

08/05/2008 07:15 FAX 2083341558

DOI/FLERT

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U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC § 8336(c) and § 8412(d)

[x] Approved under the Civil Service Retirement System, 5 USC § 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Primary/Rigorous (Law Enforcement)

Bureau: U.S. Fish and Wildlife Service - Bureau-wide

Classification Title: Criminal Investigator

Organization Title: Special Agent

Position Number: S000314 Series and Grade: GS-1811-09

RECOMMENDATION FOR COVERAGE: Primary/Rigorous Law Enforcement coverage is recommended under both CSRS and FERS.

The incumbent serves as an investigator responsible for independently conducting investigations regarding laws, rules, regulations, and treaties administered by the U. S. Fish and Wildlife Service. The incumbent performs the full range of investigative functions on assigned cases or portions of cases, from planning through fact-finding to reporting the results of investigations. Investigations deal with alleged or suspected violations of FWS laws, rules, and/or regulations. Plans and conducts surveillance and undercover work and secures and executes arrest, search, and seizure warrants. **The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.**

Toni Orth

TONI ORTH, DOI/FLERT Human Resources Specialist

6/4/08
Date

Benito A. Perez

BENITO A. PEREZ, Chief, Office of Law Enforcement, FWS

6/17/08
Date

Michael Gillmore

MICHAEL GILLMORE, DOI/FLERT Supervisory Program Analyst

7/14/08
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 5/29/2008. Approval is by DOI Secretary's Designee:

Nancy Kille

Deputy Assistant Secretary, Human Capital, Performance, and Partnerships

7/17/08
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000314

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other Explanation (Show any positions replaced) Noncompetitive promotion potential to the GS-11 level, PN: S000313	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 type="checkbox"/> Exempt <input checked="" 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		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)
11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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: 11

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management	PRIMARY COVERAGE REQUIREMENT This position is for young and physically vigorous individuals. Maximum entry age restrictions apply when filled under appointment subject to the retirement system.						
b. Department, Agency or Establishment							
c. Second Level Review		Criminal Investigator	GS	1811	09	jh	5/29/08
d. First Level Review							
e. Recommended by Supervisor or Initiating Office							

16. Organizational Title of Position (if different from official title)
Special Agent

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Office of Law Enforcement	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

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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.

Signature	Date	Signature	Date

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

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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier	J.H.	4/27/09						

Department of the Interior, FLEET Specialist
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
Firefighter Law Enforcement
Primary Secondary/Administrative Sec/Supvy
Approval Date July 17, 2008

24. Remarks
Type of Investigation: SSBI
Drug Testing: Yes
This SPD is approved for Service-wide use

Fish & Wildlife Service
Office of Law Enforcement

Criminal Investigator
GS-1811-09
PN: S000314

Organizational title: Special Agent

Introduction

The Office of Law Enforcement's (OLE's) 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 complicates 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.

Work requires skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence, and the ability to make risk assessments in order to focus inspections and investigations. OLE must expand partnerships, as well as increase the use of multi-agency and multi-function teams to accomplish high-risk, high-impact investigations.

The incumbent serves as an investigator responsible for independently conducting investigations regarding laws, rules, regulations, and treaties administered by the U.S. Fish and Wildlife Service. The incumbent serves as an expert when testifying in court or administrative proceedings. Frequent travel is required. Pursuit of investigations requires unscheduled overtime. Full performance level GS-11.

Major Duties

Investigation: 80%

The incumbent performs the full range of investigative functions on assigned cases or portions of cases, from planning through fact-finding to reporting the results of investigations. Investigations deal with alleged or suspected violations of FWS laws, rules, and/or regulations. Investigations include a variety of evidence-gathering techniques such as physical and electronic surveillance, computer searches, witness interviews, hostile interviews, and extensive database and record searches.

Plans and conducts surveillance and undercover work and secures and executes arrest, search, and seizure warrants.

Performs a wide variety of other law enforcement activities such as raids, interviewing witnesses, interrogating suspects, making arrests, developing evidence for presentation, testifying in court, and preparing detailed reports.

Outreach/Partnership Support: 10%

Promotes compliance with fish and wildlife laws and regulations through education and other outreach activities.

Builds partnerships with Federal, State and local enforcement authorities, media representatives, NGO's (Non-Governmental Organizations), and private industry to obtain, secure, and exchange information and testimony and to identify and resolve emerging and systemic issues.

Prepares detailed reports of investigations, prosecution briefs, memorandums, and law enforcement operation plans.

Supports enforcement of State game and fish laws is within the scope of the incumbent's official duties.

Performs other related duties as required. 5%

Classification Factors:

Factor 1, Knowledge Required

The incumbent must have knowledge of, and skill in applying, investigative, inspection, compliance, and/or protection principles, concepts, and methodologies; laws, regulations, guidelines, and precedent decisions; legal jurisdictions; and practices common to industries and entities regulated by FWS laws, rules, and regulations. These acquired knowledge and skills must be sufficient to permit the incumbent to independently:

- identify significant sources of information to detect illegal activity and document issues or probable cause;
- research, analyze, interpret, and evaluate data and information;
- conduct investigations using accepted methodology and problem-solving techniques;
- take statements from witnesses, third parties, and other knowledgeable persons;
- interpret and analyze information to recommend solutions and outcomes;
- select appropriate methods of operation, analyze and interpret results, and prepare reports and technical materials; and
- reach conclusions and make appropriate recommendations.

Skill in written communication to establish the interrelationship of facts and evidence and to organize reports and presentations.

Special Conditions: The incumbent must possess a valid State driver's license and is required to operate motorized vehicles and boats. The incumbent must be qualified and licensed to carry firearms. The incumbent must pass periodic physical examinations, meet physical standards set by the Department of the Interior for the position without accommodation, and otherwise fulfill the requirements for law enforcement positions of 5 U.S.C. 8336(c). This position is subject to drug testing.

Factor 2, Supervisory Controls,

The Resident Agent in Charge or higher-level investigator makes assignments by defining objectives, priorities, and deadlines; outlines or discusses possible problem areas; and provides assistance on controversial or unusual situations that have no clear precedents. The incumbent

independently plans and carries out assignments in conformance with accepted policies and practices and handles problems and deviations relying on instructions, previous training, and accepted procedures.

The Resident Agent in Charge or higher-level investigator ensures appropriate factors have been considered, sufficient information or evidence has been gathered to support conclusions, and pertinent regulations and precedents have been applied; and reviews completed work for conformity with policy, the appropriateness of the investigator's approach, technical soundness, and adherence to deadlines.

Factor 3, Guidelines

The Special Agent uses a variety of guidelines, manuals, and standard reference materials; however, they are not completely applicable to the work or have gaps in specificity. The incumbent uses judgment in interpreting, adapting, applying, and deviating from guidelines, based on unusual circumstances. The investigator analyzes the results of such adaptations and recommends changes in established methods and procedures.

Factor 4, Complexity

The work consists of related steps in completing assignments. This includes resolving cases of alleged violations of FWS laws, rules, and regulations by analyzing facts, selecting and applying appropriate legal and regulatory guidelines, and applying a variety of standard investigative techniques and procedures. The investigator decides on a course of action based on an analysis of the subject and issues involved and the nature and extent of compliance, noncompliance, or illegal activity. The incumbent may have to select the course of action from among many alternatives.

Factor 5, Scope and Effect

The work involves independently conducting and completing typical investigations (or portions of investigations); inspections, enforcement activities, or evaluations relating to alleged or suspected violations of FWS laws, rules, and/or regulations. The incumbent's work contributes to the effective administration and/or enforcement of FWS laws and regulations and to the prevention and detection of illegal activities relating to the importation/exportation or interstate commerce of endangered fish and wildlife species.

Factors 6 and 7, Personal Contacts and Purpose of Contacts

Personal contacts are with investigators from Federal, State and local investigative agencies; officials of Native American tribes, foreign governments, and private industry; witnesses; informants; complainants; and the general public. Through appropriate channels, the incumbent has contact within the Department of the Interior with the Office of the Solicitor and with the U.S. Attorney in the Department of Justice. Contacts are typically in an unstructured setting and on a nonroutine basis. The extent of each contact is different.

Contacts are for the purpose of persuading or interrogating persons or groups. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. The Special Agent must be skillful in approaching the individual or group to gain compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant or suspect.

Factor 8, Physical Demands

The work involves frequent and recurring surveillance in which there is considerable amount of walking, stooping, bending, and climbing. The Special Agent may be required to remain in one location for many hours without relief. The work may also include frequent lifting of moderately heavy objects such as boxes in cargo containers.

Factor 9, Work Environment

Work is accomplished in both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions and dusty or noisy environments. Surveillance work may include use of aircraft, boats and motorized vehicles. Incumbent is expected to reduce risk to self and other workers on assignment.