

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000324

6. OPM Certification No.

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other

3. Service
 Hdqtrs Field

4. Employing Office Location

5. Duty Station

Explanation (Show any positions replaced)
 Standard Position Description

7. Fair Labor Standards Act
 Exempt Nonexempt

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

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: 12

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Intelligence Research Specialist	GS	0132	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)

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

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.

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

Signature _____ Date _____

Signature _____ Date _____
 Juliana Scully 11-12-08
 Division Chief, Office of Law Enforcement

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
 Position Classification Flysheet, Intelligence Series, 0132, TS-28, 06/1960

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 _____
 Joyce M. Hayes 4-8-09

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

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

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

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

**Intelligence Research Specialist
GS-0132-12
PN: S000324**

Introduction:

This position is located within the Intelligence Unit, Office of Law Enforcement (OLE), Fish and Wildlife Service (Service). OLE's mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade and helping others understand and comply with protection laws. Law Enforcement is essential to virtually every aspect of wildlife conservation. OLE contributes to the Service's efforts to manage ecosystems, save endangered species, conserve migratory birds, preserve wildlife habitat, restore fisheries, combat invasive species, and promote international wildlife conservation. OLE works in partnership with Federal, international, state, tribal, and local counterparts to conduct its enforcement duties in support of the mission and goals of the Service. OLE has an Intelligence Unit in the headquarters office or in a Regional Special Agent in Charge Office or Resident Agent in Charge Office to provide intelligence gathering and analysis to support these investigations and the work of Special Agents and Wildlife Inspectors throughout the United States.

The purpose of this position is to serve as an Intelligence Research Specialist and a subject matter expert in her/his assigned area with responsibilities of initiating research projects and preparing finished intelligence reports and studies pertaining to inter-related geographical or wildlife specific areas. Finished studies/reports depict long-range estimates of illicit wildlife smuggling and poaching, major trafficking routes, and patterns of movement. The incumbent advises higher level officials on developments in the assigned area, oversees groups and task forces working on specific programs, and participates in Inter-agency committees and meetings representing OLE and the Service. The individual must have a comprehensive knowledge of the operation of the entire intelligence program of the Service and its relation to national intelligence activity; an understanding of the functions and operations of other intelligence organizations (even though unrelated to his/her own special fields); familiarity with related non-intelligence activities; broad knowledge of the influence of his/her specialized field upon foreign areas and peoples in order to adduce probable courses of development and action; and the ability to present and argue for a position effectively. Full performance level GS-12.

Major Duties:

- Screens, evaluates, and consolidates a large quantity of intelligence reports and data from various sources including U.S. and foreign law enforcement and intelligence agencies.
- Prepares requirements for and the methodologies needed to collect additional intelligence to fill information gaps. Submits to superiors and/or operational elements recommendations on possible courses of actions to take in order to resolve problems requiring immediate attention.

- Prepares inter-related analyses of the methods for producing and moving illicit wildlife with special emphasis on complex and extensive investigations of international trafficking of endangered, threatened, and protected species of fish and wildlife. Relates current developments and statistical data to the capabilities and vulnerabilities of traffickers and their methods of operations.
- Projects and revises long-range estimates and trends and advises supervisor on all aspects of intelligence in the assigned area. Undertakes extensive exploratory studies for both publication and presentation to policy makers. Targeting specific audience(s), the incumbents develops intelligence reports (basic-descriptive, current-reportorial, or speculative-estimative) using the most appropriate and effective mode of delivery, level of graphics, and report format to ensure the desired impact is achieved within the most efficient period of time.
- Maintains awareness of intelligence developments and operations both within and outside the purview of the assigned area. Develops projects within the assigned area, gives professional guidance and technical assistance to lower level analysts and agents, and reviews and evaluates the results.
- Attends meetings and conferences as an OLE representative with counterparts in national and international organizations to keep abreast of current developments, resolve problems, eliminate duplication of efforts, and provide free flow of information on matters of intelligence interest. This includes attending conferences and training seminars on general intelligence matters and on specifically targeted wildlife.
- Testifies as an OLE/Service witness in court proceedings on the charts, graphs and reports he/she produced for indictment and prosecutorial purposes.
- Travels to other areas within the contiguous US, territories of the US, and/or to foreign countries in order to implement projects or solve problems that are specialized or significant in nature and have an impact on OLE activities and effectiveness.
- Expertise in intelligence collection and analysis tools including law enforcement and open source databases, techniques, methods and strategies. Maintains familiarity with data collection systems and processes of other agencies as well as public databases that enhance analysis.
- Performs other related duties as assigned.

III. Classification Factors

Factor 1. Knowledge Required by the Position

Comprehensive knowledge of legal and illegal domestic and foreign trade in wildlife and plants, including live, parts, products, and derivatives.

Comprehensive knowledge of or experience in intelligence analysis techniques necessary to design and implement intelligence studies, and to the performance of intelligence analysis support services.

Comprehensive knowledge of the Endangered Species Act (ESA), the Convention on International Trade In Endangered Species of Wild Fauna and Flora (CITES), the Migratory Bird Treaty Act, and other relevant statutes (foreign and domestic), regulations, treaties, policies and procedures governing fish and wildlife possession, transport, import and export.

Thorough knowledge of the Law Enforcement Management Information System of the Service

Expert ability to identify potential and suspected illegal activities from the review and analysis of a wide variety of internal and external data and information sources.

Proficiency in manual and automated file research, data aggregation and correlation techniques.

Expertise in oral and written communications, including producing and presenting complex material to high level officials, committees, and working groups, and making recommendations from studies.

Knowledge of federal, state, and local law enforcement responsibilities and functions and of the role of intelligence analysis in supporting law enforcement investigations and inspections. Also, an understanding of the role and function of the intelligence community and the products it can provide

Demonstrated ability to participate in teams, committees, and other groups to accomplish assigned objectives.

Knowledge of the mission of both the Service and OLE sufficient to permit an understanding of Service and OLE long-range goals, intermediate objectives, and priorities for the commitment of resources.

Factor 2. Supervisory Controls

The incumbent is assigned continuing, long-term responsibility for the production of intelligence products and the provision of intelligence analysis support services. Under the direct supervision of the Supervisory Intelligence Research Specialist, Intelligence Unit, Regional Special Agent in Charge, or Resident Agent in Charge, the incumbent functions as an expert in investigative research and analytical studies in support of OLE investigations and inspections.

The incumbent functions independently developing innovative methods and techniques, while continuously maintaining current information-exchanges with Special Agents and Wildlife Inspectors involved in the assignment(s) and his/her supervisor of problems encountered and progress. Completed work is reviewed for compliance with assigned objectives.

Factor 3. Guidelines

There are few directly applicable guidelines other than the governing principles of the occupation and the broad objectives and functional guidance provided by the supervisor to define the optimal intelligence support and a broad description of specific intelligence analysis projects.

The incumbent exercises independent judgment, initiative and ingenuity in setting goals and priorities; developing methods and strategies to accomplish specific situational and mission driven training and operational goals; determining the most appropriate, effective and efficient manner of presenting results; following up leads requiring consultation with agency and non-agency personnel; and accomplishing objectives to support the mission. Since much of the incumbent's work is of a sensitive or time critical nature, completion of assignments is oftentimes done under demanding conditions.

Incumbent must utilize all resources available in order to assess validity and reliability of intelligence information and make recommendations based on evidence, experience and sound judgment.

Factor 4. Complexity

The responsibilities of this position and the various products and services produced in carrying out those responsibilities involve a high degree of complexity and require skill in managing numerous intelligence and administrative projects simultaneously. Although the supervisor establishes broad objectives for the work, the incumbent is responsible for refining complicated law enforcement investigative problems into discrete areas for analysis; choosing appropriate analytical techniques; evaluating disparate and often conflicting raw intelligence data; and providing expert insight in the form of finished analytic reports, inter-agency briefings, testimony, and other services that can assist in furthering investigations and investigative programs, such as dismantling entrenched wildlife smuggling conspiracies.

Among the many and varied sources of information for the basic data with which the incumbent must work are reports of investigation, memoranda, seized records of individuals or organizations, reports of other federal, state, and local law enforcement agencies, the Service and Office of Law Enforcement automated information management systems, trade journals, reports produced by agents and analysts in foreign law enforcement organizations, and information that is contained in data available from the National Crime Information Center, Treasury Enforcement Communications System, the El Paso Intelligence Center and other Federal, International, state, and local storage and retrieval systems. Additionally, State Department cables and other products from those agencies comprising the intelligence community in both classified and unclassified form must be reviewed for relevant intelligence information. Considerable originality and resourcefulness are required in choosing, evaluating, and assembling the correct information, performing appropriate analyses, and preparing summary findings and recommendations for further action.

Factor 5. Scope and Effect

The purpose of the work is to support the law enforcement mission of the Service by providing incisive intelligence analysis of the legal and illegal trafficking in endangered, threatened, and protected species of fish and wildlife. Through analyses of trafficker profiles, networks, and methods, target proposals for our Wildlife Inspectors and Special Agents, and other specific products and services in response to requests from OLE, the Service and other law enforcement and intelligence organizations, the incumbent supports and furthers on-going law enforcement investigations and inspections. Products and recommendations presented have a direct effect on the Service's law enforcement program through improvements in the efficiency and effectiveness of agency operations.

Factor 6. Personal Contacts

The numerous sources of information required for effective performance and the complexity and continual evolution of the profession necessitate to establishment of an extensive network of contacts in the intelligence, scientific, law enforcement communities as well as other Service program areas. The incumbent consults with national and international counterparts in the law enforcement and intelligence communities, educational institutions; scientific [NOTE: addresses the wildlife aspect as designated by "zoological and botanical" below] and museum professionals; private collectors; relevant non-government organizations; and commercial importers/exporters of wildlife. The incumbent represents OLE at and attends meetings with counterparts and managers in the domestic and international law enforcement and intelligence communities, including, but not limited to, the U.S. Department of Justice, U.S. Department of State, Federal Bureau of Investigation, Department of Homeland Security, Department of Commerce, and other U.S. and foreign enforcement agencies.

Factor 7. Purpose of Contacts

Contacts are for the purpose of gathering raw intelligence data, evaluating information, reporting findings, exchanging information on specific problem areas and on analytical techniques, developing intelligence analysis programming, training others, and coordination of projects with other law enforcement and intelligence organizations. These contacts require proficiency of interpersonal skills as well as written and oral communication skills.

Factor 8. Physical Demands

The work is essentially sedentary in nature and is performed in a typical office setting which requires no special physical demands.

Factor 9. Work Environment

Work is primarily performed in an office which is adequately lighted and climate controlled. May require occasional travel.