

06/05/2008 07:15 FAX 2083341558

DOI/FLERT

006/007



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: S000315 Series and Grade: GS-1811-07

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

This is an advanced training-level position. The incumbent works with higher-grade investigators in performing segments of investigations. Typical duties performed include: observation of higher-grade investigators during various phases of investigative work assignments; interviewing individuals for the purpose of verifying facts and obtaining specific pieces of information; securing signed statements, affidavits, and documentary evidence to be included in reports or case records; interviewing witnesses and other persons, both informally and at formally recorded conferences. **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 Mitchell

Deputy Assistant Secretary, Human Capital, Performance, and Partnerships

7/17/08
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000315

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

Noncompetitive promotion potential to the GS-09 level, PN: S000314

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

6. OPM Certification No.
 9. Subject to IA Action
 Yes No

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

11. Position Is
 Supervisory Managerial Neither
 12. Sensitivity
 1--Non-Sensitive 3--Critical
 2--Noncritical Sensitive 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						
b. Department, Agency or Establishment							
c. Second Level Review		Criminal Investigator	GS	1811	07	jh	5/29/08
d. First Level Review		This position is for young and physically vigorous individuals. Maximum entry age restrictions apply when filled under appointment subject to the retirement system.					
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

a. First Subdivision
U.S. Fish and Wildlife Service

b. Second Subdivision
Office of Law Enforcement

c. Third Subdivision

d. Fourth 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

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

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

Department of the Interior, FLETC 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

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

Fish & Wildlife Service
Office of Law Enforcement

Criminal Investigator
GS-1811-07
PN: S000315

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. Full performance level GS-11.

Frequent travel is required. Pursuit of investigations requires unscheduled overtime.

Major Duties

Investigation: 80%

This is an advanced training-level position. The incumbent works with higher-grade investigators in performing segments of investigations. Typical duties performed include:

- observation of higher-grade investigators during various phases of investigative work assignments;
- study of assigned material pertinent to FWS investigative cases;
- interviewing individuals for the purpose of verifying facts and obtaining specific pieces of information;
- securing signed statements, affidavits and documentary evidence to be included in reports or case records;
- interviewing witnesses and other persons, both informally and at formally recorded conferences.

The incumbent's assignments are routine in the beginning, but as the trainee gains knowledge of the work, assignments approach the level of complexity of grade GS-9 investigative work.

Outreach/Partnership Support: 10%

Provides limited support in the 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 by the Position

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.
- Understand elements required to prove violations of laws and regulations

The incumbent must have 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 and instructs the trainee on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities; provides guidance with clear precedents requiring successive steps in planning and execution; and advises the incumbent on new, difficult, or unusual assignments and provides additional instruction or suggested work methods. The investigator trainee works independently but within the framework of established practices and prescribed procedures; and refers problems not covered by the supervisor's instruction or guides to the supervisor or higher-level investigator for help.

The supervisor or higher-level investigator reviews completed work to verify accuracy and conformance to FWS procedure, including special instructions; reviews findings and conclusions to ensure that they are supported by facts; and typically reviews in detail the difficult work the trainee has not previously performed.

Factor 3, Level 3-2

The trainee uses a number of established procedures and guidelines directly applicable to assignments. The incumbent receives on-the-job training in interpreting Federal laws, the Code of Federal Regulations, State and local laws, court decisions, FWS manuals, policies, and directives applicable to FWS enforcement responsibilities.

Factor 4, Complexity

Work consists of developmental assignments that typically involve classroom and on-the-job training in controlled work situations. The trainee's assignments generally are structured to provide practical experience and exposure to particular situations and problems.

The incumbent completes tasks consisting of routine aspects of investigations including:

- selecting, analyzing, compiling, and summarizing information;
- identifying facts, considering their relevance to the issues, and arranging them in a logical and clear manner;
- answering factual questions concerning program objectives, jurisdictions, and procedures;
- interviewing, interrogating, and taking sworn statements to obtain basic facts; and
- processing fingerprints, evidence, and other information.

The incumbent assesses information and determines whether additional research or review is needed. Actions may involve preparing reports and submitting recommendations to higher-level investigators.

Factor 5, Scope and Effect

The incumbent's work involves applying specific, well-established laws, rules, regulations, and procedures to perform clearly defined assignments of limited complexity. The work affects the accuracy, completeness, and/or timeliness of FWS investigations.

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. 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 incumbent 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.

Factor 8, Physical Demands

The work involves frequent and recurring surveillance in which there is considerable amount of walking, stooping, bending, and climbing. The incumbent 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.