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

1. Agency Position No.: S000382

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

3. Service: ☑ Hdqtrs ☐ Field

4. Employing Office Location: Various

5. Duty Station: varies

6. OPM Certification No.:

Explanation *(Show any positions replaced)*

Standard Position Description approved for Service-wide use.

SOD to SPD# S000381

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	Supervisory Program Analyst	GS	0343	12		
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; GSSG, TS-123, dated 04/98

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)*

Supervisory Program Analyst
GS-0343-12
SPD# S000382

STATEMENT OF DIFFERENCES: Characteristics and duties of this position are essentially the same as those reflected in the full performance standard position description number S000381, with the following exceptions:

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-13 position description. During this period, the incumbent will operate under closer supervision and guidance than that described in SPD# S000381 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 (S000381) constitutes a complete PD at the GS-12 level.