

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000337

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 (Show any positions replaced)		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
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 type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
13. Competitive Level Code		14. Agency Use FPL: 11									

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	Electronics Technician	GS	0856	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
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Office of Law Enforcement	e. Fifth Subdivision

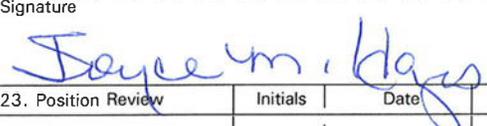
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.
Signature of Employee (optional) _____

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 11-12-09

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
OPM, JFS, Technical Work in the Engineering and Architecture Group, 0800, May 2007

21. Typed Name and Title of Official Taking Action
Joyce M. Hayes
Human Resources Specialist
Signature  Date 4-8-09

22. 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: BI 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

Electronics Technician
GS-856-11

PN: S000337

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. The Office of Law Enforcement (OLE) works in partnership with 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.

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 position is a key component of OLE's goal to expand overall intelligence gathering capabilities and to disseminate capability to the field. The incumbent serves as a senior electronics technician involved in electronic surveillance work in criminal investigations related to the laws, policies and regulations of the U.S. Fish and Wildlife Service. The incumbent performs electronic surveillance work for a Region or Regions and provides advice and guidance to investigators and to lower level technicians. Incumbent develops, modifies, applies, and evaluates all kinds of electronic equipment, devices, and systems used in surveillance work.

The duties and responsibilities of this position require the incumbent have access to documents and/or material containing Secret Restricted Data which are related to sensitive issues.

Major Duties

- Plans, organizes, and executes electronic surveillance in the most complex investigations and evaluates equipment performance, which involves the installation of technical surveillance equipment for the purpose of collecting electronic and other evidence of criminal activity. Assigned investigations frequently involve unique situations and requirements not previously experienced requiring creativity to plan and execute the electronic surveillance plan, and recommending solutions to problems and equipment updates.
- Operational requirements frequently require the incumbent to use previously untried, untested techniques to complete and execute testing programs, develop

innovative approaches and techniques for specialized applications, modify, adapt and design equipment, systems and instruments and analyze the results of tests.

- Develops and devises improvements and alterations to complex technical equipment, instruments or software, and/or modifies and conducts complex tests, and/or analyzes results. Designs and conducts tests of equipment and materials and shares best practices with other technicians and specialist, and agents.
- Modifies, uses, and evaluates complex electronic equipment, systems, and devices used in surveillance work. To add to the operability and usefulness of current equipment, the incumbent tests new equipment, materials, and/or concepts; and makes modifications on the spot when required by operational requirements. Must modify and adapt complex electronic equipment and devices using the tools available to perform in environments for which they were not intended and/or to improve operational performance until it possesses the features required by the operation.
- To identify new or improved equipment and devices to meet current and future requirements, the incumbent researches technical publications and other literature.
- The incumbent provides guidance and advice to investigators on electronic surveillance solutions to solve intelligence gathering problems and in use of equipment; and the applicability and feasibility of electronic surveillance. The incumbent provides guidance and advice to lower level technicians on the use of equipment, materials, and techniques of surveillance work.
- As an electronics surveillance expert, the incumbent testifies as a government witness, in order to support criminal law enforcement actions.
- Under less than ideal conditions, the incumbent applies equipment and materials during investigations, which may require prolonged periods of time, being in adverse weather conditions or noisy environments, or being in constricted spaces.
- The incumbent prepares investigative reports detailing the installation of surveillance equipment and the collection and chain of custody of the evidence gathered.
- Performs other related duties as assigned.

Classification Factors:

Factor 1. Knowledge Required.

- Comprehensive knowledge of the theories, practices, principles, and concepts of electronics engineering gained through intensive practical applications and experience, and of the capabilities, limitations, operations, design characteristics and functional use of a full range of types and models of electronic equipment and systems. Such knowledge is used to complete and execute testing

programs, develop innovative approaches and techniques for specialized applications, modify, adapt and design equipment, systems and instruments and analyze the results of tests.

- Comprehensive knowledge of modern law enforcement covert / overt analog and electronic surveillance devices (such as analog or digital video, audio, telephone intercept, GPS-Cellular tracking devices and radio communications), techniques, forensic enhancement techniques (audio / video forensics, duplication and conversion), and how those devices are implemented in fish & wildlife criminal investigations.
- Comprehensive knowledge of and skill conducting site surveys and coordinating logistics to affect the best possible operational plan in respect to electronic surveillance equipment installations, and carrying out the installations, maintenance, removal of equipment and the collection and retrieval of evidence gathered by these devices.
- Knowledge of performance characteristics of communication equipment, devices, systems, and transmission media.
- Comprehensive knowledge of electronics theory and operating principles and the applications of existing and planned technology to mission requirements.
- Broad knowledge of legal and policy requirements to provide advice and guidance to investigators and other staff involved in surveillance activities.
- Ability to identify and apply new theories, concepts, and developments to investigation needs.
- Ability to develop, modify, evaluate, install, and maintain complex equipment, frequently under adverse conditions.
- Ability to develop electronic surveillance plans for complex investigations and to recommend solutions to intelligence gathering problems.
- Skill in verbal and written communication.

Factor 2. Supervisory Controls.

Immediate supervisor and employee consult to establish overall objectives. The employee is responsible for planning and implementing work independently and is the technical expert for electronic surveillance equipment and devices, in which the work is expected to be technically accurate. The employee keeps the supervisor informed of progress. Completed work is reviewed only from an overall standpoint in terms of feasibility of recommendations, compatibility with other work, or effectiveness in meeting requirements or expected results,

Factor 3. Guidelines.

Laws, policies, and regulations related to the U.S. Fish and Wildlife Service and electronic surveillance provide general guidance, along with operational regulations and procedures, manufacturer and vendor guidance, engineering literature, handbooks, etc., are available but are not completely applicable or there are large gaps in specificity. Incumbent must properly interpret, adapt and apply the guides in making technical decisions.

Factor 4. Complexity.

Performs highly technical duties involving a range of specialized equipment which varies widely in both function and design. Judgment is required to select approaches, methods and techniques used to analyze systems and subsystems, and to identify and integrate components and instruments for their adaptation, maintenance or repair. Assignments include the most complex investigations and investigation sites requiring creativity in devising and/or modifying equipment, devices, and materials. Work is complicated by the frequent changes in technology, the unique requirements of each investigation, and the sensitivity of investigations.

Factor 5. Scope and Effect.

The purpose of this position is to identify new or improved equipment and devices to meet current and future requirements, the incumbent researches technical publications and other literature. The incumbent plans, performs or oversees the most complex electronic surveillance work. Surveillance plans, approaches, and equipment modifications are used as models for similar investigative situations in future operations. The work directly affects the ability of investigators to complete investigations and to successfully prosecute. The incumbent's development, modification, and adaptation of surveillance plans and electronic equipment and devices affect the quality of future operations.

Factor 6. Personal Contacts.

Contacts are with Regional managers, investigators and other staff involved in investigations, and other technicians. Contacts may also include counterparts in other Federal, State, and local law enforcement agencies.

Factor 7. Purpose of Contacts.

The purpose of the contacts is to interpret data and to explain its purpose and significance, to discuss technical requirements of equipment, and to resolve operating and support problems and concerns relative to the unique characteristics of the equipment.

Factor 8. Physical Demands.

Work requires considerable physical exertion including long periods of standing, walking over rough terrain, and recurring bending, lifting, and similar activities and in adverse weather conditions. The incumbent carries, lifts, and handles parts and equipment weighing less than 50 pounds.

Factor 9. Work Environment.

Work is accomplished in both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions, dusty or noisy environments, etc. Surveillance work may include use of aircraft, boats, and motorized vehicles.