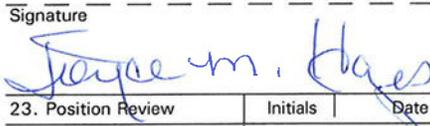


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S000329						
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.					
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		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		13. Competitive Level Code					
				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		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		Information Technology Specialist		GS		2210		13		jh		4-8-09	
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position <i>(if different from official title)</i> <u>Computer Forensics Specialist</u>						17. Name of Employee <i>(if vacant, specify)</i>							
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 <i>(optional)</i>							
20. Supervisory Certification. <i>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</i>						<i>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.</i>							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>							
Signature						Signature							
Date						Date							
						Juliana Scully Division Chief, Office of Law Enforcement  11-12-08							
21. Classification/Job Grading Certification. <i>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.</i>						22. Position Classification Standards Used in Classifying/Grading Position JFS, Administrative Work in the Information Technology Group, GS-2210, Revised August 2003							
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  11-8-09													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
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 <i>(See Attached)</i>													

**Fish and Wildlife Service
Office of Law Enforcement**

**Information Technology Specialist
GS-2210-13
PN: S000329**

[Organizational title: Computer Forensics Specialist]

Introduction

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 non-English speakers, 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, 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.

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. 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. Frequent travel is required.

Major Duties

- Leads, and coordinates the development, modification and verification of new programs, plans, policies, standards and techniques, often with other local, state, federal and international recognized authorities, to advance the science of digital forensics in support of wildlife law enforcement investigations throughout the United States.
- Reviews and interprets new and established laws, regulations, and procedures regarding electronic evidence seizure, collection, preservation, and control and makes decisions and recommendations, and develop guidance and procedures that may significantly influence important law enforcement policies and programs.
- 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.

- Applies new developments in digital forensic analysis to previously unsolved analytical problems.
- Assigns, coordinates, and reviews the casework of subordinate forensic specialists assigned to the incumbent.
- Independently conducts 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.
- Testifies in criminal court proceedings and civil administration hearings as an expert witness for the Government in his/her area of expertise.
- Develops ways of interpreting and reporting analytical findings for rapid utilization by law enforcement personnel.
- Serves as a technical expert for crime scene searches concerning electronic evidence.
- Analyzes and evaluates electronic evidence, ensures protection and control of evidence, and provides advice and guidance to investigators and/or prosecutors.
- Prepares authoritative oral and written reports to investigators, U.S. attorneys, OLE managers, and others in the LE community which convey the opinions and findings of the incumbent as determined through detailed examination.
- Builds partnerships with counterparts in other Regions, Federal, State, and local technical community, and the law enforcement forensics community.
- Conducts specialized studies and analyses to identify systemic issues, on specific threats or target organizations, or trends affecting wildlife protection and law enforcement.
- Provides input on strategic planning for forensics work to regional management.
- Provides training and guidance to lower graded computer forensics specialists, investigators, inspectors, and other team members on investigation projects.
- Performs other related duties as assigned.

Classification Factors:

Factor 1. Knowledge Required.

Mastery of and skill in applying, advanced IT principles, concepts, methods, standards, and practices sufficient to accomplish assignments, such as leading and coordinating the development, modification and verification of new programs, plans, policies, standards and techniques; reviewing and interpreting new and established laws, regulations, and procedures.

Expert knowledge of the concepts, principles, practices, and laws of forensic computer science in order to 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;

Communication Skills, verbal and written, to conduct negotiations, research and prepare investigative and forensic analysis and to prepare authoritative written reports to investigators, U.S. Attorneys, OLE managers, and others in the law enforcement (LE) community;

Comprehensive knowledge of the principles, theories, concepts and practices in the examination of computers and computerized evidence in order to make recommendations and develop guidance and procedures related to seizure, collection, preservation, and control of electronic evidence;

Skill in analyzing and interpreting data necessary to analyze potential evidence.

Comprehensive knowledge of fish and wildlife laws, rules, and regulations, including import and export and search and seizure, particularly those governing computers and computerized evidence to conduct specialized studies and analyses to identify systemic issues, specific threats or target organizations, or trends affecting wildlife protection and law enforcement.

Comprehensive knowledge of operational systems capabilities and limitations and other technology related to computers and computer networks to evaluate 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;

Skill in using electronic data systems to collect intelligence, obtains information and documents, and prepares and presents court exhibits and evidence.

Skill in developing innovative approaches to access protected information and data in other organizations.

Skill in providing technical leadership to lower graded subject-matter specialists or

Factor 2. Supervisory Controls.

The immediate 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.

Factor 3. Guidelines.

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 stated 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 patterns in the existing technology or new technology. The incumbent develops guidelines for others to follow for situations not covered by existing guidance.

Factor 4. Complexity.

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.

The work involves ensuring compliance and criminal investigations into compliance with laws, regulations, policies and procedures of the U.S. Fish and Wildlife Service related to computer forensics and rules of electronic evidence. The work impacts importation, exportation, and interstate commerce of fish and wildlife.

The work has economic impact on related businesses and industries, as well as fish and wildlife resources internationally. Application of this specialized knowledge significantly impacts OLE's ability to pursue investigations regarding complex organizations and organizational alignments.

Factor 6. Personal Contacts.

Personal contacts are with other Federal, State and local investigative agencies, foreign officials, related private industry, and the general public. The incumbent has frequent contact within the Department of Interior with the Office of the Solicitor and with the U. S. Attorney in the Department of Justice regarding electronic evidence. The incumbent interacts with computer forensic specialists internal and external to OLE.

Factor 7. Purpose of Contacts.

Contacts are for the purpose of obtaining and sharing information on investigations and other law enforcement activities related to electronic evidence. Contacts are also for the purpose of ensuring understanding of and compliance with related laws and regulations, particularly those related to computer and computerized evidence seizure, collection, preservation and control. Contacts include providing testimony in legal proceedings and presenting investigation reports and to provide forensic support through the scientific analysis of electronic evidence. The incumbent provides advice and guidance to investigators regarding electronic evidence and to management regarding needed technology investments.

Factor 8. Physical Demands.

The work is primarily sedentary in nature. The work may require travel to sites of investigation for crime scene searches concerning electronic evidence.

Factor 9. Work Environment.

Work is typically in an office but may require work at the sites of investigations.