

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000332

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other
 Explanation (Show any positions replaced)

3. Service
 Hdqtrs Field

4. Employing Office Location
 5. Duty Station

6. OPM Certification No.
 9. Subject to IA Action
 Yes No

Noncompetitive promotion potential to the GS-11 level, PN: S000331

7. Fair Labor Standards Act
 Exempt Nonexempt
 10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest
 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: 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	09	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.

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-401-09
Physical Scientist, GS-1301-09**

PN: S000332

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. This is a developmental position in which the incumbent will receive on-the-job and classroom training in 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

Through the direction and oversight of the supervisor, the incumbent receives training in examining 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 receives training:

- In identifying and analyzing wildlife-related evidence.
- Applying appropriate scientific method to compromised evidence.
- Preparing written reports to FWS investigators, U.S. Attorneys, State and local police and prosecutors, as well as others within the law enforcement community.

- Developing technical briefings, working aids, and other analysis-related documentation.
- Translating scientific concepts into clearly understood options and opportunities for senior managers.

The incumbent plans, coordinates, and initiates contacts with Federal, State, and local officials; the private sector technical community; and the law-enforcement community.

Performs other related duties as assigned.

Classification Factors

Factor 1, Knowledge Required, Level 1-6, 950 points

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 education and experience in the appropriate physical, biological, or forensic sciences. This level of knowledge is needed in order to apply protocols for examining evidence.

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 analytical methods, including sophisticated instrumentation, in order to perform 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.

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

Factor 2, Supervisory Controls, Level 2-3, 275 points

The supervisor discusses possible problem areas and defines objectives, plans, priorities, and deadlines. Assignments have clear precedents requiring successive steps in planning and execution. The incumbent independently plans and carries out the forensic analyses in conformance with accepted policies and practices and brings controversial information to the supervisor's attention for direction. The supervisor provides assistance on unusual problems and reviews completed work for conformity with policy, technical soundness, adherence to deadlines, and accomplishment of objectives.

Factor 3, Guidelines, Level 3-3, 275 points

The incumbent uses a wide variety of reference materials and manuals; however, they are not always directly applicable to the work of 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, Level 4-3, 150 points

The work involves conducting forensic examinations on wildlife-related evidence and presenting findings in writing and/or orally. The work involves the application of well-established methods and procedures that require only minimal modification. The incumbent decides the type of analysis that needs to be done and selects an appropriate course of action from many known alternatives.

Factor 5, Scope and Effect, Level 5-3, 150 points

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's work 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 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, Level 6-3, 60 points

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, Level 7-b, 50 points

The purpose of work is to plan, coordinate, or advise on forensic analysis efforts. Contacts typically identify options for resolving problems. 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.

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.