

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
S000338

6. OPM Certification No.

2. Reason for Submission  
 Redescription  New  
 Reestablishment  Other

3. Service  
 Hdqtrs  Field

Explanation (Show any positions replaced)

4. Employing Office Location

5. Duty Station

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: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	Technical Investigative Equipment Support Specialist	GS	1801	13	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

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

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

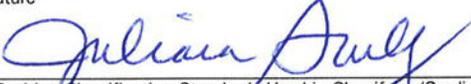
a. Typed Name and Title of Immediate Supervisor

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.

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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.

22. Position Classification Standards Used in Classifying/Grading Position

— OPM, JFS, Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, dtd March 2009

Typed Name and Title of Official Taking Action  
Joyce M. Hayes  
Human Resources Specialist

Signature  Date 4-8-09

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**

**Technical Investigative Equipment Support Specialist  
GS-1801-13  
PN: S000338**

**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. The rapid development of electronic technology as it relates to changes in human information activities. 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.

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 is responsible for 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.

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

**Major Duties:**

- Serves as a technical authority for electronic surveillance systems, equipment, and devices for the Office of Law Enforcement. The incumbent coordinates with LE senior management officials on project covert electronics systems, current and planned capabilities, and cost/benefit questions; furnishes technical leadership, review and problem solving assistance to surveillance system users, the Special Agent-in-Charge (SAC); and counterparts and representatives of other Federal, State, local and foreign law enforcement agencies.
- Develops written operational plans which document the best technical electronic options for the specific investigation(s). Oversees the designs and/or development of specialized electronic and surveillance equipment.

- As the Service's technical expert, 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 electronics 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..
- 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.
- Develops OLE policy with respect to electronic surveillance equipment or systems.
- Recommends, conducts or oversees studies and projects related to electronic surveillance systems or equipment. Develops status papers and results of studies for projects, systems, or program.
- Reviews and interpret new and established directives, instructions, regulations, and procedures for potential impact on major program objectives, operating policies, and work operations.
- Interprets applicable policy, laws, and regulations; and provides implementing instructions and guidance to management officials, investigators, electronics technicians, and others involved in surveillance.
- Keeps abreast of the latest technology through research of technical literature, national and international, contact with counterparts in Federal and State agencies and other organizations. Conducts or oversees testing of new equipment and devices or of modifications to meet future requirements. Oversee the planning and coordination of complex installations involving technical surveillance equipment. Continually upgrades equipment and operational techniques to provide the most effective methods using surveillance systems and equipment. The incumbent makes recommendations regarding acquisition of equipment.
- Provides advice and guidance to Regional staff involved in electronic surveillance, including developing informational materials and delivering or acquiring training to meet developmental needs. Ensures best practices are shared across Regions. In addition, provides technical assistance to other agencies to install undercover video and audio surveillance equipment.
- Participates in conferences and meetings to settle controversial issues, establish working relationships, and assess technological developments and project program requirements.

- Prepares and delivers reports, briefings, and presentations regarding the electronic surveillance program to a variety of audiences.
- The incumbent provides training and mentoring of Agents and other staff within OLE; other Federal, Tribal, State, and local environmental investigative partners.
- Performs other related duties as assigned.

**Classification Factors:**

**Factor 1. Knowledge Required**

- 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 investigations.
- Comprehensive experience 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 criminal investigative methods, including intelligence processes and the preservation and admissibility of evidence. This includes presenting evidence to all levels of court including Local, District, and Supreme Courts.
- Knowledge of project management and risk management principles to surveillance work, including the ability to plan and communicate effectively.
- Expertise in electronic surveillance principles, policies, and practices to continually upgrades equipment and operational techniques to provide the most effective methods using audio and video digital recording devices.
- In-depth knowledge of performance characteristics of communication equipment, systems, devices and transmission media.
- Knowledge of program management including planning, budgeting, implementation, monitoring, and evaluation of telecommunication related to electronic surveillance.
- Knowledge of the technical and analytical work pertaining to planning, acquisition, testing, utilization or modification of electronic surveillance systems, facilities, and procedures.
- In-depth knowledge of electronics theory and operating principles and the applications of existing and planned technology to mission requirements.
- Comprehensive knowledge of legal and policy requirements to function as a technical authority for OLE.

- Ability to research and analyze available information, and make sound recommendations regarding electronic surveillance equipment and devices.
- Ability to lead, conduct, or oversee studies and projects related to electronic surveillance.
- Ability to apply new theories, concepts, and developments to investigation needs.
- Knowledge of the methods and techniques for acquiring, testing and evaluating equipment and systems.
- A high level of verbal and written communication skills to prepare briefings and presentations to high level managers and Regional staff involved in electronic surveillance and to serve as liaison to law enforcement officials external to OLE, counterparts in other organizations, and vendors.

#### Factor 2. Supervisory Controls

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.

#### Factor 3. Guidelines

Technical guidelines include the Federal Rules of Criminal Procedures, Federal Rules of Evidence, Code of Federal Regulations, U.S. Codes, legislative history, acts, amendments, 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

#### Factor 4. Complexity

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 electronics 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..

#### Factor 5. Scope and Effect

Incumbent provides advice and guidance to the Special Agent-in-Charge, Branch of Special Operations, 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.

#### Factor 6. Personal Contacts

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.

#### Factor 7. Purpose of Contacts.

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.

#### Factor 8. Physical Demands

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.

Travel to investigation sites may be required.

#### Factor 9. Work Environment

Work is typically accomplished in an office setting.

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.