

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No. S000355							
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Various		5. Duty Station various		6. OPM Certification No.							
Explanation <i>(Show any positions replaced)</i> Approved for Service-wide use. Statement of difference for SPD# S000354				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" 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 <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code							
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		Wildlife Refuge Manager		GS		0485		12							
d. First Level Review															
e. Recommended by Supervisor or Initiating Office															
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>									
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision									
a. First Subdivision U.S. Fish & Wildlife Service						d. Fourth Subdivision									
b. Second Subdivision Region						e. Fifth Subdivision									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>									
20. Supervisory Certification. <i>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</i>						<i>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.</i>									
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>									
Signature _____ Date _____						Signature _____ Date _____									
21. Classification/Job Grading Certification. <i>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.</i>						22. Position Classification Standards Used in Classifying/Grading Position OPM JFS for Natural Resources Mgmt and Bio Sci Group, GS-0400, dtd 09/05									
Typed Name and Title of Official Taking Action Cecilia E. King HR Specialist (Class/Comp)						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 _____ <i>11 Original signed 11</i> <i>07/15/09</i>															
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Date	
a. Employee <i>(optional)</i>															
b. Supervisor															
c. Classifier															
24. Remarks FPL=GS-13; Risk Designation: Moderate; Drug Testing: No															
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>															

SPD# S000355
Wildlife Refuge Manager, GS-485-12
Standard Position Description

STATEMENT OF DIFFERENCES: Characteristics and duties of this position are essentially the same as those reflected in the full performance position description number S000354 with the following exceptions:

This is a developmental position established to provide for a period of growth and acclimation to the National Wildlife Refuge (Refuge), Wetland Management District (WMDs), or Refuge Complex (or any combination of the three) that the incumbent will be responsible for managing.

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-13 position description. During this period, the incumbent will work closely with his/her supervisor and seek guidance while learning the complexities for managing the Refuge/WMD/Refuge Complex, receiving introduction to the multiple partners involved, and become familiar with the surrounding public/private land use and the dynamics of the community.

The incumbent receives on-and-off the job training in overall objectives to be accomplished and available resources. Incumbent participates in planning and assigning priorities to the tasks. The incumbent will receive assignments that are designed to develop the expertise required to carry out assignments at the full performance level. Works independently determining methodologies, budgets, milestones, goals and termination points for all assignments. Completed work is measured in terms of applicability to management issues and in satisfaction of Service-wide objectives and operational deadlines.

The position will remain at the grade 12 level until the employee meets the necessary requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated in the attached position description. Upon meeting all requirements, incumbent may be promoted non-competitively to the full performance level of GS-12.

This statement along with a copy of the full performance PD (S000354) constitutes a complete PD at the GS-12 level.