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

1. Agency Position No.: S000379

2. Reason for Submission: ☐ Redescription ☐ Reestablishment ☑ New ☐ Other

Explanation *(Show any positions replaced)*

Standard Position Description approved for Service-wide use.

(see SPD# S000380)

3. Service: ☑ Hdqtrs ☐ Field

4. Employing Office Location: Various

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

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	FPL: GS-13					
b. Department, Agency or Establishment						
c. Second Level Review	Program Analyst	GS	0343	13		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*:

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)*: Benito Arturo Perez, Chief, Office of Law Enforcement

Signature: Benito A. Perez Date: 11/30/2010

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, Classification & Compensation Manager

Signature: Cecilia E. King Date: 12/02/10

22. Position Classification Standards Used in Classifying/Grading Position: OPM Flysheet for Mgmt/Program Analysis Series, 0343, dated 08/90

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

Drug Testing: No, Risk Designation: Moderate, Financial Disclosure: No

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

Program Analyst
GS-0343-13
SPD# S000379

INTRODUCTION

This position is located in an Office of Law Enforcement (OLE) Regional Office, which is responsible for investigating wildlife crimes, regulating wildlife trade, helping Americans understand and obey wildlife protection laws, and working in partnership with international, state, and tribal counterparts to conserve wildlife resources. The primary purpose of the position is to lead budget, finance, and administrative analysis activities in support of the regional OLE initiatives and to serve as a senior member of the regional management team and as an expert on budget and administrative programs for the Special Agent in Charge (SAC), Law Enforcement.

Classification Note: This is a standard position description applicable to the senior planning, resource analysis, and administrative position in one of the seven Service regional law enforcement offices.

MAJOR DUTIES AND RESPONSIBILITIES

Program and Management Operations (55%)

Develops and recommends program objectives, operations, manpower, money and material allocations for existing functions and new operations. Develops and advises the SAC of changes in existing objectives, operations and emphasis. Recommends adjustments in resource utilization to correct deficiencies. Examines/determines progress toward and soundness of established objectives.

Conducts a continuing array of studies and analyses to improve the effectiveness and efficiency of administrative operations within the region. These functions include, but are not limited to, administrative management procedures, workflow analysis, methods and practices in areas such as organizational structure, manpower and resource utilization, position management, and internal controls. Identifies actual or potential problems, trends, significant management or program deficiencies, areas of imbalance, and recommends corrective measures/actions to the SAC. Identifies existing or potential problem areas, trends, deficient situations, and areas of imbalance. Determines whether current administrative practices and operating procedures should be modified to meet new and changing requirements.

Prepares and defends program funding proposals, develops briefing materials for management to enhance budget allocations, responds to congressional requests for information, and finalizes reports related to the effectiveness of program activities.

Develops guidance and instructional memoranda for implementation of new administrative policies, procedures, and regulations. Develops interpretations of their applicability to law enforcement programs. Defines new program requirements or changes upon consideration of such factors as the impact of social, economic, legislative, or other conditions or trends. Presents conclusions and recommendations to the SAC based on program analysis and evaluation for use in ensuring efficiency, economy, and balance in the development and execution of the law enforcement program.

Carries out specialized assignments and represents the regional office on working groups and in meetings to develop and refine regional and national administrative and budgetary initiatives and activities. Reviews, evaluates, and briefs the SAC and other senior regional managers on new regional and national precedents, policies, and procedures regarding program formulation or administrative activities.

Maintains and coordinates activities regarding an undercover checking account which provides for extraordinary expenditures such as purchase of evidence/information and employment of and rewards for informants. Ensures security of all aspects of the program, especially covert operations. Reviews all vouchers to assure compliance with national policy, issues funds for use in covert operations, and provides monthly reports to WO/OLE on funding transactions and status of funds.

Oversees designated port and non-designated port collection activities pertaining to inspection fees, accounts receivable, and revocation of import privilege and/or cancellation of corporate account.

Trains OLE field personnel, providing expert guidance and advice on budget and financial matters related to and consistent with appropriations law and the U.S. Code.

Serves as the liaison between the SAC and the Regional and Washington Budget offices, and other regional and national programs and/or Government agencies and commercial businesses. Provides administrative oversight for functions such as procurement, property management and personnel related matters for the Program, in accordance with regional and national policy and regulations. Assists the SAC, in completing assignments from the Chief and Deputy Chief of the Office of Law Enforcement related to management, budget and administrative functions.

Budget Operations (35%)

Leads regional mid and long range budget planning and financial management program evaluation/analysis. Plans, coordinates and develops budget proposals and estimates for appropriated resource management funding and license/user fee collections. Assumes responsibility for current year and out-year budget strategies and methodologies, taking into consideration known and forecasted functional and/or program changes.

Analyzes budget projections assessing validity of assumptions. Evaluates consistency of dollar estimates. Appraises legitimacy of work projects taking into consideration variable and unknown factors, manpower and contractual resources available. Determines propriety of methods used to develop estimates. Prepares justifications for budget proposals.

Advises the SAC regarding advance planning for procurement of equipment, supplies, and materials. Analyzes maintenance and repair needs of field station real property and equipment and incorporates findings into budget projections to assure future replacement and updates of equipment.

Staff Supervision (10%)

Serves as immediate supervisor of regional staff engaged administrative management activities. Plans work to be accomplished by subordinates. Sets and adjusts short-term priorities and prepares schedules for completion of work. Assigns work and evaluates subordinates' performance. Offers advice and instruction on work and administrative matters. Recommends appointment, promotion, or reassignment to unit positions. Hears and resolves employee complaints, referring group grievances and more serious unresolved

complaints to a higher level supervisor or manager. Effects minor disciplinary measures and recommends other action in serious cases. Identifies employees' developmental and training needs and provides or arranges opportunities for needed development and training. Finds ways to improve production or increase the quality of the work directed; and developing performance standards. Ensures full conformance with Service safety policies.

Actively supports and implements the equal opportunity program as specified in Service guidance and affirmative action plans. Ensures equal opportunity for all supervised employees and selections for training and education programs, promotions and awards, as well as fair and impartial recruitment and selection of new employees.

FACTOR LEVEL DESCRIPTIONS

Factor 1 - Knowledge Required by the Position (Level 1-8, 1550 points)

Mastery of a wide range of qualitative and quantitative methods to assess program effectiveness, improve regional OLE management processes and systems, validate resource requirements, prepare and coordinate management and financial plans, and offer recommendations to senior officials.

Mastery of advanced management and organizational principles and practices supplemented by comprehensive knowledge of Service and OLE planning, programming, and resource management guidelines and processes in order to prepare long-range resource and staffing plans, develop staffing and funding guidance, and continuously assess the effectiveness of utilization of OLE resources in accomplishing program goals and objectives.

Comprehensive knowledge of Service and OLE Strategic Plan initiatives pertaining to resource priorities, goals, objectives, and the interrelationship between program areas and activities in order to ensure that analytical and resource management efforts support Service and OLE strategic initiatives.

Expert knowledge of budgetary and appropriations laws, regulations and processes in order to ensure that regional programs are in compliance with higher level requirements, to integrate financial and program planning activities, and to provide technical and administrative assistance to the SAC and other regional office personnel.

Comprehensive knowledge and understanding of the principles and applications of federal appropriations law as it pertains to government procurement, budgeting and accounting in order to conduct regional procurement and financial management operations.

Expert knowledge of administrative programs including (1) financial management and controls, (2) organizational concepts, (3) personnel management and position control, (4) property and procurement, and (5) IT systems, including the Law Enforcement Management Information System (LEMIS), in order to successfully direct regional analytical and administrative activities and initiatives.

Knowledge of the principles and techniques of effective supervision and knowledge of EEO and human resource programs and initiatives in order to direct the regional office budget/administrative staff.

Factor 2 – Supervisory Controls (Level 2-4, 450 points)

Subject to the limited direction of the Special Agent in Charge (SAC), the employee establishes objectives, identifies priorities, and independently carries out most assignments.

The employee advises the SAC of complex and/or sensitive issues or controversies and recommends solutions or identifies required actions, although the SAC provides more specific direction when warranted by the complexity of problems or the sensitivity of issues. Work is reviewed for attainment of objectives and in terms of completeness, compatibility with OLE and Service goals, conformance with policy and legal requirements, and effectiveness in achieving intended objectives.

Factor 3 – Guidelines (Level 3-4, 450 points)

Guidelines consist of general administrative policies and directives as well as budgetary and financial management Executive Orders, laws, directives, and Service policies and procedures. Guidelines provide general outlines of concepts and methods which the employee must apply and interpret to develop policies and objectives for assessing and improving the effectiveness of regional operating programs. Judgment and discretion must be applied in proposing budget strategies, considering existing and potential financial constraints, future budget implications, and other factors not covered by written guidelines. The employee exercises judgment and originality in determining intent and in researching and interpreting policies, laws and regulations and assessing their impact on organizational efficiency and program effectiveness, and in evaluating individual projects and work plans to ensure that they overcome problems rather than create them.

Factor 4 – Complexity (Level 4-5, 325 points)

Assignments consist of a variety of problems, projects and studies which require analysis of interrelated issues affecting regional law enforcement programs. Assignments involve (1) developing detailed plans and goals for long-range implementation of regional law enforcement programs and (2) developing criteria for evaluating the effectiveness of regional programs. The nature of the Service Law Enforcement Strategic Plan and regional objectives, organizations, diversity and geographical dispersion add difficulty to analytical and problem solving processes. Field stations present a wide variety of unique resource management issues which may be restricted to a single office, function, process or procedure or may have region-wide impact. Decisions and recommendations are complicated by conflicting program goals and objectives which may stem from changes in legislation, frequent needs to deal with abstract concepts where results cannot be quantified precisely or are not susceptible to objective verification, variations in the demand for program services or products, and considerations involving evaluations of long-range program goals and objectives.

Factor 5 – Scope and Effect (Level 5-4, 225 points)

The purpose of the work is to provide the SAC with evaluative material for the effective management of the regional OLE program in order to achieve Service objectives and goals as identified in the OLE strategic and workforce plans. The employee identifies solutions to problems and recommends improvements to program operations. Program evaluations conducted by the employee are regarded as authoritative assessments of the effectiveness of current operations. Findings and recommendations often serve as the basis for substantive changes in policies, practices and operational effectiveness. The results of the work, to a significant extent, influence resources available for executing regional law enforcement programs and the extent to which programs meet goals and objectives.

Factors 6 and 7 – Personal Contacts and Purpose of Contacts (Level 3-C, 180 points)

Contacts are with professional, technical and clerical staff and specialists within the law enforcement community and other varied disciplines. These include chiefs and staff of the

WO/OLE, the Regional Directorate, and OLE staff from other regions. In addition, contacts are with representatives of other Service programs, high level representatives of other federal, state, local and tribal agencies, and with attorneys, contractors, news media, and the public. Contacts are conducted to provide guidance, exchange information, and influence officials to accept and implement findings and recommendations. Resistance may be encountered due to competing objectives or diverse viewpoints.

Factor 8 – Physical Demands (Level 8-1, 5 points)

The work is primarily sedentary.

Factor 9 – Work Environment (Level 9-1, 5 points)

Work is performed in an office setting.

Other Factor: Information gathering and program operational reviews require travel.

EVALUATION

References

- OPM Position Classification Flysheet for Management and Program Analysis Series, GS-0343, August 1990
- OPM Position Classification Flysheet for Administrative Office Series, GS-0341, February 1968
- OPM General Schedule Supervisory Guide, June 1998
- OPM Administrative Analysis Grade Evaluation Guide, August 1990

Series and Title Determination

The duties and responsibilities of the position center on leading analytical, budget, and administrative activities in one of seven OLE regions. Particular emphasis is placed on evaluation of regional programs to identify resource requirements and development and administration of the region budget. This work, described in detail under "Major Duties and Responsibilities," is consistent with work covered by the Program Analysis Series, GS-0343, which includes positions that advise management on the effectiveness of agency programs or operations and whose incumbents apply, among other attributes, knowledge of analytical and evaluative techniques. Furthermore, many analysts apply an understanding of budgetary and financial management principles and techniques as they relate to organizational plans and objectives. That is the case with this position in that a major aspect of the analyst's work involves identifying resource requirements associated with regional law enforcement plans and programs. The authorized title for positions whose primary duties involve planning, analyzing, or evaluating line or operating programs is "Program Analyst."

Title and Series: Program Analyst, GS-0343

Note 1: The position's responsibility for an OLE regional office's administrative management programs is in some ways typical of work covered by the Administrative Officer Series, GS-0341, which includes positions in which the employees are responsible for providing or obtaining a variety of management services, including program analysis and budget administration, essential to the direction and operation of an organization. However, the position description indicates that the primary concern of the position involves program analysis and that provision of overall administrative services is secondary to that concern.

Note 2: The position description lists responsibilities fully typical of a first level supervisor. These responsibilities, however, constitute just 10 percent of the work of the position. Therefore, they cannot be considered a major duty acknowledge by assignment of a supervisory title or application of the grading criteria of the *General Schedule Supervisory Guide* to the position.

Grade Determination

Grade level was determined by application of the OPM *Administrative Analysis Grade Evaluation Guide*.

Total Points = 3190. This sum is within the range for GS-13 (3155 – 3600 points).

Classification

Program Analyst, GS-0343-13

Harry Olmsted
YRCI Shared HR Services Center
November 11, 2010