

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000331

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) Noncompetitive promotion potential to the GS-12 level, PN: S000330				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 checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 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	11	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) _____

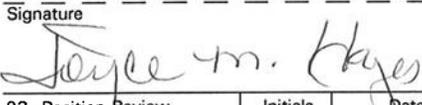
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision National Fish and Wildlife Forensics Lab	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Office of Law Enforcement		e. Fifth Subdivision	

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 	Date 4-9-09

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.
Typed Name and Title of Official Taking Action
Joyce M. Hayes
Human Resources Specialist

Signature 	Date 4-8-09	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	
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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.

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-0401-11
Physical Scientist, GS-1301-11**

PN: S000331

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 located at the National Fish and Wildlife Forensics Laboratory and has developmental potential to the Criminal Investigator, GS-1811-12. At this level, the incumbent receives progressively more complex assignment, which are narrower in scope than envisioned at the GS-12 level. The incumbent is responsible for examining physical evidence and conducting analyses of a wide variety of samples, preparing analytical reports, conducting technical reviews of analytical reports and related case notes. The incumbent uses forensic 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 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:

- Modifies or adapts standard processes 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.
- Develops and presents technical briefings, working aids, and other analysis-related documentation.
- Plans, coordinates, and initiates contacts with Federal, State, and local officials; the private sector technical community; and the law-enforcement community.
- Serves as a source of science and technology information related to his/her specialty area with the law-enforcement community.

Performs other related duties as assigned.

Classification Factors

Factor 1, Knowledge Required

Knowledge 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 modify or adapt protocols for examining evidence when current protocols are inadequate and to give expert testimony in court cases.

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 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.

Factor 2, Supervisory Controls

The supervisor outlines overall objectives and available resources. The incumbent is responsible for determining the general 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, 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

The incumbent uses a wide variety of reference materials and manuals; however, they are not always directly applicable to the work or have gaps in specificity. Available precedents outline existing approaches to more general problems or issues. The employee uses judgment in selecting, interpreting, and applying available guidelines for adaptation to specific problems or issues.

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. Modifying or adapting 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 an 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 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 performing the full range of forensic tests and procedures and resolving a variety of evidentiary problems in accordance with established precedents, laboratory procedures, and clinical practices. The work affects the effectiveness of investigations conducted by FWS.

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 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 persuade 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

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

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.