

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

1. Agency Position No.  
S000359

2. Reason for Submission:  Redescription,  Reestablishment,  New,  Hdqtrs,  Field,  Other

3. Service:  Hdqtrs,  Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

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

Explanation (Show any positions replaced)  
Statement of Differences, cross reference FPL GS-13 pd, PN: S000358

10. Position Status:  Competitive,  Excepted (Specify in Remarks),  SES (Gen.),  SES (CR)

11. Position Is:  Supervisory,  Managerial,  Neither

12. Sensitivity:  1-Non-Sensitive,  2-Noncritical Sensitive,  3-Critical,  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	Criminal Investigator	GS	1811	12	jh	3/24/09
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title): Special Agent

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 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): Gary G. Mowad, Deputy Chief, Office of Law Enforcement

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

Signature: *(Signature)* Date: 3-18-09

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, 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: *(Signature)* Date: 3-21-09

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	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier	CK	01/01/10						

Department of the Interior, FLERT Specialist  
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
 Firefighter Law Enforcement  
 Primary Secondary/Administrative Sec/Supvy  
 Approval Date: April 14, 2009

24. Remarks: Background Investigation: SSB Drug Testing: Yes 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**

**Criminal Investigator  
GS-1811-12  
PN# S000359**

**STATEMENT OF DIFFERENCES:** Characteristics and duties of this position are essentially the same as those reflected in the full performance position description number S000358, with the following exceptions:

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 operate under closer supervision and guidance than that described in position description S000358 and as overall knowledge is gained, progressively more reliance will be placed on the incumbent until full responsibility for assignments is assumed.

This is a developmental position established to provide for a period of growth. 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 knowledge, skills and abilities required to carry out assignments at the full performance level. Completed work is measured in terms of applicability to management issues and in satisfaction of OLE objectives and operational deadlines.

The position will remain at the grade 12 level until the employee meets the necessary qualification 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-13.

This statement along with a copy of the full performance PD (S000358) constitutes a complete PD at the GS-13 level.

**Special Conditions:** The incumbent must possess a valid State driver's license and is required to operate motorized vehicles and boats. The incumbent must be qualified and licensed to carry firearms. The incumbent must pass periodic physical examinations, meet physical standards set by the Department of Interior for the position without accommodation, and otherwise fulfill the requirements for law enforcement positions of 5 U.S.C. 8336(c). This position is subject to Drug Testing.

Department of the Interior, FLERT Specialist Brian Orth  
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
   Firefighter    Law Enforcement  
   Primary    Secondary/Administrative    Sec/Supvy  
Approval Date April 14, 2009

**U.S. Fish and Wildlife Service  
Office of Law Enforcement  
Branch of Special Operations**

**Criminal Investigator  
GS-1811-12  
PN# S000359**

**Evaluation Statement**

**Proposed Classification:** Criminal Investigator, GS-1811-12 (FPL: 13)

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

**References:** Job Family Position Classification Standard for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800, dated March 2009

Refer evaluation statement for the Criminal Investigator, GS-1811-13, position, position description number S000358 for full evaluation of duties. The evaluation statement for position description number S000358 explains fully the allocation of this position to the GS-1811 Series, the basis for the position's title, and background information concerning the function of the position.

This is an interim position established to provide for a period of growth. The incumbent will receive assignments that are designed to develop the knowledge, skills, and abilities required to carry out assignment t the GS-12 level, the next grade level in the career ladder.

This position will remain at the grade GS-12 level until the employee meets the necessary qualification requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated at the GS-13 grade level. Upon meeting all requirements, the incumbent may be promoted noncompetitively to the level of GS-13, providing that sufficient work exists at that grade level to warrant establishing such a position.