

Deputy June Lyden
Assistant Secretary, Fish and Wildlife and Parks

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station varies		1. Agency Position No. S000364	
Explanation (Show any positions replaced) Standard Position Description approved for Service-wide use.		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		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" 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	
								14. Agency Use BUS: 8888	

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						
d. First Level Review	Fish and Wildlife Administrator	GS	0480	15		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
Assistant Regional Director for Science Applications

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 Org. Code _____	
		Signature of Employee (optional)	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Sam D. Hamilton, Director
U. S. Fish and Wildlife Service

Signature _____ Date _____ Signature _____ Date 12.22.09

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.

Typed Name and Title of Official Taking Action
Cecilia E. King, Acting Chief

Classification and Pay

Signature _____ Date 11/27/09

22. Position Classification Standards Used in Classifying/Grading Position
OPM JFS for Natural Resources Mgmt & Bio Sci Group, GS-0400, dated 09/2005; GSSG, dtd 04/93

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-15 Drug Testing: No Risk Designation: Moderate Functional Designator: 51

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

Assistant Regional Director for Science Applications
Fish and Wildlife Administrator
GS- 0480-15
S000364

Introduction

This position is located in the Office of the Regional Director, U.S. Fish and Wildlife Service (Service), _____(insert Region name and Regional Office location)_____. The ever-escalating complexity of natural resource conservation in the face of climate change requires a high-level coordinated effort to assist the Service and its conservation partners in mitigating atmospheric levels of greenhouse gases (i.e., "mitigation"), helping fish, wildlife, and plants adapt to climate change (i.e., "adaptation"), and educating organizations and individuals concerning climate change and ways of reducing its effects on fish, wildlife, and plants (i.e., "education"). The tremendous need to develop landscape conservation strategies and partnerships, gather scientific information as a basis for making informed management decisions, and implementing and monitoring those decisions, (the foundation of *Strategic Habitat Conservation*) is imperative in the face of climate change and other stressors that affect fish, wildlife and plants at landscape levels. Effective Regional leadership in science is required at a high level that is responsive, collaborative, efficient, and imaginative.

The incumbent serves as a Fish and Wildlife Administrator and as the Assistant Regional Director for Science Applications (ARD-SA), responsible for providing effective leadership, direction, and coordination in the development and execution of high-priority Regional science activities, including those involving climate change, adaptive resources management, structured decision analysis, and landscape conservation, particularly *Strategic Habitat Conservation* (SHC). The incumbent also provides leadership and supervision for *Landscape Conservation Cooperatives* (LCCs), which are landscape-scale conservation-science partnerships between the Service and other conservation agencies and organizations. The incumbent serves a critical role in cross-program, cross-ecosystem, cross-Regional, and cross agency integration and coordination for all scientific activities. As such, serves as the Regional Director's liaison across and between program areas and agencies.

The incumbent reports directly to the Regional Director and/or Deputy Regional Director and is a member of the Regional Directorate Team. On behalf of the Regional Directorate Team, the incumbent works independently to provide effective leadership and cross-program coordination in the development and execution of the Region's activities pursuant to the Service's "Strategic Plan for Responding to Accelerating Climate Change in the 21st Century", Five-Year Action Plan, and other science activities integral to successful application of SHC.

Major Duties

1. Senior Advisor/Scientific Authority/Liaison (Science Applications)

Provides expert senior level science advice and assistance to the Regional Director and manages complex issues concerning the needs of the Region in regard to climate change science, operating procedures, associated policy, budget, staffing and direction.

Provides expert senior level science advice and guidance to the Regional Director to ensure organizational commitment to a coordinated approach to science involving research at both the National and Regional level.

Analyzes changing situations and provides recommendations to the Regional Director especially on scientific matters, including critical research and technical assistance to meet Regional management needs. Coordinates the efforts of the Assistant Regional Directors, Program Supervisors, and other Regional Office staff to facilitate this coordinated scientific approach. Notifies the Regional Director of any obstacles or barriers to cross-program and agency coordination both nationally and regionally. Works with counterparts in other Regions to identify and track science priorities at both Regional and National scales.

Reviews national and Regional plans and other documents to ensure that they incorporate scientific rigor and objectivity and include, where appropriate, research and technical assistance needs.

Works closely with the Regional Directorate on budget development and allocation, evaluation, coordination, and response to policy and management issues arising from implementation of the Region's scientific program. Coordinates the review and preparation of climate change documents, reports, and policy statements to ensure they meet Regional goals. Identifies significant issues, secures and analyzes relevant information, and identifies possible solutions in consultation with the Regional Directorate and other Regional Office staff as needed.

Promotes the integration of climate change into Strategic Habitat Conservation across the Region. Works with Joint Ventures, the states (through State Wildlife Action Plans and climate points of contact), and field managers to identify priority areas for adaptation (better planning), research, and monitoring projects to improve fish and wildlife management decision making related to climate. Areas include population habitat modeling, landscape characterization and assessment, integrated monitoring, adaptive management, and biological information management at eco-Regional scales.

At the discretion of the Regional Director, participates in other Regional scientific activities and special assignments on an as-needed basis. These may include conducting independent scientific reviews of highly visible or controversial documents such as biological opinions and listing documents, participation in biological program reviews of national wildlife refuges, and conducting independent scientific analyses of information in support of management decisions. Identifies individuals with appropriate expertise to participate in reviews, establishes an administrative record of the review, and ensures review comments are incorporated into final products as appropriate. Occasionally, the incumbent will also participate in peer reviews of scientific documents at the national level and in other Regions at the request of the Regional Director.

Develops processes within the Region for identifying and prioritizing climate-related needs and communicates those needs on a continual basis.

Promotes continued climate change training and education of staff through both internal and external Regional and national workshops and conferences. Maintains Regional climate change inter- and intranet websites.

Provides regular updates to the Regional Directorate and appropriate contacts to ensure Service officials are fully abreast of the progress being made in meeting research and science needs.

Serves as the Regional Director's liaison, and directly or indirectly represents the Regional Director on various teams (i.e., National Climate Team, Chair of the Region's Climate Change Team) and Regional and national committees/workgroups addressing climate change policy issues, as required. Relates all appropriate information gathered back to the RDT. These teams, committees and workgroups cross program, ecosystem, Regional, and agency boundaries requiring integration and coordination of climate change activities.

Serves as a liaison to the Washington Office on the Region's activities to implement various Service initiatives (i.e., the Five-Year Action Plan and the "Strategic Plan for Responding to Accelerating Climate Change in the 21st Century").

Functions as the principal contact/liaison between the Regional Director and his/her senior staff and the U.S. Geological Survey (USGS) on issues specifically related to climate change science. Develops contacts and communicates at all levels within USGS including Regional Directors and Executives, Center Directors, Division Chiefs, and Staff Scientists within the Region. Develops a process within the Region for identifying and prioritizing research needs and communicates those needs to USGS on a continual basis. Ensures that USGS scientists are engaged fully in all aspects of service SHC project implementation and activities of LCCs. Participates in USGS Program and Center reviews and annual meetings of Cooperative Fish and Wildlife Research Units in order to maintain contacts and stay abreast of research developments pertinent to the Service's mission.

Serves as the Regional point of contact on climate change issues with external partners. Plays a key leadership role by representing the Regional Director at forums that may include representatives from states, universities, non-governmental organizations, USGS, other Federal agencies, tribes, private, non-profit conservation organizations, as well as the business community. The incumbent may represent the Regional Director in briefings, conferences,

task forces, and meetings concerning climate change.

Maintains close, significant and frequent professional contacts with colleagues in various natural resource fields, including individuals of national or Regional reputation in the field of climate change science.

Represents the Region and the Regional Director within the larger scientific community, including; but not limited to Cooperative Ecosystems Studies Units, National Science Foundation, universities, state fish and game departments, research boards, professional scientific societies, and other scientific and conservation organizations. Ensures that Service employees are aware of opportunities for collaborating with scientific organizations to meet Service research and technical assistance needs. The incumbent works directly with University systems throughout the Region to develop cooperative efforts between the Service and the academic community to undertake research of mutual interest.

Serves as a member of the Service Science Leadership Team working with the Service Science Committee to design, implement, and assess policy and administrative infrastructure to support a culture of science excellence within the Service. The incumbent will be expected to lead and/or serve on individual action teams to develop national policy and guidance on scientific matters. Plays a formal role in coordinating national-level peer review and other scientific assessments as part of an organized National Team chaired by the Assistant Director for Science Applications.

Serves as the Region's primary contact with the Service Science Committee, the Director's Science Advisor, and as a principal spokesperson on scientific issues.

Represents the Regional Director in briefings, conferences, task forces, and meetings concerning science and research.

2. Program/Personnel Management

Serves as a member of the Regional Directorate Team (RDT) and provides regular updates to ensure leadership is fully abreast of progress being made in meeting climate-related policy and science needs. Cross-program assistance and coordination is essential for all programs. Encourages consideration of climate change science in the implementation of all Service activities, including: establishment, administration and support of LCCs; conservation of threatened and endangered species; management of Service-owned lands; habitat restoration; migratory bird management; fisheries management; Federal Assistance; and External Affairs.

Works with the RDT to ensure implementation of Regional and national policies related to climate change. Analyzes changing situations and provides recommendations to the Regional Directorate especially on climate-related issues including critical research and technical assistance to meet Regional management needs. Serves as the Region's focal point and clearinghouse for information transfer.

Ensures implementation of Regional and national policies relating to science, including the Code of Scientific Conduct, the Departmental and Service peer review policies, the OMB peer review guidelines, the Data Quality Act, the DOI adaptive management framework, and the Service policy on membership, involvement and participation in professional scientific societies. Encourages Service biologists to maintain memberships in professional scientific societies attend scientific conferences, present scientific papers at conferences and symposia and publish results of their research in peer-reviewed scientific journals. Works with scientific societies and NCTC to identify and if necessary, create continuing education opportunities to improve the scientific capabilities of Service employees.

Provides supervision and leadership to the Coordinators of the LCCs which fall within the Region's boundaries. Allocates appropriated funds and FTEs to those LCCs to assist them in providing leadership in conservation planning and conservation science at landscape scales; ensures effective communication and coordination among the Region's LCCs as well as other LCCs whose responsibilities and activities directly affect the Region's LCCs, and *vice versa*; keeps the Regional Director and RDT members aware of the needs, activities, and accomplishments of the LCCs; and works with RDT members to help them deliver conservation activities that help meet explicit biological objectives established by LCCs.

Oversees the Service's activities regarding the Science Support and Quick Response programs of the Biological Resources Discipline of the USGS (USGS/BRD). Facilitates annual calls for proposals, and chairs the Region's committee that reviews, scores and ranks proposals. Works with Service Project Officers and USGS Principal Investigators to ensure that quality research projects are completed in a timely manner and products delivered on schedule. Maintains multi-year budgets for the Science Support Program to ensure effective program implementation. Participates in the national review of Science Support Program proposals from the Washington Office.

Works with External Affairs to design and implement internal/external outreach strategies and products for communicating climate change science information within the Region, with external partners, and the public. Coordinates these strategies with other Regions and the Washington Office to ensure a consistent national approach.

Assists the Regional Directorate in advocating for research needs by working closely with External Affairs in developing outreach strategies and products targeted to Members of Congress on the importance of the Region's need for scientific information to resolve management questions.

Coordinates Regional activities involving research with external organizations at the Federal, Tribal, State and local government agency level, as well as NGOs. Translates and integrates research needs into the Service, Department, and national budget, ensuring requirements of the community, private organizations and other agencies are fulfilled. This includes the use of multiple partners to achieve Regional goals and objectives, as well as funding needs. Coordinates these needs and opportunities with major funding sources such as the National Fish and Wildlife Foundation.

Coordinates Information Quality Act activities, which includes peer reviewing correspondence to ensure and maximize the quality, objectivity, utility, and integrity of information (including statistical information) disseminated by the agency.

Facilitates cross-program Service involvement in assisting state fish and wildlife agencies to implement their state wildlife action plans.

Factor Evaluation

Factor 1. Knowledge Required by the Position

Thorough knowledge and understanding of the mission and natural resource programs of the U.S. Fish and Wildlife Service, combined with an understanding of *Strategic Habitat Conservation* as an adaptive management framework for conserving fish, wildlife and plants at landscape scales.

Comprehensive knowledge and understanding of climate change issues in the Service and their relationship to management sufficient to render advice, determine level of compliance, evaluate need for corrective actions, and make recommendations to the Regional Director for appropriate action.

Knowledge of professional resource management and ecological principles associated with biological diversity to comprehend the ramifications of climate change, sufficient to facilitate the Region's contributions to the Service's Climate Change Strategic Plan and Five-Year Action Plan.

Ability to build consensus and coalitions among senior managers and scientists to focus resources of the Service, its partners, and other organizations, agencies and individuals on priority issues and needs involving climate change science. Skill in public speaking, scientific and technical writing/editing, and conducting briefings with emphasis on the ability to translate complex scientific findings to persuade, educate and/or explain research results, negotiate controversial issues and be persuasive in presenting the Region's position on climate change-related issues, to exchange technical information with other professionals, to educate the public and to influence decision-making.

Ability to recognize emerging climate change-related natural resource management issues, identify the information, tools, and/or techniques necessary for their resolution, and communicate this information using a high degree of creativity, Plain English, and with compelling, motivating style.

Knowledge of the procedures, culture, and workings of other scientific agencies, particularly the U.S. Geological Survey, including the Cooperative Fish and Wildlife Research Units.

Knowledge of the scientific process and administration, research methods, experimental design, hypothesis testing, biometrics, and the peer review process sufficient to coordinate partnership opportunities, provide advice, review and make recommendations on scientific studies, reports and manuscripts, as well as assist in developing plans to conduct complex research projects involving numerous partners.

Demonstrated ability to recognize emerging natural resource management issues, identify the information, tools, and/or techniques necessary for their resolution and to capture those components in structured needs assessments.

Professional knowledge and skill to prepare scientific reports on various issues and on the impacts of various management or public practices on natural resources and to make recommendations on such activities; to translate study findings into natural resource management actions necessary to conserve fish and wildlife resources.

Ability to prioritize among competing needs based on strategic objectives, scientific principles, and operational needs, communicate, and defend the basis of those priorities.

Skill in leadership, executive direction, and diplomacy in order to provide scientific and research direction for the agency and to foster good working relationships with a variety of state and Federal agencies, research institutions, industries, and other non-governmental organizations.

Factor 2. Supervisory Controls

The incumbent performs the above duties and responsibilities under the broad administrative supervision of the Regional Director and Deputy Regional Director. The supervisor relies on the incumbent for sound scientific judgment and initiative and for ensuring the adequacy of completed staff work with respect to science, procedure and policy, and conformance with Service science policy, procedures and deadlines. The incumbent is responsible for planning, coordinating and carrying out assignments independently, resolving all issues that arise, and keeping the supervisor informed of opportunities, progress, and far-reaching implications of projects and programs falling within his/her purview as the ARD for Science Applications, as appropriate. The incumbent is heavily involved with coordination of information on natural resources and climate change with a wide variety of individuals and/or groups. As a recognized expert in climate change science, the incumbent's completed work and actions taken are considered authoritative with cursory review only for outcome and overall effect on agency direction, agency relationships and partnerships, budgets and expenditures, policy and program operations.

Factor 3. Guidelines

Guidelines are based on broad policy statements; Federal and State laws and regulations governing science and fish and wildlife management and governing environmental quality; Executive Orders; Service policy; and Congressional direction. The incumbent must exercise considerable judgment in interpreting and adapting existing science precedents and formal agreements and in devising and applying resourceful approaches to science issues, problems and opportunities that typically are complex, complicated and often controversial. The incumbent's recommendations and decisions often serve as precedents for future actions and relationships and frequently contribute to the development of new or modified science policies, procedures, relationships and operations. The incumbent uses mastery of scientific knowledge and organizational leadership to develop guidance and resolve highly sensitive and technically challenging scientific issues that are central to fish and wildlife conservation and the Service's mission. Frequently issues pertaining to climate change are of national and international significance and pertain to matters for which the availability of scientific information and prescribed protocols and actions is limited. Considerable judgment must be used as the incumbent prepares recommendations and initiates actions concerning science issues and opportunities involving agency relationships and partnerships; agency direction and

budget; policy development, interpretation and application; and interpretation and application of Departmental directives and Federal laws. Information developed and actions initiated by the incumbent are considered correct scientifically and procedurally and are reviewed for policy implications.

Factor 4. Complexity

Assignments pertaining to climate change are of such scope, complexity and magnitude that they are of high interest to the Service's Directorate, officials within the Department of the Interior, and a priority of the Administration. That complexity is rooted in the interdisciplinary, cross-program and interagency nature of the work and the Regional, national, and international scope of climate issues. The work will involve high levels of uncertainty and the balancing of conflicting interests of extreme intensity. The incumbent is responsible for providing expert advice on climate change issues within the Region. Coordination is also needed with the Service's Washington Office and other Regions on various climate change-related issues that cross Regional boundaries. The use of Internet technology is essential. Work efforts also require support within and outside the organization, thus requiring application of superior communication and inter-personal skills. Projects include complex planning efforts as they are pursued in phases and in coordination with numerous partners.

Scientific understanding and management of climate change-related issues may be precedent setting, highly controversial from a public or political viewpoint, or require sensitive coordination among partners with differing viewpoints. Finding solutions to complex issues requires considerable scientific creativity, leadership, skill and experience, as well as the ability to communicate complex scientific information to concerned managers, the public and the media.

Fulfilling the duties and responsibilities of the incumbent requires he/she to operate in a dynamic environment characterized by a need for extensive and effective communication, coordination and consensus building within and across programs of the Service and with its headquarters, Regional and field offices.

Factor 5. Scope and Effect

The incumbent exercises Region-wide responsibility in the administration of climate change activities of a highly specialized nature which impacts upon agency activities. The scope of the position entails providing program policy, guidance, and services by participating in the formulation and establishment of Regional climate change policies and programs affecting conservation and restoration programs which may impact Regional, national, and possibly international precedents. Serves as the principal Regional contact on climate-related activities. Decisions and advice affect economic, educational, and recreational opportunities, and have a direct influence on the protection and conservation of biological resources across the Region and nation. The program activities affect many government and non-governmental organizations and activities and involve negotiations with other Federal and State agencies, tribes, and private entities and landowners in order to coordinate climate change issues and activities.

The work requires the incumbent to plan, develop, and assist in the execution of climate change activities within the Region, including research, monitoring and inventory and their application to conservation design (including adaptive management) and implementation of operational activities to achieve outcomes. Such actions cross program boundaries, including Refuges, Law Enforcement, Fisheries, Migratory Birds, Federal Aid, Ecological Services, Budget and Administration, and with other agencies, especially with the U.S. Geological Survey (USGS). Actions of the incumbent contribute to the effectiveness of the Region's research, and related policies, programs, and actions related to climate change.

Factor 6. Personal Contacts

Personal contacts are with Service employees at the field, Regional, and national levels, and officials within the Department of the Interior. Frequent contact is made with USGS as well as university, private foundations, professional societies, other scientific organizations, community leaders, private businesses, congressional members and senior staff, senior officials of other Federal, State, Tribal and local agencies, news media, and with individual scientists.

Factor 7. Purpose of Contacts

Contacts are for the purpose of exchanging information and ideas, initiating and coordinating work efforts and plans, assessing the adequacy of activities, implementing climate change- related policies, increasing capabilities of the Region's employees, and providing technical advice, directions, assistance, and guidance. The incumbent will keep the Regional Directorate informed of issues, elevate issues for resolution, and look for opportunities to integrate climate change science and "greening" efforts into all programs of the Service. Contacts involve influencing or persuading others to adopt a particular resource management activity. The incumbent is required to influence and persuade management, peers, and other Federal and State agency officials, as well as to ensure achievement of Regional goals related to strengthening mission critical partnerships and "on-the-ground" projects that will result in improved conservation and/or biodiversity, thus ensuring achievement of Regional goals in regards to climate change.

Factor 8. Physical Demands

The work is mostly sedentary and occurs in an office environment. Office work will primarily involve walking, bending, sitting, and standing for long periods and carrying light objects. Field work may involve hiking, non-technical climbing, and carrying heavy objects. Travel by automobile, taxi, and aircraft is required.

Factor 9. Work Environment

Work is usually performed in an office setting with adequate heating, lighting and ventilation. Conferences and meetings may require occasional attendance away from the incumbent's assigned office. Interactions and relationships with scientists/biologists may require occasional participation in field investigations and conducting on-site field reviews, inspections and/or travel. Fieldwork may require working in locations that involve access by boats, aircraft, and on foot.