

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000335

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

Explanation (Show any positions replaced)
 Noncompetitive promotion potential to the GS-11 level, PN: S000334
 10. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)
 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	Information Technology Specialist	GS	2210	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)
Computer Forensics Specialist
 17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: Department of the Interior
 a. First Subdivision: U.S. Fish and Wildlife Service
 b. Second Subdivision: Office of Law Enforcement
 c. Third Subdivision
 d. Fourth Subdivision
 e. Fifth Subdivision
 Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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
 Signature: _____ Date: _____
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
 Juliana Scully
 Division Chief, Office of Law Enforcement
 Signature:  Date: 11-12-08

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, Administrative Work in the Information Technology Group, GS-2210, Revised August 2003

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)

U.S. Fish and Wildlife Service
Office of Law Enforcement

Information Technology Specialist
GS-2210-9
PN: S000335

[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.

Future 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 is a new position and 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 developmental computer forensics specialist participating in the planning, directing, and conducting of technical investigations regarding computers and computerized evidence. The employee conducts segments of and participates in 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. Frequent travel may be required.

Major Duties

- Provides forensic support through the scientific analysis of electronic evidence.
- Assists senior specialists in performing and overseeing examination of computer related LE cases.
- Supports a higher-graded specialist in crime scene searches concerning electronic evidence.
- As directed, analyzes and evaluates electronic evidence, ensures protection and control of evidence, and provides advice and guidance to investigators.

- Drafts 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. Work is usually provided to a more senior specialist to finalize and transmit the report.
- Assists in developing testimony for legal proceedings in support of electronic evidence, forensic examinations, complex opinions, or other investigative matters.
- As assigned, reviews and interprets new and established laws, regulations, and procedures regarding electronic evidence.
- Builds partnerships with counterparts in other Regions, Federal, state, and local technical community, and the law enforcement forensics community.
- As directed, participates in specialized studies and analyses to identify systemic issues, on specific threats or target organizations, or trends affecting wildlife protection and law enforcement.
- Performs other related duties as assigned.

Classification Factors:

Factor 1. Knowledge Required.

Knowledge of the concepts, principles, practices, and laws of forensic computer science.

Communication skills, verbal and written, to conduct negotiations, research and prepare investigative and forensic analysis and reports.

Knowledge of the principles, theories, concepts and practices in the examination of computers and computerized evidence.

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

Knowledge of fish and wildlife laws, rules, and regulations, including import and export and search and seizure, particularly those governing computers and computerized evidence.

Knowledge of operational systems capabilities and limitations and other technology related to computers and computer networks.

Skill in using electronic data systems to collect intelligence, obtain information and documents, and prepare and present court exhibits and evidence.

Factor 2. Supervisory Controls.

The immediate supervisor assigns specific tasks and outlines expected results. The incumbent is expected to consult the supervisor or a senior specialist to complete new work and may carry out repetitive tasks with some independence. Work is reviewed for

technical adequacy and the supervisor is consulted for potentially controversial matters. Performance is assessed for satisfaction of objectives set forth by the supervisor at the outset of the assigned task.

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. The incumbent uses technical expertise, experience and judgment to determine how guidelines apply to each assignment.

Factor 4. Complexity.

The incumbent is assists in complex and highly sensitive investigations regarding electronic evidence involving other Federal, State or other agencies and may be assigned segments of a project to complete independently. The frequent advances in information technology hardware and software significantly complicate the work.

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.