

## Evaluation Statement

**Proposed Classification:** Technical Investigative Equipment Support Specialist,  
GS-1801-13

**Location:** U.S. Fish and Wildlife Service  
Office of Law Enforcement

**References:** OPM. JFS, Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, dated March 2009.

**Background:** 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 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 is a newly established position and is a key component of OLE's goal to expand overall intelligence gathering capabilities and to disseminate capability to the field. The incumbent is responsible for the technical planning and evaluation of the electronic surveillance program in the OLE Regions. Incumbent reports to the Regional Special Agent in Charge. Incumbent serves as a technical authority and provides advice and guidance to Regional staff involved in electronic surveillance, keeps abreast of the state-of-the-art in the field, makes recommendations for equipment and training, and develops guidance for applying communications policy, procedures, techniques and methods to work situations.

**Series determination:** The incumbent of this position gathers intelligence information of investigative interest, utilizing various communications, photographic, and technical equipment during surveillance operations. This work of this position is not specifically described in any other standard, but is consistent with the general requirements of work classifiable in the 1800 family. This position requires a comprehensive knowledge of modern law enforcement covert / overt analog and electronic surveillance devices, techniques, forensic enhancement techniques, and how those devices are implemented in Fish & Wildlife investigations. Work classified to the 1801 series includes positions which the primary duties are to administer, coordinate, supervise or perform inspection, investigative, analytical, or advisory work to assure understanding of and compliance with Federal laws, regulations, or other mandatory guidelines when such work is not more appropriately classifiable in another series in the GS-1800 group. Since the duties of this position do not meet the criteria in any of the more specific standards of the GS-1800 group, the position is assigned to the GS-1801.

**Title Determination:** The standard for the General Inspection, Investigation, Enforcement, and Compliance Series, GS-1801 does not contain prescribed titles; therefore, Technical

Investigative Equipment Support Specialist is assigned and is consistent with the duties of the position.

**Grade Determination:** The Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800 contain grading criteria; and is written in the Factor Evaluation System format. Positions graded under the FES format are compared to nine factors. The following is an evaluation of the grade level for this position.

**Factor 1 - Knowledge Required by the Position**

This factor measures the nature and extent of information or facts that an employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills necessary to apply that knowledge.

At level 1-8, the highest level described in the guide, assignments require an expert analyst. At this level, the analyst has mastered the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. Work at this level requires comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs. Work at this level also requires knowledge of relationships with other programs and key administrative support functions within the employing agency or in other agencies.

This position exceeds Level 1-7, because the incumbent: (1) serves as a technical authority for electronic surveillance systems, equipment, and devices; (2) coordinates with LE senior management officials on project covert electronics systems, current and planned capabilities, and cost/benefit questions; (3) develops written operational plans that document the best technical electronic options for the specific investigation(s); (4) may be required to assist special agents or other law enforcement personnel making court authorized entries on to a suspect's property to install, adjust, repair or recover any number of surveillance devices; (5) advises the SAC, and other senior managers on OLE-wide and strategic program issues, Regional developments, priorities, project and program control issues and managerial and technical approaches and alternatives; (6) develops OLE policy with respect to electronic surveillance equipment or systems; and (7) recommends, conducts or oversees studies and projects related to electronic surveillance systems or equipment, therefore meeting Level 1-8..

Level 1-8 (1550 points credited).

**Factor 2 - Supervisory Controls**

This factor covers the nature and extent of controls exercised by the supervisor over the work performed by the employee, the employee's responsibility, and the review of completed work.

At level 2-4, within a framework of priorities, funding, and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved plan, the employee is responsible for planning and organizing the study, coordinating, and conducting all phases of the project. Completed projects, reports, and recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

This position meets Level 2-4. The immediate supervisor sets overall program objectives. The immediate supervisor sets overall program objectives and available resources. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources and broad program goals.

This position does not meet the full intent of level 2-5, where the employee would be subject only to administrative and policy direction concerning overall project priorities and objectives. This is not the case for this position; the supervisor has a more active role in providing direction to the incumbent and determining availability of funds and other resources and broad program goals, therefore not meeting Level 2-5, the highest level for this factor.

Level 2-4 (450 points) credited.

### Factor 3 - Guidelines

This factor covers the nature of guidelines and the judgment employees need to apply them

At level 3-4, guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation or interpretation for application to issues and problems studied. At this level, administrative policies and precedent studies provide a basic outline of the results desired, but do not specify the methods needed to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may modify or develop more specific guidelines such as implementing regulations or methods for improving the effectiveness and productivity of operating programs.

This position meets level 3-4. Technical guidelines include the Federal Rules of Criminal Procedures, Federal Rules of Evidence, Code of Federal Regulations (e.g., 40 CFR for protection of the environment; etc.), Title 18 and 42 of the U.S. Code, legislative history (H.R. Rep. No. 647, 99<sup>th</sup> Cong., 2d Sess. 84; H.R. Rep. No. 1064, 96<sup>th</sup> Cong., 2d Sess. 72, 73, 76; and S. Rep. No. 874, 96<sup>th</sup> Cong., 2d Sess. 70, 72, 73, 75; etc.), acts (The National Information Infrastructure Protection Act of 1996, part of Public Law 104-294, amending the Computer Fraud and Abuse Act codified at 18 U.S.C. Section 1030), the Fourth Amendment (involving the Internet), as well as innumerable legal cases and precedents, which are often ambiguous and require extensive interpretation. The incumbent uses considerable judgment and ingenuity to interpret the intent of new or revised guidance and develops policy, guidelines, and practices for electronic surveillance equipment or systems, therefore meeting level 3-5.

Level 3-5 (650 points) credited.

### Factor 4 - Complexity

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

At level 4-5, the work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity. Typical assignments require developing

detailed plans, goals, and objectives for the long-range implementation and administration of the program. The work is complicated by conflicting program goals and objectives which may derive from changes in legislative or regulatory guidelines, variations in the demand for program services, and the need to deal with subjective concepts such as value judgments. An example is analyzing agency requirements for resource management information systems for a nationwide medical care program, where the work involves developing the overall systems concepts, providing input on state-of-the-art systems design, defining new information requirements, and developing procedures and formats for timely and accurate reporting.

This position meets level 4-5. Incumbent is the program manager and also the technical expert for the electronic surveillance program for OLE. Incumbent develops plans, oversees implementation, and evaluates results. New developments in technology require continuing research and changes to equipment, techniques, and practices. Incumbent must use creativity and knowledge gained through extensive experience to identify new equipment and devices and ways to modify and adapt current equipment to support operational requirements. The work is also complicated by the responsibility for integrating and interpreting information from regional staff involved in electronic surveillance; and the complexity of 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) and the techniques required to operate and install such components is far reaching.

In addition the incumbent is called upon to: (1) participate in investigations by reviewing and reconstructing incidents, compiling digital video information, preparing written reports, and meeting with investigators to discuss information; (2) assist technicians, special agents or other law enforcement personnel making court authorized entries on to a suspect's property to install, adjust, repair or recover any number of surveillance devices such as telephone intercept equipment, Communication Assistance for Law Enforcement Act (CALEA) based intercepts, video cameras, microphones, dialed number recorders, microwave transmitters, and tracking devices, etc., either singularly or in combination, to obtain desired results; and (3) oversees or participates in covert surveillance which are sensitive and high profile often requiring the use of sophisticated surveillance methods..

This position does not meet the scope and complexity intended at level 4-6, where the work concerns key agency programs and is of such breadth and intensity as to require a multi-discipline approach in which the analyst serves as the leader. At this level, the nature and scope of the issues dealt with are largely undefined and it is difficult to discern the intent of legislation and policies, which is not the case in this position.

Level 4-5 (325 points) credited.

#### Factor 5 - Scope and Effect

This factor covers the relationships between the nature of work, i.e., the purpose, breadth, and depth of the assignment and the effect of work product or services within and outside the organization. Effect measures such things as whether the work output facilitates the work of others or provides timely services of a personal nature.

At level 5-4, the purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations or to analyze and resolve problems in the staffing, effectiveness, and efficiency of administrative support and staff activities. Work at this level may also include developing related administrative regulations, such as those governing the allocation and distribution of personnel, supplies, equipment, and other resources, or promulgating program

guidance for application across organizational lines or in varied geographic locations. The work contributes to the improvement of productivity, effectiveness, and efficiency in program operations or administrative support activities at different echelons or geographical locations, and may affect program plans and mission effectiveness at these echelons or locations.

The position meets level 5-4. Incumbent provides advice and guidance to the Special Agent in Charge, other senior managers in OLE, investigators, and to electronics engineering technicians and other Regional staff involved in electronic surveillance. Recommendations and technical advice affect the quantity and quality of OLE's electronic surveillance program currently and in the future, resources available for electronic surveillance and the ability of the OLE investigators to perform their mission effectively. The work, also, affects the outcome of criminal investigations, intelligence information and surveillance methods for multiple Federal, State, and local law enforcement agencies.

This position does not meet level 5-5, where the purpose of the work is to evaluate major administrative aspects of substantive, mission-oriented programs. This position is not involved developing new ways to resolve major administrative or technical problems associated with aspects of professional or scientific programs, therefore not meeting Level 5-5.

Level 5-4 (225 points) credited.

#### Factor 6 and 7 - Personal Contacts and Purpose of Contacts

These factors include face-to-face and remote dialogue with persons not in the supervisory chain. The levels of these factors consider what is necessary to make the initial contact, the difficulty of communicating with those contacted, the setting in which the contact take place, and the nature of the discourse.

#### Factor 6 - Personal Contacts

At level 3, contacts are with persons outside the agency which may include consultants, contractors, or business executives, in a moderately unstructured setting. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Level 3 describes the nature of contacts for this position. Contacts are with the SAC, high level officials in OLE, Regional managers, investigators and other staff involved in electronic surveillance, and with law enforcement officials and electronic surveillance counterparts external to the agency and with vendors,

This position does not have contact with high-ranking officials outside the agency, such as other agency heads, top congressional staff officials, or mayors of major cities, in order to accomplish the work of the position, as required at level 4.

Level 6-3 is credited.

#### Factor 7 - Purpose of Contacts

At level c, contacts are made to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. Contacts may involve resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Level c describes the purpose of contacts for this position. The purpose of the contacts is to provide expert advice on surveillance equipment or projects, coordinate work efforts, resolve controversial technical problems, apprise management on status and progress of projects, influence the adoption of conflicting methods or suggestions and negotiate agreements where there are competing interests and opinions among other experts.

The purpose of contacts for this position is not to justify or settle matters involving significant or controversial issues, as described at level d, therefore Level 7c is credited.

Level 3c (180 points) credited.

### Factor 8 - Physical Demands

This factor covers the requirements and physical demands placed on the employee by the work assignment.

At Level 8-2, the work involves long periods of standing and recurring stooping and bending. The work can require frequent and recurring surveillance in which there is considerable amount of walking, stooping, bending, and climbing. The employee may be required to remain in one location for many hours without relief. The work may also include frequent lifting of moderately heavy objects such as luggage or boxes in cargo containers.

This is identical to the physical demands of the subject position. The work is primarily sedentary in nature. However, when working in an outdoor setting, the 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.

The physical demands of the position exceed Level 8-1 where the work is mainly sedentary. The criteria for Level 8-3 are not met. At that level, employees must be prepared to protect themselves or others from physical attacks at any time without warning and lift objects weighing 50 pounds (i.e., 23 kilograms) or more.

Level 8-2 (20 points) credited.

### Factor 9 - Work Environment

This factor considers the discomfort and risk of danger in the employee's physical surroundings and the safety precautions required.

At Level 9-2, the work involves moderate risks and requires special safety precautions or protective clothing or gear. The work at this level involves exposure to moderate discomfort, high noise levels, dust, auto and aircraft exhaust adverse weather or areas with high crime rates.

Most work is performed in an office setting with adequate heating, lighting, and ventilation. However, the employee may be called upon to work in an outdoor setting, with 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.

The physical demands of the position exceed Level 9-1 where the work is usually in an office setting. The work environment of the position does not meet the criteria for Level 9-3 where the work may involve such things as involvement in physical altercations or the use of lethal weapons while attempting to arrest suspects.

Level 9-2 (20 points) credited.

**Summary:**

| Factor               | Level | Points    |
|----------------------|-------|-----------|
| Knowledge Required   | 1-8   | 1550      |
| Supervisory Controls | 2-4   | 450       |
| Guidelines           | 3-5   | 650       |
| Complexity           | 4-5   | 325       |
| Scope and Effect     | 5-4   | 225       |
| Personal Contacts    | 3c    | 180       |
| Physical Demands     | 8-2   | 20        |
| Work Environment     | 9-2   | <u>20</u> |
| Total Points:        |       | 3420      |

The total of 3420 points falls within the GS-13 range (3155-3600).

**Conclusion:** This position is appropriately classified as Technical Investigative Equipment Support Specialist, GS-1801-13.

# Position Designation of National Security and Public Trust Positions

## *Position Designation Record*

**Agency** Department for the Interior/U.S. Fish and Wildlife Service

**Position Title** Technical Investigative Equipment Support Specialist

**Series and Grade/Pay Band** GS-1801-13

**Position Description Number** S000338

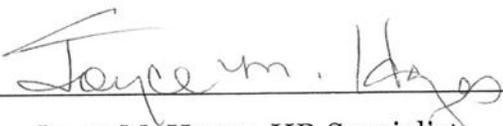
| <b>Duties</b>                                              | <b>Degree of Potential for Compromise or Damage</b>                                                                                                                                              |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Other activities demanding a degree of public trust</i> | Moderate impact                                                                                                                                                                                  |
| <b>Comments:</b>                                           | Serves as a technical authority for electronic surveillance systems, equipment, and devices. Furnishes technical leadership, review and problem solving assistance to surveillance system users. |

| <b>Adjustment for program designation and level of supervision</b>                           |                                                                                                     |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <i>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</i> | Worldwide or government-wide impact                                                                 |
| <i>Adjustment for level of supervision or other controls</i>                                 | Limited or no supervision - ability to act independently in almost all areas almost all of the time |

| <b>Designation Level</b> | <b>Suitability</b>     |               |
|--------------------------|------------------------|---------------|
|                          | Investigation Required | Form Required |

|               |           |               |
|---------------|-----------|---------------|
| <b>Tier 3</b> | <b>BI</b> | <b>SF 85P</b> |
|---------------|-----------|---------------|

| <b>Total Points Designation</b>                                     |    |
|---------------------------------------------------------------------|----|
| <b><i>Total Initial Position Designation Points from Step 2</i></b> | 10 |
| <b><i>Adjusted Position Designation Points from Step 3</i></b>      | 50 |

Signature:  Date: 4/27/2009  
 Name: Joyce M. Hayes, HR Specialist

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