

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

1. Agency Position No.  
S000363

2. Reason for Submission  
 Redescription  New  Hdqtrs  Field  
 Reestablishment  Other

3. Service  
 Explanation (Show any positions replaced)  
 Approved for Service-wide use.  
 Entry developmental to SPD#  
 S000360/statement of  
 difference to SPD# S000362

4. Employing Office Location  
Various

5. Duty Station  
various

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

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  
BUS:7777

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 Specialist	GS	0485	05		
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 & 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 (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  
  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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 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)  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Digitally signed by CKing  
DN: cn=CKing  
Reason: I attest to the accuracy and integrity of this document  
Date: 2009.07.17 11:55:00 -0400'

**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  
FPL= GS-11; Risk Designation: Moderate; Drug Testing: No

25. Description of Major Duties and Responsibilities (See Attached)

SPD# S000363  
Wildlife Refuge Specialist, GS-0485-05  
Standard Position Description

**STATEMENT OF DIFFERENCES:** Characteristics and duties of this position are essentially the same as those reflected in the full performance standard position description (SPD) number S000360 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) for which the incumbent will be assigned.

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-11 position description. During this period, the incumbent will work closely with his/her supervisor and seek guidance while learning the complexities for the operations of and programs provided on 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 05 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 next grade in the developmental sequence to the GS-07 under SPD# S000362, GS-09 under SPD# S000361, to the full performance level of GS-11 under SPD# S000360.

This statement along with a copy of the GS-07 SPD (S000362) constitutes a complete SPD at the GS-05 level.