

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. S00368							
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station varies		6. OPM Certification No.					
Explanation <i>(Show any positions replaced)</i> Statement of difference to PD# S000367; 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 type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code					
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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		14. Agency Use BUS : 8888					
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade					
a. Office of Personnel Management		FPL: GS-13											
b. Department, Agency or Establishment													
c. Second Level Review		Public Affairs Specialist		GS		1035		12					
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position <i>(if different from official title)</i> LCC Communications Manager				17. Name of Employee <i>(if vacant, specify)</i>									
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 <i>(optional)</i>									
20. Supervisory Certification. <i>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</i>				<i>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.</i>									
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>									
Signature _____ Date _____				Signature _____ Date _____									
21. Classification/Job Grading Certification. <i>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.</i>				22. Position Classification Standards Used in Classifying/Grading Position OPM PCF for Public Affairs Series, GS-1035, TS-53, dated July 1981									
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 on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
Branch of Classification & Pay Signature <i>Cecilia King</i> Date <i>12/30/09</i>													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
b. Supervisor													
c. Classifier													
24. Remarks Drug Testing=No; Risk Designation=Moderate; Financial Disclosure=No (see PD# S000367)													
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>													

Public Affairs Specialist, GS-1035-12
Organizational Title: LCC Communications Manager
S000368

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 S000367, with the following exceptions:

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-13 SPD. During this period, the incumbent will operate under closer supervision and guidance than that described in SPD# S000367 and as overall knowledge is gained, progressively more reliance will be placed on the incumbent until full responsibility for assignments is assumed.

This is a developmental position established to provide for a period of growth. The incumbent receives on-and-off the job training in overall objectives to be accomplished and available resources. Incumbent participates in planning and assigning priorities to the tasks. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level. 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 12 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 full performance level of GS-13.

This statement along with a copy of the full performance SPD (S000367) constitutes a complete SPD at the GS-12 level.