task force activities to promote program effectiveness and efficiency and program operations, and to coordinate administrative and staff activities with senior level inspectors to execute focused effects to identify and interdict illegal trafficking. Work at this level may also include serving as a primary as a port, regional, or national subject matter expert on the identification of and trade in specific wildlife commodities or species of concern, and developing and coordinating regional strategies to interdict large-scale illegal wildlife trade based upon patterns and trends detected using intelligence and customs data. The work includes working closely with forensic lab staff to identify and develop field-level forensic techniques for species new to the wildlife trade or newly protected species where no pre-existing detection techniques may exist, and contributing to the nationwide effort to interdict illegal wildlife. The work includes coordinating with senior regional and national law enforcement officials within and outside the agency to develop inter-agency memorandums of understanding that address enforcement coordination gaps by emphasizing risk analysis, expanded use of International Trade Data, and recommending improvements for increased and effective interdiction programs and activities. The work includes a significant level of independent investigative follow-up within jurisdictional hierarchies and increased interaction with legal counsel in formulating civil settlements, and assessing evidence for consideration in criminal proceedings. The work also includes interactions with international entities to coordinate data and information exchange in areas involving new identification techniques and current trends in wildlife smuggling.

In addition, the incumbent serves as the program manager for the inspection program. The incumbent develops risk profiles, evaluates inspection activities and makes recommendations for improvement, and projects future needs. The work impacts both the quantity and quality of inspections performed and investigation information referred, as well as future increases in quality and quantity of inspection activities. The work impacts wildlife resources and impacts support from international community, private industry and the general public.

**Factor 6. Personal Contacts.**

Contacts are with criminal investigators and other Service personnel, Federal and state officials, Native American tribes, Departments of Interior and Justice Attorneys, private industry and the general public. Contacts include counterparts in other Region and in other agencies.

**Factor 7. Purpose of Contacts.**

Contacts are to advise the RAC and to serve as liaison with counterparts internal and external to U.S. Fish and Wildlife Service. Contacts are to inform, educate, and ensure the compliance of private industry and public with laws, regulations, policies, and procedures regarding the international trade of wildlife. Incumbent represents the Region as a technical expert in regional wildlife inspection activities. Contacts are for the purpose of training lower level inspectors, providing recommendations on current and future improvements, and providing authoritative reports and presentations.

**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, and 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.