

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

1. Agency Position No.  
S000312

6. OPM Certification No.

2. Reason for Submission  
 Redescription  
 Reestablishment  
 New  
 Other  
 Explanation (Show any positions replaced)

3. Service  
 Hdqtrs  
 Field

4. Employing Office Location

7. Fair Labor Standards Act  
 Exempt  
 Nonexempt

5. Duty Station

8. Financial Statements Required  
 Executive Personnel Financial Disclosure  
 Employment and Financial Interest

9. Subject to IA Action  
 Yes  
 No

Standard Position Description  
 Statement of Differences to  
 PN: S000311

10. Position Status  
 Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  
 SES (CR)

11. Position Is  
 Supervisory  
 Managerial  
 Neither

12. Sensitivity  
 1-Non-Sensitive  
 2-Noncritical Sensitive  
 3-Critical  
 4-Special Sensitive

13. Competitive Level Code

14. Agency Use  
 FPL: 13

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	FPL: GS-13					
b. Department, Agency or Establishment						
c. Second Level Review	Senior Wildlife Inspector	GS	1801	12	jh	4-8-09
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
 U.S. Fish and Wildlife Service

c. Third Subdivision

a. First Subdivision  
 Office of Law Enforcement

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

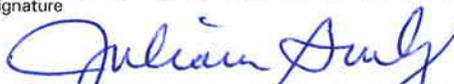
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
 Juliana Scully  
 Division Chief, Office of Law Enforcement

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

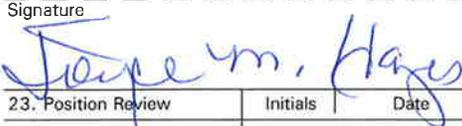
Signature  Date 11-12-09

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

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 4-8-09

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks **02/12/10: Block 12 corrected to read non-Critical Sensitive/Secret. No Drug Testing Required.**  
 Type of Investigation: BI This SPD is approved for Service-wide use. **BUS: 7777**

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

## Standard Position Description

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

Senior Wildlife Inspector  
GS-1801-12  
PN: S000312

### **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 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:

- 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.
- Coordinates policies and guidance regarding regional inspections.
- Serves as advisor to the RAC for the inspection program including making recommendations regarding long-range planning, resource and equipment needs, and training requirements. Initiates special studies to address current and future needs.
- Assists the RAC in planning for evolving issues and changes in the complexity, variety and volume of wildlife transportation.
- 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. Use assessments to develop criteria for inspectors to use to determine the level of scrutiny required for a particular situation.

- Evaluates current operations and recommends improvements to increase the efficiency and effectiveness of inspection and compliance activities.
- Serves as a liaison to counterparts in other agencies to keep abreast of the latest technology and techniques for inspection work. Serves as a liaison with SMEs 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.
- Participates in the design and/or provides training or guidance materials to inspectors to address specific inspection activities and 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.**

Comprehensive 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.

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.

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.

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

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 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 advises the RAC on all aspects of the Region's inspection program including policy formulation. Completed work is reviewed for accomplishment of overall objectives and adherence to policy.

#### **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 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 Region's inspection program and to develop policy and guidance for the program. 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 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 the 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, 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.