

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000336

6. OPM Certification No.

2. Reason for Submission

Redescription New Hdqtrs Field
 Reestablishment Other

3. Service

4. Employing Office Location

5. Duty Station

Explanation (Show any positions replaced)

Noncompetitive promotion potential to the GS-11 level, PN: S000325

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

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: 12

| 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 | Intelligence Research Specialist | GS | 0132 | 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

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

 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.

22. Position Classification Standards Used in Classifying/Grading Position

Position Classification Flysheet, Intelligence Series, 0132, TS-28, 06/1960

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

Date

 4-8-09

| 23. Position Review | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

Type of Investigation: SSBI

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**

**Intelligence Research Specialist
GS-0132-09**

PN: S000336

Introduction

The Office of Law Enforcement's 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 that of an Intelligence Research Analyst in the Intelligence Unit in Headquarters. The incumbent collects, compiles, analyzes and evaluates wildlife and criminal information and prepares finished intelligence products pertaining to national and international wildlife crime. The incumbent assists Service law enforcement managers and field personnel in focusing their investigative efforts by providing national and international crime trend assessments, wildlife trade reports, research on species biology and grade, intelligence gathered in international enforcement efforts, potential illegal trade routes, and smuggling methods.

At this level, the incumbent is an advanced developmental level specialist who works on a limited range of research issues that typically have readily available information. The incumbent serves as a trainee receiving on the job training and formal classroom training and being developed in accordance with a formalized training plan to perform duties at the target level of Intelligence Research Specialist, GS-0132-11. The incumbent handles assigned tasks with increasing independence over time, but is expected to seek assistance for more complex issues and new work. The incumbent receives task assignments and assistance from the supervisor and higher graded specialists.

Major Duties

In a developmental capacity, the incumbent receives assignments with increasingly difficult duties designed to provide experience and training and its application to the activity, mission, program, function to which assigned. The incumbent performs the following typical duties:

- As directed, researches, reviews, consolidate, interpret, and integrate information to facilitate production of intelligence reports, utilizing data from various sources.
- As directed, prepares analyses of the methods for taking and moving illicit wildlife with emphasis on investigations regarding trafficking of endangered, threatened and protected species of fish and wildlife.
- Gathers data relating to the capabilities and vulnerabilities of traffickers and their methods of operation.

- Monitors trends and developments that affect illegal wildlife trafficking and transportation and assists in predicting current and future collection and analysis needs.
- Gathers data to support development of strategic reports for the planning and evaluation of Service law enforcement efforts.
- Prepares materials and attends briefings for senior level officials, Special Agents and Wildlife Inspectors, field personnel and other interested parties both within and outside of the Service.
- Researches a variety of sources to keep abreast of critical wildlife enforcement issues and policy developments.
- As assigned, analyzes data and intelligence submitted by Regional Intelligence Operations Specialists to identify significant trends to determine if they are occurring on a larger or national scale.
- Participates in studies to assess the effectiveness and efficiency of collection strategies, collection, and operation.
- As assigned, maintains liaison with local, state, Federal, and international law enforcement counterparts regarding the collection, analysis, interpretation and dissemination of intelligence data.
- Attends meetings and conferences to keep abreast of current developments, eliminate duplication and provide free flow of information in matters of intelligence interest, including wildlife intelligence information.

Performs other related duties as assigned.

Classification Factors

Factor 1. Knowledge Required.

General knowledge of legal and illegal domestic and foreign trade in wildlife, including live, parts, products, and derivatives.

General knowledge and experience in intelligence analysis techniques necessary for the implementation of intelligence studies, and to the performance of intelligence analysis support services.

Ability to identify potential and suspected illegal wildlife activities from the review and analysis of a variety of sources.

Familiarity with the Endangered Species Act, the Convention on International Trade in Endangered Species (CITES), the Migratory Bird Treat Act, and Lacey Act, Marine Mammal Protection Act, Bald and Golden Eagle Protection Act, the regulations, treaties, policies and procedure governing fish and wildlife transportation, importation and exportation.

Knowledge of Law Enforcement Management Information System and other related databases, including intelligence analysis databases and federal, public and private databases.

Ability to apply statistical methods, mathematical tools, databases and techniques.

Skill in manual and automated field research, data aggregation and correlation techniques.

Skill in oral and written communications, including producing and presenting technical material to high level officials, committees, and working groups, and defending recommendation from studies.

Factor 2. Supervisory Controls.

The supervisor assigns specific tasks to the incumbent who performs with increasingly more independence over time; tasks are related to the production of intelligence products and the provision of intelligence analysis support services. Under the direct supervision of the Supervisory Intelligence Research Analyst, the incumbent functions as an advanced developmental level intelligence analyst in facilitating the execution of investigative research and analysis studies in support of law enforcement investigations and research projects. Work is reviewed for adequacy of technical approach, validity of information obtained, and usefulness in accomplishing organizational goals and effectiveness in achieving objectives.

Factor 3. Guidelines.

DOI, FWS Service, and OLE policies, regulations, and standards and technical literature in the field provide general guidelines; however, consultation with a senior specialist or the supervisor may be required when there are gaps when applying these to unusual or unique and complex objectives to be met. Incumbent is expected to choose and adapt appropriate guidelines for the assigned tasks that usually have established precedents.

Factor 4. Complexity.

The responsibility of this position and the various products and services produced in carrying out this responsibility involves varying degrees of complexity; however, work usually is in line with projects that have been completed in the past and deals with straightforward issues. This work involves participating in studies and working groups comprised of other intelligence specialists, other Federal agencies, foreign intelligence agencies, and other branches with the Service.

This position involves gathering data, performing basic analyses, and assimilating corroborative data. The incumbent prepares information for senior specialists within the unit for use by intelligence specialists in the Regions, managers, Wildlife Inspectors and Special Agents.

Factor 5. Scope and Effect.

The incumbent supports the law enforcement mission of the Service by providing intelligence analysis of the illegal trafficking in endangered, threatened, and protected species of fish and wildlife. The incumbent supports and furthers on-going law enforcement investigations conducted by the Office of Law Enforcement and the Service. The incumbent gathers data, evaluates, discusses, and participates in the validation of intelligence reports and collection programs. Work completed by the incumbent has direct effect on the Service's law enforcement

program through improvements in the efficiency and effectiveness of agency operations. The work also directly affects resource allocation within HQ and throughout the Regions and the quality of intelligence collection in the Regions.

Factor 6. Personal Contacts.

The numerous sources of information required for effective performance and the complexity and continual evolution of the profession necessitate the establishment of an extensive network of contacts in the intelligence, scientific, law enforcement, educational, and other Fish and Wildlife Service program areas. The incumbent may consult with private intelligence database contractors; national and international counterparts in the law enforcement and intelligence communities; educational institutions; zoological and museum professionals; private collectors; relevant non-government organizations; and commercial importers/exporters of wildlife. Incumbent participates in meetings with counterparts and managers in the domestic and international law enforcement and intelligence communities, including, but not limited to, the U.S. Department of justice, U.S. Department of State, Federal Bureau of Investigation, Department of Homeland Security, Department of Commerce, and Drug Enforcement Administration.

Factor 7. Purpose of Contacts.

Contacts are for gathering raw intelligence data, evaluating information, and reporting findings. Contacts are also to provide information to OLE managers and Regional managers and staff on progress and results of projects.

Factor 8. Physical Demands.

Work is primarily sedentary in nature.

Factor 9. Work Environment.

Work is typically performed in an office environment.