

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000388

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

4. Employing Office Location

 7. Fair Labor Standards Act
 Exempt Nonexempt

5. Duty Station
varies
 8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

6. OPM Certification No.

 9. Subject to IA Action
 Yes No

Approved for Service-wide use.

 Statement of difference for
 SPD# S000387

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: 7777

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	FPL: GS-12					
b. Department, Agency or Establishment						
c. Second Level Review	Program Analyst (Affirmative Employment)	GS	0343	11		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
 Affirmative Employment Specialist

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

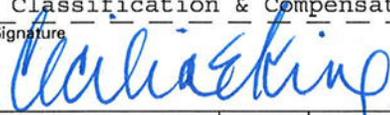
 Signature _____ Date _____

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
 Flysheet Mgmt/Prog Analysis Srs, GS-0343, 08/90;
 Admin Analysis GEG, 08/90; JFPCS Admin Work in HR
 Mgmt Group, GS-0200, 12/00; PCS for EEO Series,
 GS-0260, 11/80

Typed Name and Title of Official Taking Action
 Cecilia E. King
 Classification & Compensation Manager
 Signature  Date 2/17/11

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
 Risk Designation=Moderate

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

Program Analyst (Affirmative Employment), GS-0343-11
Organizational Title: Affirmative Employment Specialist
U.S. Fish and Wildlife Service
Standard Position Description
S000388

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 S000387, with the following exceptions:

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-12 SPD. During this period, the incumbent will operate under closer supervision and guidance than that described in SPD# S000387 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. The incumbent will perform the duties at a reduced level of responsibility and/or difficulty as described below while receiving on-the-job and other appropriate training as identified in an Individual Development Plan to prepare him/her for promotion to the next higher grade level.

At the GS-11 level guidelines are more available and clearly defined. They consist of standard reference material, texts, and manuals covering the application of analytical methods and techniques and instructions and manuals covering the subjects involved. Analytical methods contained in the guidelines are not always directly applicable to specific work assignments. However, precedent studies or plans of similar subjects are available for reference. The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied or projects undertaken. The employee analyzes the subject and the current guidelines which cover it and makes recommendations for changes.

At the GS-11 level the employee may be assigned portions of broader projects, selected to gain exposure to the full range of work that will be performed at the GS-12 level.

Work will influence decisions by managers or other staff and the employee will contribute to a final report or project with a less direct impact on the final product.

The position will remain at the grade 11 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-12.

This statement along with a copy of the full performance SPD (S000387) constitutes a complete SPD at the GS-11 level.