

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

1. Agency Position No.  
S000366

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

3. Service  
 Hdqtrs  Field

4. Employing Office Location

5. Duty Station  
varies

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

Standard Position Description approved for Service-wide use.

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)  
Regional Science and Landscape Conservation Manager

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

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)

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

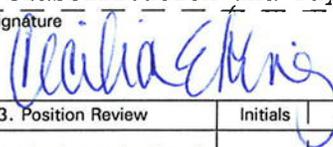
Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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 from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Classification and Pay  
Signature  Date 11/27/09

| 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)

**Fish and Wildlife Administrator, GS-0480-14  
Science and Landscape Conservation Manager  
S000366**

**I. 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 Regional Science and Landscape Conservation Manager for the assigned Geographic Area \_\_\_\_\_ (insert Geo Area name). As such, the incumbent serves as a senior staff biologist and expert advisor on landscape conservation and climate change science. He/she works with the Landscape Conservation Cooperatives (LCCs) Coordinator, Service staff within regional program offices and field offices, and with partners within the Landscape Conservation Cooperatives (LCCs) and throughout the cooperative conservation community to initiate, facilitate, integrate, coordinate, and communicate the Service work and activities addressing climate change impacts on landscape and habitat conservation. Work and activities relate to several primary functional aspects of SHC implementation and administration, including biological planning, conservation design, conservation delivery, assumption-driven research, monitoring/evaluation, and organizational performance. The incumbent works collaboratively with designated representatives of the State conservation agencies, sister bureaus in the Department, and other partners committed to an ecologically sustainable landscape. Within his/her assigned geographic area, the incumbent represents the interests of the Service and State conservation agencies and their partners in a variety of professional forums, plays a key role as a liaison among the agencies and in developing, maintaining and advancing a strategic, landscape oriented, science-based, partnership-driven approach to integrate fish and wildlife conservation in the assigned geographic area.

**II. MAJOR DUTIES:**

The incumbent plays a key role in collaboratively developing, maintaining, and advancing a strategic, landscape oriented, partnership-driven approach to integrated fish and wildlife conservation by assuming principal responsibilities for initiating, facilitating, integrating, coordinating, and communicating the Service's and LCC's work and activities thru the cooperative conservation community. 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. *Duties include, but are not limited to:*

**1. National and International Coordination:** Ensures landscape conservation efforts are coordinated across geographic areas and other boundaries; collaborates within a seamless national network of LCCs. Represents the interests of the partners in various national and associated with the implementation of landscape conservation initiatives and other national efforts associated with specific fish and wildlife conservation issues. Incumbent may be required to serve on or advise various ad hoc or standing committees and task forces dealing with landscape conservation issues at the local, regional or national level.

**2. Science and Technology Support:** Provides scientific and technical coordination support in progressively refining the scientific and technical underpinning of fish and wildlife conservation strategies and plans for species of priority for the assigned geography. Collaborating and exploring 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.

- a. Biological Planning:* Facilitates scientific expertise and coordination and leadership in developing and refining the biological foundation underlying fish and wildlife conservation strategies and plans. This duty includes coordinating, facilitating, and conducting the science-based planning and assessments necessary to establish explicit population/on-the-ground habitat objectives that are linked to population goals and objectives at regional, national, and international conservation plans. 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.
- b. Conservation Design:* Provides leadership for development and refinement, through coordination, of conservation plans that integrate biological goals and objectives established for different species groups; different management practices, and/or different ecological functions and processes. Coordinates the development and refinement, through coordination, of 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.
- c. Conservation Delivery:* Works in collaboration 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 seeks out and works 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.
- d. 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. Collaboratively develops 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 in 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.
- e. 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.

**3. 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. Serve as a liaison and provide a forum for private, state, and federal entities interested in a sustainable assigned geography to exchange ideas, information, and technology; and to actively engage in leveraging and targeting their collective assets to achieve desired landscape conditions.

### **III. FACTOR EVALUATION:**

#### **Factor 1. Knowledge Required by the Position**

Mastery of, and skill in applying, advanced theories, principles, concepts, practices, standards, and methods of fish biology, wildlife biology, plants, and their habitats; landscape ecology, landscape conservation and adaptive resource management and their application to conservation planning at multiple spatial and temporal scales.

Knowledge and understanding of the mission and natural resources programs combined with an understanding of Strategic Habitat Conservation and climate change issues in the Service in order to provide expert advice, determine compliance, and evaluate the need for corrective actions.

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 professional 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.

An ability to align the capabilities and limitations of a wide range of conservation programs among multiple partners into workable conservation strategies spanning multiple large landscapes.

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.

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 as they relate to climate change.

Ability to recognize emerging climate change-related natural resource management issues, and identify the information and tools/techniques necessary for their resolution, and effectively communicate this information.

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

Ability to communicate thoughts and ideas verbally and in writing to both technical and policy audiences in both formal and extemporaneous settings.

## Factor 2. Supervisory Controls over the Position

Reports to the Landscape Conservation Cooperatives (LCCs) Coordinator and receives broad oversight and direction from the Service through the ARD for Science Applications and Regional Directorate. The incumbent operates with autonomy on most decisions affecting the planning, implementation, and evaluation of the landscape conservation work and activities for his/her assigned LCC geographic region. The multi-agency governing body of the LCC expects the incumbent 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 independently plans organizes, and carries out work; determines approach to use; resolves and reconciles conflicting requirements; coordinates with others as appropriate; and develops deadlines to accomplish long-range objectives and meet continuing responsibilities as assigned. 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.

## Factor 3. Guidelines

Guidelines are broad and include established laws and regulations, general national and regional policy statements, previous files on natural resource operations, and Service Operation Manuals. In many situations, guidelines are in the form of recent legislation which may require extensive interpretation or discussion on what must be done. Guidelines are often inadequate to deal with the complex situations which arise, requiring the incumbent to be innovative in developing approaches and selecting methodologies. A high degree of independent judgment is required in adapting available guidelines to given situations, particularly in those where guidelines or precedents are at a variance with others which may have previously governed a particular approach or decision. Special assignments with short deadlines and no written guidance may be expected.

## Factor 4. Complexity

The position'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 incumbent 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.

#### Factor 5. Scope and Effect

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 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 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 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.

#### Factor 6. 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.

#### Factor 7. Purpose of Contacts

The nature of the contacts is such that the incumbent speaks on behalf of the Service and the Region on any and all matters pertaining to the implementation of landscape conservation initiatives. 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.

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.

#### Factor 8. Physical Demands

The work of this position is primarily sedentary requiring no special physical demands. It involves walking, bending, and standing for long hours at a time, and carrying of light objects.

#### Factor 9. Work Environment

Work of this position is usually performed in an office setting; however, there is regular and recurring exposure to moderate risks and discomforts while conducting on-site field reviews, inspections and/or travel.

#### IV. OTHER SIGNIFICANT FACTS (about the position)

1. Frequent travel is required
2. Must be able to operate a government-owned or leased motor vehicle
3. Must possess a valid state driver's license