

06/05/2008 07:18 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)**

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

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: S000316 Series and Grade: GS-1811-05

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

This is a training level position. The incumbent receives formal and on-the-job training on: the laws and regulations enforced by FWS; the use of investigative techniques available to Federal investigators; the rules of evidence that are applicable in criminal and non-criminal court cases; court decisions that set precedents in guiding the work of investigators; the preparation of reports; investigative policies and procedures applicable to the work of FWS; and the use of firearms. **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, DOI/FLERT Human Resources Specialist

6/4/08
Date

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

6/17/08
Date

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 (FP/LEO) Retirement retroactive to classification date of 5/29/2008. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Capital, Performance, and Partnerships

7/17/08
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No. S000316			
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Noncompetitive promotion potential to the GS-07 level, PN: S000315		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Other		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								
b. Department, Agency or Establishment										
c. Second Level Review		Criminal Investigator				GS	1811	05	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						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						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)				
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.				
Signature _____ Date _____						Signature _____ Date _____				
23. Position Review		Initials	Date	Initials	Department of the Interior, FLEET Specialist					
a. Employee (optional)					This PD has been approved as follows under 5 USC 8336(c) and 8412(d)					
b. Supervisor					<input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy					
c. Classifier		J.H.	4/27/09		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-1811-05
PN: S000316

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 a training-level position. The incumbent receives formal and on-the-job training on:

- the laws and regulations enforced by FWS;
- the use of investigative techniques available to Federal investigators;
- the rules of evidence that are applicable in criminal and non-criminal court cases;
- court decisions that set precedents in guiding the work of investigators;
- the preparation of reports;
- investigative policies and procedures applicable to the work of FWS; and
- the use of firearms.

The incumbent works with higher-grade investigators primarily as an observer in the beginning stages of employment. As the trainee gains experience, he/she performs selected basic investigative duties, e.g., interviews and records searches, which equip him/her to handle investigative assignments independently at higher levels.

Outreach/Partnership Support: 10%

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 assigned: 5%

Classification Factors:

Factor 1, Knowledge Required by the Position

The incumbent must have knowledge of, and skill in applying, basic principles and concepts acquired through formal or on-the-job training in applicable FWS laws and regulations relating to enforcement actions and investigations sufficient to:

- answer questions about FWS programs;
- provide responses to requests for routine case file information;
- select, gather, and organize information from various sources such as witnesses, informants, or other Federal, State, or local agencies;
- perform routine tasks to support the investigative, enforcement, inspection, or compliance process;
- inspect live animals, parts, or products, and documents for accuracy and compliance with laws and regulations;
- establish preliminary findings to determine if violations have occurred and prepare reports; and
- Understand OLE organizational structure and functions

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 instructs the incumbent on what to do, the methods to use, what to look for, and what to bring to the supervisor's attention. The supervisor or designated representative provides detailed and specific instructions for developmental tasks and tasks involving the use of unfamiliar formats, methods, and procedures. The incumbent performs work as instructed, consults with the supervisor or designated employee when clarification of instructions is needed, and receives guidance on problems and work methods not specifically covered by the original instructions.

The supervisor or designated employee closely reviews work in progress and, upon completion, reviews work for compliance with directions and verifies work is complete and accurate.

Factor 3, Guidelines

The incumbent uses specific and detailed guidelines covering all aspects of the work. The employee works in strict adherence to available guidelines, which require little or no judgment. The supervisor or a designated employee must authorize any deviations from the guidelines.

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, or timeliness of FWS investigations.

Factors 6 and 7, Personal Contacts and Purpose of Contacts

Personal contacts are with Department of the Interior employees at various levels and with members of the general public, such as individuals or groups in a moderately structured setting. The incumbent must explain the reason for the contact and the role and legal authority to the participants.

The purpose of contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or persuading individuals or groups who are working toward mutual goal and have basically cooperative attitudes.

Factor 8, Physical Demands

The work is mainly sedentary but may require some travel, walking, bending, and carrying lightweight items. The work involves occasion visits to business establishments.

Factor 9, Work Environment

The work is usually performed in an office with adequate lighting, heating, and ventilation. No special safety precautions are required.