

## Evaluation Statement

**Proposed Classification:** Information Technology Specialist, GS-2210-13  
(Computer Forensics Specialist)

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

**Reference:** Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200 (the Standard)

**Background:** The Office of Law Enforcement's (OLE) 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 complicate 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.

This position is a key component supporting OLE's strategic goal to utilize innovative technology and investigative techniques to uncover and document illegal activity. This position is located on the regional staff.

**Series Determination:** The incumbent serves as a senior computer forensics specialist responsible for planning, directing, and independently conducting or overseeing complex, technical investigations regarding computers and computerized evidence. Conducts, coordinates or advises on investigations where a computer is used in the commission of a crime covered by the 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 regarding computer and computer-related evidence.

The Information Technology Management Series, GS-2210, covers positions, such as this, that have as their paramount requirement knowledge of information technology (IT) principles, concepts, and methods.

**Title:** The basic title for this occupation is Information Technology Specialist or IT Specialist. None of the parenthetical titles in the Standard is appropriate for this position. The administrative title of *Computer Forensics Specialist* is descriptive of the duties of the position. In summary, the correct title and series of this position is *Information Technology Specialist, GS-2210*.

**Grade Determination:** The Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200 (the Standard) provides grade-level criteria for classifying this position. The Standard is written in the Factor Evaluation System (FES) format. Under the FES, positions are placed in grades on the basis of their duties, responsibilities, and the qualifications required as evaluated in terms of nine factors common to nonsupervisory positions in General Schedule (GS) occupations.

### *Factor 1, Knowledge Required by the Position*

This factor measures the nature and extent of information or facts that an employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills necessary to apply that knowledge.

The knowledge requirements of this position exceed Level 1-6 where assignments tend to be routine and recurring; and exceed Level 1-7 where assignments require knowledge of, and skill in applying systems analysis concepts and methods; customer business requirements; applications software design concepts and methods; customer support principles, concepts, and methods; and analytical reasoning. This knowledge required for this position extends beyond the knowledge described at Level 1-7 since the incumbent must have sufficient knowledge to:

- Leads, and coordinates the development, modification and verification of new programs, plans, policies, standards and techniques;
- Review and interprets new and established laws, regulations, and procedures regarding electronic evidence seizure, collection, preservation;
- Evaluates the impact of rapid technological changes in digital hardware and software, and design and develop new forensic procedures and capabilities in the analysis of electronic evidence.
- provide forensic support through the scientific analysis of electronic evidence;
- initiate, perform, and oversee examination of computer-related law enforcement (LE) cases;
- serve as a technical expert for crime scene searches concerning electronic evidence;
- analyze and evaluate electronic evidence, ensure protection and control of evidence, and provide advice and guidance to investigators and/or prosecutors;
- prepare authoritative oral and written reports to investigators, U.S. Attorneys, OLE managers, and others in the law enforcement (LE) community;
- serve as a technical expert to testify in legal proceedings in support of electronic evidence, forensic examinations, complex expert opinions, or other investigative matters;
- review and interpret new and established laws, regulations, and procedures regarding electronic evidence;
- make recommendations and develop guidance and procedures related to seizure, collection, preservation, and control of electronic evidence;
- conduct specialized studies and analyses to identify systemic issues, specific threats or target organizations, or trends affecting wildlife protection and law enforcement; and
- provide input on strategic planning for forensics work to regional management.

The position meets the criteria for Level 1-8 where typically the IT Specialist develops and interprets policies, procedures, and strategies governing the planning and delivery of services throughout the entire agency. This is comparable to the level of knowledge required in the subject position.

### *Factor 2, Supervisory Controls*

This factor covers the nature and extent of controls exercised by the supervisor over the work performed the employee's responsibility, and the review of completed work.

At Level 2-4, the employee:

- the determines the most appropriate principles, practices, and methods to apply in all phases of assignments;
- frequently interprets regulations, applies new methods to resolve complex problems; and
- keeps the supervisor informed of progress and potentially controversial matters.

At Level 2-4, the supervisor:

- outlines overall objectives and available resources;
- reviews the completed work for soundness of overall approach, effectiveness in producing expected results, feasibility of recommendations, and adherence to requirements.

At this level, the supervisor does not usually review methods used.

This is comparable to the level of supervision exercised over this position. The supervisor establishes assignments in terms of broad issues and the incumbent has the responsibility for planning and completing work independently. The incumbent is expected to be technically authoritative regarding computers and computer systems, conduct of investigations, and the facts and evidence supporting prosecution regarding computers and computerized evidence. The supervisor is advised of potentially controversial matters. Performance is assessed on the basis of results.

This position exceeds the criteria of Level 2-3 where the supervisor provides assistance on controversial or unusual situations that do not have clear precedents. The position does not meet the criteria for Level 2-5 where only administrative supervision is exercised over the position and the employee is responsible for a significant agency-level IT program or function.

### *Factor 3, Guidelines*

This factor covers the nature of guidelines and the judgment employees need to apply them. At Level 3-4, the employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, not applicable, or have gaps in specificity that require considerable interpretation and/or adaptation for application to issues and problems. At this level, the employee uses judgment, initiative, and resourcefulness in deviating from established methods to deal with specific problems, research patterns, propose new policies and practices, and develop new methods and criteria.

This is comparable to the use of guidelines in the subject position. The laws, regulations, policies and procedures governing the U.S. Fish and Wildlife Service provide general guidance, along with technical information related to computers, and broadly sated technical objectives regarding electronic evidence seizure, collection, preservation, and control. The employee interprets this guidance in relation to the needs of the office, isolates areas appropriate to further study, and devises and plans projects to define specific objectives. The employee uses technical expertise, experience and judgment to integrate and apply to each assignment. Judgment is required in developing ways to obtain data on, and evaluate the significance of, technical advancements within the forensics field. The incumbent develops guidelines for others to follow for situations not covered by existing guidance. The employee deviates from traditional methods to solve problems or improve operations in existing systems, and to investigate trends and patters in the existing technology or new technology. The incumbent develops guidelines for others to follow for situations not covered by existing guidance.

The use of guidelines exceeds Level 3-3 where there are generally available precedents that outline existing approaches to more general problems or issues. The position does not meet the criteria for Level 3-5 where the guidelines are limited to broad policy statements, basic legislation, recent scientific findings, or reports that are often ambiguous and require extensive interpretation.

*Factor 4, Complexity*

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

The complexity of the position exceeds Level 4-3 because of the complexity, variety, and unprecedented nature of the analyses carried out.

This position exceeds Level 4-4, not only does the work of this position consists of a variety of duties that involve many different and unrelated processes and methods pertinent to the IT field, but it also involves integrating the activities of multiple IT specialty areas as described at Level 4-5. This is comparable to the level of complexity in this position. The incumbent is assigned complex and highly sensitive investigations regarding electronic evidence involving other Federal, State or other agencies. The frequent advances in information technology hardware and software significantly complicate the work. The work involves leading and coding the development, modification and verification of new programs, plans, policies, standards and techniques; reviewing and interpreting new and established laws, regulations, and procedures; applying new developments in digital forensic analysis to previously unsolved analytical problems; and independently conducting forensic examination of highly complex and difficult electronic evidence items utilizing sound judgment in interpreting and adapting existing methods, or use innovative and novel procedures such that they apply to non-standard items.

The incumbent makes decisions and recommendations, and develop guidance and procedures that may significantly influence important law enforcement policies and programs and evaluates the impact of rapid technological changes in digital hardware and software, and design and develop new forensic procedures and capabilities in the analysis of electronic evidence to meet current and future law enforcement and analytical requirements, as well as meeting national crime laboratory accreditation standards, and to withstand the scrutiny of intense cross-examination in a courtroom environment.

*Factor 5, Scope and Effect*

This factor covers the relationships between the nature of work, i.e., the purpose, breadth, and depth of the assignment and the effect of work product or services within and outside the organization. Effect measures such things as whether the work output facilitates the work of others or provides timely services of a personal nature.

At Level 5-4, the work involves investigating, analyzing, and evaluating problems and situations involving a wide variety of circumstances or unusual conditions; and developing now or improved techniques, criteria, or alternatives to resolve problems. The work results affect a wide range of agency activities or the activities of other organizations

This is comparable to the scope and effect of the incumbent's position. The IT Specialist investigates a variety of unusual computer forensic problems that affect agency investigations and prosecutions of violations of wildlife law. The incumbent is responsible for developing new techniques for recovering electronic information.

The scope and effect of the position exceed Level 5-3 where the work typically involve solving common problems that are dealt with in accordance with established criteria. The position does not meet the requirements for Level 5-5 where the work involves developing, testing, and implement new technologies. Work at that level affects major aspects of agency-wide IT programs.

#### *Factors 6 and 7, Personal Contacts and Purpose of Contacts*

These factors include face-to-face and remote dialogue with persons not in the supervisory chain. The levels of these factors consider what is necessary to make the initial contact, the difficulty of communicating with those contacted, the setting in which the contacts take place, and the nature of the discourse.

At Level 6-3, contacts are with individuals or groups inside and outside the employing agency representing high levels of organizations internal and external to the Federal Government. Typical contacts at this level are with legal professionals; and with representatives of Federal agencies, academia, or professional organizations.

This is comparable to the nature of contacts in this position. The incumbent has contacts with representatives of Federal, State, and local investigative agencies; foreign officials; private industry IT specialists; and the general public. The incumbent has frequent contacts regarding electronic evidence with individuals within the Department of the Interior, with the Office of the Solicitor, and with U.S. Attorneys in the Department of Justice.

This exceeds Level 6-2 where the contacts are generally limited to employees in the same agency and/or with members of the public in a moderately structured setting. The nature of contacts does not meet the criteria for Level 6-4 where contacts typically are with high-ranking officials from outside the employing department or agency at national or international levels in highly unstructured settings.

At Level 7-c the purpose of contacts is to influence and persuade persons or groups who may be skeptical or uncooperative. This is comparable to the purpose of contacts in the subject position where the incumbent must be able to defend IT forensic findings in vigorous and hostile cross-examinations when testifying in court.

The purpose of contacts exceeds Level 7-b where contacts involve influencing or persuading people who are working toward mutual goals and have cooperative attitudes. The purpose of contacts does not meet the criteria for Level 7-d where the employee must achieve a common understanding of a major problem and a satisfactory solution by persuading, compromising or developing suitable alternatives.

#### *Factor 8-1, Physical Demands*

This factor covers the requirements and physical demands placed on the employee by the work assignment. At Level 8-1, the work is mainly sedentary and does not require any special physical effort. This is direct match to the physical demands of this position where the work is sedentary, performed in a typical office environment, and does not require any special physical effort.

#### *Factor 9, Work Environment*

This factor considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. At Level 9-1, the work is mainly sedentary, but may require periods of walking, standing, bending, or driving an automobile. This is comparable to the work environment of the subject position where the work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

**Summary:**

Factor	Level	Points
1. Knowledge Required by the Position	1-8	1550
2. Supervisory Controls	2-4	450
3. Guidelines	3-4	450
4. Complexity	4-5	325
5. Scope and Effect	5-4	225
6/7. Personal Contacts and Purpose of Contacts	6/7-3c	180
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
<b>Total</b>		<b>3190</b>

The total points awarded are 3190. This falls within the range for GS-13 (3155-3600).

**Conclusion:** The appropriate classification for this position is Information Technology Specialist, GS-2210-13.

See PD#s 5000333 - GS-12  
 5000334 - GS-11  
 5000335 - GS-09

# Position Designation of National Security and Public Trust Positions

*Position Designation Record*

**Agency** Department for the Interior/U.S. Fish and Wildlife Service

**Position Title** Information Technology Specialist

**Series and Grade/Pay Band** GS-2210-13

**Position Description Number** S000329

Duties	Degree of Potential for Compromise or Damage
<i>Physical security, controlling, facility or information technology accesss, and/or involvement with arms, ammunition, or explosives</i>	<p><b>Moderate impact</b> One or more of the following:</p> <ul style="list-style-type: none"> <li>• Access to moderate supplies of arms, ammunition, or explosives</li> <li>• Access to or controlling access to priority resources or property, whether designated as a restricted area or not</li> </ul>
<i>Other activities demanding a degree of public trust</i>	<b>Moderate impact</b>
<b>Comments:</b>	Serves as a senior computer forensics specialist responsible for planning, directing, and independently conducting or overseeing complex technical investigations regarding computer and computerized evidence.

Adjustment for program designation and level of supervision	
<i>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</i>	Agency impact

***Adjustment for level of supervision or other controls***

Limited or no supervision - ability to act independently in almost all areas almost all of the time

Designation Level	Suitability	
	Investigation Required	Form Required
Tier 2	MBI	SF 85P

Total Points Designation	
<b><i>Total Initial Position Designation Points from Step 2</i></b>	20
<b><i>Adjusted Position Designation Points from Step 3</i></b>	30

Signature: \_\_\_\_\_

*Joyce M. Hayes*

Date: 4/27/2009

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