

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000326

2. Reason for Submission: Redescription New Reestablishment Other
 3. Service: Hdqtrs Field
 4. Employing Office Location
 5. Duty Station
 6. OPM Certification No.

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 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						
b. Department, Agency or Establishment						
c. Second Level Review	Interdisciplinary: Forensic Scientist-0401, Physical Scientist, GS-1301	GS	0401/1301	13	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
 c. Third Subdivision: National Fish and Wildlife Forensics Lab

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): Juliana Scully, Division Chief, Office of Law Enforcement

Signature: _____ Date: _____
 Signature: *Juliana Scully* Date: 4-8-09

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: JFS, Professional Work in the: Natural Resources Management and Biological Sciences Group, GS-0400, 9/2005; Physical Science Group, GS-1300, 12/1997

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: *Joyce M. Hayes* Date: 4-8-09

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

24. Remarks: Background Investigation: MBI Drug Testing: No This SPD is approved for Service-wide use

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

**Fish and Wildlife Service
Office of Law Enforcement
National Fish and Wildlife Forensics Laboratory**

**Interdisciplinary
Forensic Scientist: GS-401-13
Physical Scientist: GS-1301-13**

PN: S000326

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 wildlife 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 who do not speak 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 increased skill in using advanced technology and analytical ability to evaluate and interpret data (including human intelligence), and the capability to make risk assessments in order to successfully carry out inspections and investigations. OLE must expand partnerships as well as increase the use of multi-agency and multi-function teams to accomplish high-risk and high-impact investigations.

This position is that of a Forensic Scientist or Physical Scientist located at the National Fish and Wildlife Forensics Laboratory. The incumbent is responsible for examining physical evidence and conducting analyses of a wide variety of samples, preparing analytical reports, providing expert testimony in criminal courts regarding evaluation and interpretation of the evidentiary material, determining if new analytical methods comply with the Supreme Court "Daubert" criteria, preparing junior analysts to uphold a strenuous *voir dire* in legal proceedings, conducting technical reviews of analytical reports and related case notes, conducting administrative review in complex cases that contain more than two analytical reports, and conducting peer review of novel scientific findings of other scientists. The incumbent is the lead technical expert in his/her specialized field and uses forensic or physical science to analyze evidence and solve wildlife crimes. This position requires specialized training in one or more of the biological sciences, including, but not limited to, wildlife biology, mammalogy, ornithology, herpetology, evolutionary biology, molecular biology, genetics, genomics, proteomics or wildlife pathology, or in one of the physical sciences including, but not limited to, chemistry or toxicology.

Major Duties

The incumbent initiates, performs, and oversees examination of materials in the most complex cases received from within the U.S. Fish and Wildlife Service (FWS) and from other Federal, State, and local law enforcement agencies. The incumbent:

- Performs cutting-edge research to develop and validate methods to analyze wildlife-related evidence in ways that can be used forensically in court to attribute criminal acts.
- Presents research findings and newly established procedures to the forensic science community as a widely recognized expert in the field.
- Develops new methods and procedures and adapts existing methods and procedures to identify and analyze wildlife-related evidence.
- Modifies existing protocols to apply appropriate scientific method to compromised evidence.
- Prepares and furnishes authoritative oral and written reports to FWS investigators, U.S. Attorneys, State and local police and prosecutors, as well as others within the law enforcement community.
- Presents testimony in legal proceedings.
- Formulates policy and recommends changes in existing procedures covering the analysis and reporting of forensic examination information to meet current and future requirements and needs. Provides documentation and materials necessary for describing and defending recommendations.
- Develops and presents technical briefings, working aids, and other analysis-related documentation.
- Coordinates with management and investigators and determines operational support requirements that can be satisfied through forensic analysis.
- Recommends and oversees the initiation of special studies related to the future requirements of FWS.
- Plans, coordinates, and initiates contacts with Federal, State, and local officials; the private sector technical community; and the law-enforcement community.
- Serves as an advocate, representing critical issues related to his/her specialty area.
- Serves as a source of science and technology information related to his/her specialty area with the law-enforcement community.
- Translates and communicates complex scientific concepts into clearly understood options and opportunities for senior managers.
- Represents the Forensic Laboratory as a technical expert in his/her specialty area with FWS managers and investigators; others in Federal State, and local law enforcement agencies; and those in the law enforcement forensic community.

- Trains and assists in the development of lower-level forensic specialists in the examination of evidence from crime scenes and in the scientific investigation of crimes involving wildlife.
- Performs other related duties as assigned.

Classification Factors

Factor 1, Knowledge Required

Mastery of a specific wildlife forensic science discipline (chemistry, toxicology, mammalogy, ornithology, herpetology, genetics, serology, molecular biology, genomics, proteomics, or wildlife pathology) as evidenced by advanced education, publications, and experience in the appropriate physical, biological, or forensic sciences. This level of knowledge is needed in order to develop protocols for examining evidence when current protocols are inadequate or nonexistent and to give expert testimony in court cases.

Comprehensive knowledge of methods, procedures, and techniques applied in fish and wildlife law enforcement in order to provide necessary scientific support for prosecuting violations of law.

Ability to lead research efforts to develop and to apply new science theories to forensic problems and develop new methods and procedures to be used in unique, complex wildlife forensic cases.

Ability to lead, coordinate, and evaluate complex research programs (especially those involved in new and emerging technologies) to the highest degree of technical and programmatic quality.

Ability to use a wide-range of analytical methods, including sophisticated instrumentation, in order to perform complex forensic analyses.

Ability to work with technical specialists from a wide variety of disciplines in order to coordinate the analysis of complex pieces of evidence.

Thorough understanding of the principles, procedures, and forensic techniques involved in courtroom testimony, including descriptions of analytical processes, chain-of-custody procedures, and ability to meet the legal requirements to qualify as an expert witness.

Ability to present highly-complex technical information in a clear, concise, and logical manner for a variety of audiences.

Ability to translate general requirements or objectives into clear technical issues and to formulate prioritized scientific plans to resolve those issues.

Ability to develop, present, and defend proposals and programs for pioneering research efforts.

Ability to represent the Laboratory on various high-level policy committees, study commissions, and planning groups within and outside of OLE on matters of exceptional importance or of far-reaching consequence to OLE's primary programs or mission.

Factor 2, Supervisory Controls

The supervisor outlines overall objectives and available resources. The incumbent is responsible for determining the general research and analysis approach, conducting or overseeing the analysis, resolving most conflicts that arise, coordinating work with others, interpreting policy and regulatory requirements, keeping the supervisor informed of progress and potentially controversial problems, developing changes to methodology, recommending improvements to meet program objectives, and producing a final report. The incumbent advises and provides the supervisor with options regarding the formulation of programs and policies. Technical supervision is limited to reviewing completed work for soundness of overall approach and effectiveness in producing expected results. The supervisor usually does not review methods used.

Factor 3, Guidelines

Administrative policies and precedents are stated in general terms. Technical and scientific manuals and references seldom apply directly to wildlife law-enforcement problems and projects. The incumbent must use initiative and resourcefulness in deviating from traditional methods or protocols and to develop modify, and evaluate wildlife forensic science technical methods, techniques, and tools to meet a specific analysis and examinational needs. These deviations from existing protocols must meet national crime lab accreditation standards.

Factor 4, Complexity

The work involves conducting forensic examinations on a wide variety of highly complex and difficult wildlife-related evidence and presenting a scientific authoritative opinion, in writing or orally, to a variety of fora including legal proceedings. The work is complicated by an increase in global trade and travel resulting in increased identification problems and invasive species threats. Development of new examination and analysis methods, techniques, and tools is frequently required. Additionally, the work requires evaluating and interpreting data from the global scientific literature and technical references.

Factor 5, Scope and Effect

As a senior employee of the only full-service crime lab devoted to wildlife forensics and a leader in the developing field of wildlife forensic science, the incumbent supports wildlife law-enforcement agencies throughout the United States. The incumbent provides expert witness testimony in national and international legal proceedings. The work also supports the wildlife law-enforcement efforts of the signatory countries of the CITES (Convention on International Trade in Endangered Species) treaty. The work involves the development, application, and evaluation of new scientific techniques and procedures to highly-complex forensic research and casework projects. The work directly affects the prosecution of OLE law enforcement cases and furthers the development of wildlife forensic science.

Factor 6, Personal Contacts

Contacts are with scientists in academia, zoos, and museums in the U.S. and internationally as well as criminal investigators and inspectors within OLE, other Federal,

State, and local law enforcement officials, as well as international agencies, and other crime laboratories within the Federal sector such as the Federal Bureau of Investigation, the Drug Enforcement Agency, and the U.S. Customs Service. Contacts are also with U.S. Attorneys and other U.S. Judicial System officials. The incumbent has contacts with managers at all levels within OLE.

Factor 7, Purpose of Contacts

The purposes of the contacts are to exchange information and resolve problems related to wildlife forensic science, to conduct research and law enforcement casework, to provide expert testimony in legal proceedings, and to make presentations at professional conferences. The incumbent must demonstrate to colleagues the soundness of the scientific principles applied. The incumbent must educate criminal investigators and other staff involved in casework regarding collecting, documenting, preserving, and protecting wildlife evidence and persuades those individuals to routinely follow this guidance. The incumbent must be an expert on the "Daubert" criteria and be able to explain and defend new or modified methods, techniques, and tools used in the examination of evidence and the results of research conducted. He/she must be able to defend forensic findings in vigorous and hostile cross-examinations when testifying in court.

Factor 8, Physical Demands, Level 8-1, 5 points

The work is primarily sedentary in nature. Occasional field assignments regarding casework or research projects may require long periods of standing, walking over rough terrain, recurring bending, lifting, or similar activities. Frequent travel may be required.

Factor 9, Work Environment, Level 9-1, 5 points

Work is primarily in a laboratory or office setting. Occasional field assignments may involve warehouse or outdoor settings with adverse weather conditions, dusty or noisy environments, etc. There is exposure to chemical and other hazards typical to a laboratory setting including the unknown nature of some wildlife evidence.