

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

1. Agency Position No.  
S000365

2. Reason for Submission  
 Redescription  New  Hdqtrs  Field  
 Reestablishment  Other  
 Explanation (Show any positions replaced)

3. Service  
 Hdqtrs  Field

4. Employing Office Location  
varies

5. Duty Station  
varies

6. OPM Certification No.

Standard Position Description approved for Service-wide use.

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 : 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	14		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
Landscape Conservation Cooperative Coordinator

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
Department of the Interior

a. First Subdivision  
U.S. Fish & Wildlife Service

b. Second Subdivision  
Region \_\_\_\_\_

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision  
Org. Code \_\_\_\_\_

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)

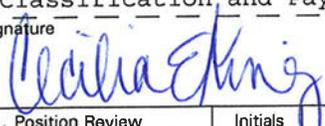
Signature \_\_\_\_\_ Date \_\_\_\_\_

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 & Bio Sci Group, GS-0400, dated 09/2005; GSSG, dtd 04/93

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

Classification and Pay \_\_\_\_\_ Date \_\_\_\_\_

Signature  Date 11/27/09

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  
FPL=GS-14 Drug Testing: No Risk Designation: Moderate Functional Designator: 51

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

**Landscape Conservation Cooperative Coordinator**  
**Fish & Wildlife Administrator**  
**GS-0480-14**  
**S000365**

**Introduction**

This position is located within the Assistant Regional Director for Science Applications, U.S. Fish and Wildlife Service (Service), \_\_\_\_ (insert Region name/location) \_\_\_\_ . The Service seeks to engage in the functional elements of a landscape approach to conservation using *Strategic Habitat Conservation* (SHC) in a specific geographic area by working with the State conservation agencies, sister bureaus in the Department of Interior (Department or DOI), Tribal Nations, and engaging other partners in a more science intensive, landscape-oriented, outcome-driven, partner-involved context. The Service is committed to working cooperatively in the development of a shared vision to support and sustain fish and wildlife populations, cooperate in its implementation, and collaborate in its refinement. The Service envisions a collaborative and strategic approach to integrating the conservation goals and objectives of international, national, regional, state and non-governmental organizations' priority fish and wildlife conservation plans.

The incumbent serves as a Fish & Wildlife Administrator and as the Landscape Conservation Cooperative Coordinator for the assigned Geographic Area \_\_\_\_\_ (insert Geo Area name). Landscape Conservation Cooperatives (LCCs) are landscape-scale conservation-science partnerships between the Service and other conservation agencies and organizations. As the LCC Coordinator for the assigned area, the incumbent assumes principal responsibilities for initiating, facilitating, integrating, coordinating, and communicating the work and activities of the partnership thru the cooperative conservation community, as well as management of LCC staff and operations. Work and activities relate to several primary functional aspects of SHC implementation and administration, including coordinating biological planning, conservation design, conservation delivery, assumption-driven research, and monitoring/evaluation, and organizational performance. The incumbent works collaboratively with Service program representatives, designated representatives of the State conservation agencies, sister bureaus in the Department of the Interior, and other partners committed to an ecologically sustainable landscape. The incumbent plays a key role as a liaison among the agencies in collaboratively developing, maintaining and advancing a strategic, landscape oriented, science-based, partnership-driven approach to integrate fish and wildlife conservation in the assigned geographic area.

**Major Duties**

The Coordinator's direction comes largely from a cooperative of State Agencies, sister bureaus in the Department of Interior, and the Service through annual work plans. Duties may include, but will not be limited to:

**National and International Coordination.** Ensures LCC activities and programs are coordinated across geographic areas and other boundaries; collaborates within a seamless national network of Landscape Conservation Cooperatives. Represents the interests of the Service in various national and international forums on both policy and technical issues associated with the implementation of landscape conservation initiatives and other national efforts associated with specific fish and wildlife conservation issues. May be required to serve on or advise various ad hoc or standing committees and task forces dealing with LCC activities and programs at the local, regional or national level.

**Science and Technology Support.** Provides scientific and technical coordination support in

progressively refining the scientific and technical underpinning of fish and wildlife conservation strategies for the assigned geography, with respect to the activities and programs of the LCC. Collaborates and explores innovative means to leverage human and financial assets among agencies, organizations, and partnerships to implement the functional elements of the SHC framework in pursuit of a sustainable landscape.

*Conducts Biological Planning* - Facilitates scientific expertise and coordination and leadership in the assigned geography in developing and refining the biological foundation underlying fish and wildlife conservation strategies and plans. This includes coordinating, facilitating, and conducting the science-based planning and assessments necessary to establish on-the-ground habitat objectives that are linked to population goals and objectives. Linkages should take the form of documented assumptions grounded in transparent, repeatable, and the most defensible methodologies available. Develops through coordination, habitat suitability models that link population response with measurable habitat variables and with habitat management prescriptions. Provides coordination support in spatial data development and analysis and desktop or web-based applications supporting biological planning at the scale of the assigned geography as well as site-scale conservation actions.

*Develops Conservation Design* – Provides leadership for development and refinement, through coordination, conservation plans that integrate biological goals and objectives established for different species groups; different management practices, and/or different ecological functions and processes. Develops and refines, through coordination, landscape-level conservation priorities and decision support tools to facilitate conservation planning at multiple spatial and temporal scales and to guide the implementation of private, state, and federal conservation programs.

*Supports Conservation Delivery performed by others* – Works collaboratively to support the integration of cooperative-based outputs from biological planning and conservation design such as spatially explicit decision support tools into existing projects and programs among organizations, agencies, and partnerships in the assigned geography. Facilitates development of new interagency projects and programs and seek out and work with existing conservation delivery programs and partnerships to formulate policies, programs, and budgets that take advantage of new opportunities to deliver conservation on the ground. Coordinates with existing programs and partners to translate science-based habitat objectives into programmatic objectives that provide guidance and direction to the implementation of private, state, and federal conservation programs on both public and private lands.

*Facilitates Decision-based Monitoring* – Facilitates scientific expertise and coordination support in development of sound procedures and protocols for monitoring habitat change and population response to refine the linkage between regional population goals and population-based habitat objectives of the assigned geography. Works collaboratively in the use of or development of geospatial datasets to track conservation actions implemented by the private, state, and federal conservation community. Develops, in collaboration, means and methods to monitor and assess the change in fish and wildlife sustainability based on land use and land cover changes and document the sources of change (e.g., urban sprawl, climate change, policy). Applies and collaborates the use of geospatial and remote sensing technology to monitor and evaluate biological and programmatic performance at multiple spatial and temporal scales. Facilitates technology support to include data management systems for collecting, storing, managing, retrieving, and disseminating data and information flowing from collaborative monitoring efforts.

*Guides Assumption-driven Research* – Facilitates technical expertise and collaborates with the scientific community on research projects focused explicitly on the key biological and spatial-data assumptions and uncertainties documented in biological planning and conservation design. Coordinates the development of spatial and relational datasets that support statistically valid study designs and the analysis of priority research projects.

**Partnership Development and Coordination.** Through well developed interpersonal communication skills and expertise, provides leadership in creating, guiding, facilitating, and nurturing an interdependent network among the State conservation agencies, sister bureaus in the Department of Interior, and Service programs as well as other agencies, organizations, and partnerships sufficient to support the iterative, interagency application of the SHC Framework. Serves as a liaison and provides a forum for private, state, and federal entities interested in a sustainable geography to exchange ideas, information, and technology; and to actively engage in leveraging and targeting their collective assets to achieve desired landscape conditions.

**Supervision (25%)** Serves as supervisor, exercising the full range of supervisory and managerial duties for a staff of scientists, planners, and other professionals assigned to or working for the LCC. Plans overall work, establishes work schedules and priorities, makes assignments, and reviews work; discusses with subordinates the progress of the work and problem areas as they arise; recommends employee status changes, such as promotions, reassignments, and other personnel changes; approves leave; establishes performance standards and evaluates performance; identifies training needed by subordinates and ensures that training opportunities are provided; resolves complaints or minor grievances; advises employees on matters related to less than adequate performance; keeps employees informed of higher management policies and goals; supports the Equal Employment Opportunity program in the office, and communicates this support to subordinates; cooperates in developing and carrying out affirmative action efforts in the office and those actions described in the Service Affirmative Action Plan; and demonstrates and conveys to subordinates an understanding of and sensitivity to issues relating to individual civil rights within the office.

#### Additional Information Other Significant Factors/Working Conditions

##### 1. Knowledge Required by the Position:

- Mastery of the theories and principles of landscape ecology, landscape conservation and adaptive resource management and their application to conservation planning at multiple spatial and temporal scales.
- Demonstrated knowledge and experience in multi-scale population-based planning, designing, coordinating, conducting, reporting on, and evaluating scientific studies, related to landscape conservation and adaptive management. Extensive knowledge of natural resource related sciences to provide technical assistance both orally and in writing
- Knowledge of the goals and objectives of state, national, and international fish and wildlife conservation plans sufficient for developing and integrating science-based, eco-regionally specific conservation objectives and strategies.
- Knowledge of the theory and methods of wildlife research and their applicability to the testing of biological assumptions and hypotheses sufficient to organize and facilitate multi-agency research projects.
- Ability to establish positive working relationships with individuals having widely varying perspectives and values. In depth knowledge of the art and science of communication with particular skills in presenting complex information to heads of division chiefs of State and Federal agencies, organizations, groups, and individuals.

- An ability to use well developed interpersonal communication and leadership skills to align the capabilities and limitations of a wide range of conservation programs among multiple partners into workable conservation strategies spanning multiple large landscapes.
- Knowledge and skill in applying supervisory/managerial principles and methods to organize work, to direct and motivate subordinates and achieve concrete results through the integration of a highly specialized and scientifically sophisticated work force, and leadership knowledge and skill in order to implement organizational changes.
- Understanding of administrative practices and budget processes to determine budget needs, justify budget requests, approve submissions, define program requirements and effectively manage financial and human resources.
- Ability to communicate thoughts and ideas verbally and in writing to both technical and policy audiences in both formal and extemporaneous settings.
- Demonstrated ability to make sound decisions and exercise independent judgment with respect to sensitive, controversial, and complex issues.
- Demonstrated, broad-based experience in conducting or coordinating conservation or other efforts within a multi-organization environment and negotiating collective favorable resource management decisions in the context of sustaining fish and wildlife populations.
- Knowledge and understanding of conservation and resource management policies and objectives and their application to the conservation of trust resources at multiple spatial scales.
- Highly developed skills in developing, implementing, refining and evaluating techniques and approaches for strategically addressing complex resource management issues.

2. Frequent Travel is required.

3. Must possess a valid state driver's license and be able to operate a government-owned or leased motor vehicle.

### **GSSG Factor Evaluation**

#### **Factor 1. Program Scope and Effect**

The incumbent effectively and efficiently administers and leads a landscape cooperative of State conservation agencies, sister bureaus in the Department of Interior, and other conservation partners. The incumbent provides guidance, leadership, and direction to an otherwise self-directed partnership that has assumed responsibility for implementing national and international conservation plans not only within an geographic area, but also within a national network of landscape conservation cooperatives. The incumbent exerts direct influence over the extent and manner in which national/international goals, objectives, and strategies are translated into regional-specific goals objectives, and strategies.

Additionally, the incumbent's work affects the full spectrum of conservation to include biological planning, conservation design, landscape conservation delivery, decision-based monitoring, assumption-driven research, and partnership development. The incumbent must isolate and define unknown conditions, resolve critical problems, or develop new approaches and guides for others. The incumbent

has considerable influence on production and management of agency trust resources including the coordination of development and/or effectiveness of programs, policies and actions of the agency in a number of program areas in one or more states.

The decisions and assistance that the incumbent provides to the States and other agencies for the landscape cooperative regarding their planning operations can have major, long-range consequences for fish and wildlife resources and their users. The incumbent's guidance and advice helps to ensure that projects and proposals make their way from the conceptual stage through to completion, while attaining adequate results and avoiding costly funding. Decisions involving endangered species are particularly sensitive, both biologically and politically.

## 2. Organizational Setting

Reports to the Assistant Regional Director for Science Applications (a GS-15) who reports to the Regional Director (an SES).

The incumbent operates with autonomy on most decisions affecting the planning, implementation, and evaluation of the LCC, receiving broad oversight and direction from the Service through the Regional Directorate. As the LCC Coordinator, the incumbent is expected by the multi-agency governing body of the LCC to exert leadership in defining and facilitating an interagency approach to achieving area, regional, and national goals and objectives. The work has a material bearing on the implementation of conservation plans and programs nationally and internationally.

The incumbent is responsible for independently planning and organizing work and developing deadlines to accomplish long-range objectives and meet continuing responsibilities assigned to the position. The incumbent carries out work independently, determining approach to use, resolving and reconciling conflicting requirements, and coordinating with others as appropriate. The incumbent monitors own progress and is required to interpret policies and regulations independently, considering the objectives of the work of the Cooperative. The incumbent alerts supervisors and appropriate partners to issues that are potentially controversial or have far-reaching implications. Completed work is considered technically authoritative and is implemented with limited review in terms of achieving expected results. The incumbent is a SHC expert, relied upon by supervisor and partners with specific duties in the same geographic area for expertise and accomplishment of program goals.

## 3. Supervisory and Managerial Authority Exercised

This position provides administrative and technical oversight over a senior scientific coordinator and a diverse professional staff including establishing short and long-term work goals and objectives including setting priorities; oversees all personnel matters including recruitment, selections, promotions, terminations, employee development, performance appraisals, leave scheduling, recognition, disciplinary actions, and conflict resolutions. Supervises a multi-disciplinary staff engaged in professional, scientific, administrative, etc. work. Provides guidance to office staff to plan overall work, establish work schedules and priorities, make assignments, and review work. Personally discusses with subordinates the progress of the work and problem areas as they arise. Sets priorities for employees' projects and activities, and determines which projects and activities should be initiated, dropped or curtailed, and when such actions should occur. The incumbent is responsible for supporting and implementing the Equal Employment Opportunity program according to national, regional, and local plans. This includes ensuring that all employees under his/her supervision are afforded training and educational opportunities, promotions and awards, and fair and impartial recruitment and selection of new employees.

#### 4a. Nature of Personal Contacts

Exercising the duties of the position requires regular and frequent contact with wildlife area managers, program planners, research scientists, and administrators and policy makers among a broad array of private, state, and federal conservation agencies and organizations.

Within the research community, contacts include the leaders of Cooperative Wildlife Research Units, Cooperative Ecosystem Studies Units, laboratory directories and Regional Directors of U.S. Geological Survey, researchers and leaders of universities and other national and international research organizations.

Intra-agency contacts include managers, researchers, administrators, and staff personnel in the Washington, D.C., Regional, and Field Offices; research centers and associated field stations. External contacts include a multitude of personnel from Federal and State agencies; personnel in other disciplines; scientists in other countries, universities, professional and scientific societies; conservation, industry, agricultural organizations, public power and irrigation districts; news media; other private organizations, groups, and individuals. Contacts also include Congressional and other elected officials and their staffs.

The guidance and assistance that the incumbent provides to Service organizations, the States and other agencies for the landscape cooperative regarding their planning operations can have major, long-range consequences for fish and wildlife resources and their stakeholders. The incumbent's guidance and advice helps to ensure that projects and proposals make their way from the conceptual stage through to completion, while attaining adequate results and avoiding costly funding. Advice and guidance involving endangered species are particularly sensitive, both biologically and politically.

#### 4b. Purpose of Contacts

The nature of the contacts is such that the incumbent speaks on behalf of the Service and the LCC on any and all matters pertaining to the implementation of landscape conservation initiatives of the Cooperative. The incumbent represents the interests of the Service and the broader interests of the private, state, and federal partners that form the LCC. The incumbent facilitates, negotiates, and on occasions, arbitrates the roles and responsibilities of diverse partners in the planning, implementation, and evaluation of the Cooperative.

Contacts are for the purpose of developing a comprehensive vision for landscape conservation in the LCC and to coordinate across geographic areas within a network of LCCs. Contacts are also necessary for the purpose of exchanging ideas and concepts; coordinating work efforts; assessing conservation needs of the assigned geographic area, coordination multi-state implementation of State Wildlife Action Plans, and monitoring the progress of SHC implementation; discussing proposed plans; providing technical advice and assistance; resolving critical problems; and providing training in methods and techniques. Contacts involve negotiation or persuasion to ensure acceptance and adoption of technical methods, techniques.

Contacts include participation in and presentations to national and international forums on the policy and practice of implementing landscape conservation as well as providing recommendations on the direction of conservation issues at the national and international level. Additionally, the incumbent will be called upon from time to time to brief SES-level members of the Service, the Department, and national leaders of other conservation agencies and organizations.

#### 5. Difficulty of Typical Work Directed

The highest level of non-supervisory work which best characterizes the nature of the mission-oriented work performed by this program is considered GS-13.

## 6. Other Conditions

The incumbent's area of responsibility is geographically complex consisting of portions or all of multiple states, Fish and Wildlife Service Regions, or large geographic areas within a state or Region. Biologically, the LCC focuses on the conservation of all species across all habitats meaning that there are no parts of the LCC's geographic boundary that are immune from consideration.

The position's institutional complexity is at least four-fold. First, the LCC is precedent setting in its attempts to integrate the historically separate domains of individual species or habitats or field-station specific approaches to conservation. The incumbent must deal routinely with dissolving barriers and bridging gaps that have traditionally separated conservation communities. Secondly, the incumbent must provide leadership, guidance, and direction to partners that run the full gamut of private, state, and federal agencies and organizations dealing with multiple conservation issues on a national scale. Thirdly, the incumbent must routinely interact with individuals within the five elements of SHC: biological planning, conservation design, conservation delivery, decision-based monitoring, and assumption-driven research. This complexity requires the incumbent to deal in the course of any given day with university researchers, Refuge Managers, program planners, program administrators, and others. Lastly, the incumbent must be sensitive to the institutional and cultural constraints, challenges, and opportunities inherent in dealing with peers in other countries.

The position's programmatic complexity comes from the necessity of working with and through the programs and procedures of State wildlife agencies, Service Programs, and the myriad of private partners having not simply local but national and international agendas, perspectives, and concerns. Additional programmatic complexity comes from the need to formulate and execute conservation strategies and programs directed at private as well as public lands.

The position confronts substantial technological complexity owing to the LCC embracing the application of geospatial and remote sensing technologies to resource conservation. Accordingly, the LCC Coordinator must deal routinely but creatively with emerging geospatial and information management technologies and their application to science-based planning and landscape-level population and habitat monitoring programs.

The position's procedural complexity stems from the need to plan, monitor, and evaluate along eco-regional boundaries as well as political boundaries and from the lack of policies, procedures, and protocols governing such activities. The incumbent is responsible for guiding and facilitating an internationally recognized partnership that continues to operate as an evolving experiment in applying the principles of landscape conservation, population ecology, adaptive resource management, and GIS technologies to the conservation and management of fish and wildlife at landscape-level scales.