



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC § 8336(c) and § 8412(d)

Approved under the Civil Service Retirement System, 5 USC § 8336(c)

Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Primary/Rigorous (Law Enforcement)

Bureau: U.S. Fish and Wildlife Service – Office of Law Enforcement – for use Bureau-wide

Classification Title: Criminal Investigator

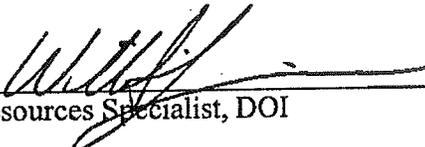
Organization Title: Special Agent

Position Number: S000393/S000392 Series and GS 1811-09/11

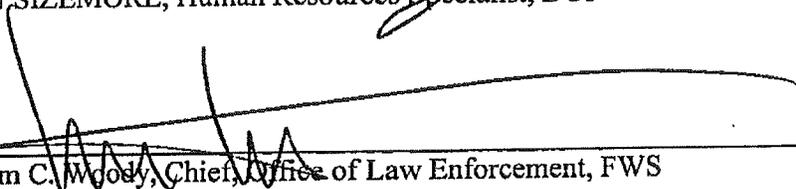
RECOMMENDATION FOR COVERAGE: Primary/Rigorous Law Enforcement coverage is recommended under both CSRS and FERS.

The incumbent serves as an investigator responsible for independently conducting investigations regarding laws, rules, regulations, and treaties administered by the U.S. Fish and Wildlife Service. Independently conducts investigations or serves on multi-function teams. Plans and conducts surveillance and undercover work and secures and executes search and seizure warrants. Performs a wide variety of other law enforcement activities such as raids, interviewing witnesses, interrogating suspects, making arrests, developing evidence for presentation, testifying in court, and preparing detailed reports.

The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualifications requirements.

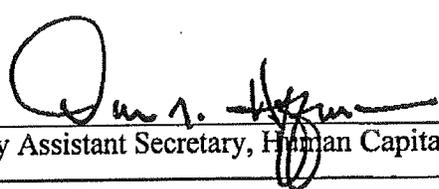
  
ALAN SIZEMORE, Human Resources Specialist, DOI

03/01/2012  
Date

  
William C. Woody, Chief, Office of Law Enforcement, FWS

1-21-12  
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date. Approval is by DOI Secretary's Designee:

  
Deputy Assistant Secretary, Human Capital and Diversity

3/2/12  
Date

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. S000393							
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location <b>varies</b>		5. Duty Station <b>varies</b>		6. OPM Certification No.					
Explanation <i>(Show any positions replaced)</i>  Replaces formerly classified and DOI certified SPD#s: 9090 dated 09/03/82 and S000314 dated 05/29/08				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 checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
				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 type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive					
				13. Competitive Level Code		14. Agency Use BUS: 8888							
15. Classified/Graded by		Official Title of Position of the Interior, <del>PLERT Specialist</del> <b>Firefighter - Law Enforcement</b>											
a. Office of Personnel Management		FPL=GS-12 <b>This PD has been approved as follows under 5 USC 8305(c) and 8412(d)</b>											
b. Department, Agency or Establishment		<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date: <u>March 2, 2012</u>											
c. Second Level Review		Criminal Investigator		GL		1811		09 <b>CK 7/29/12</b>					
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position <i>(if different from official title)</i> Special Agent						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									
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>						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 <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 JFS for Admin Work in Inspection, Investigation, Enforcement, and Compliance Group, GS-1800, dtd 03/2009							
Typed Name and Title of Official Taking Action Cecilia E. King Classification and Compensation Manager						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.							
Signature <u>Cecilia E King</u> Date <u>7/29/12</u>													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
b. Supervisor													
c. Classifier													
24. Remarks Drug Testing=Yes; Risk Designation=Critical Sensitive/SSBI; Financial Disclosure=Yes													
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>													

Fish & Wildlife Service  
Office of Law Enforcement

**Criminal Investigator**  
**GL-1811-09**  
**SPD: S000393**

Organizational title: Special Agent

**Introduction**

The Office of Law Enforcement's (OLE's) mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade, and helping others understand and comply with protection laws. OLE works in partnership with Federal, international, State, tribal, and local counterparts. Currently, a variety of new challenges and trends complicates this work. Population pressures, more accessible international travel and trade, frequent work with individuals with languages other than English, the proliferation of organized crime activity, and the threat of invasive species all impact the nature of the work and the skills required.

Work requires skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence, and the ability to make risk assessments in order to focus inspections and investigations. OLE must expand partnerships, as well as increase the use of multi-agency and multi-function teams to accomplish high-risk, high-impact investigations.

This is a developmental position in which the incumbent will receive on-the-job and formal classroom training in order to serve as an investigator responsible for independently conducting investigations regarding laws, rules, regulations, and treaties administered by the U.S. Fish and Wildlife Service (Service); and to serve as an expert when testifying in court or administrative proceedings. Frequent travel is required. Pursuit of investigations, this position requires unscheduled overtime. Full performance level GS-12.

**Major Duties**

**1. Investigation: 85%**

The incumbent performs the full range of investigative functions on assigned cases or portions of cases, from planning through fact-finding to reporting the results of investigations. Investigations deal with alleged or suspected violations of FWS laws, rules, and/or regulations. Investigations include a variety of evidence-gathering techniques such as physical and electronic surveillance, computer searches, witness interviews, subject interviews, and extensive database and record searches.

Plans and conducts surveillance and undercover work and secures and executes arrest, search, and seizure warrants.

Performs a wide variety of other law enforcement activities such as raids, interviewing witnesses, interrogating suspects, making arrests, developing evidence for presentation, testifying in court, and preparing detailed reports.

**2. Outreach/Partnership Support: 15%**

Promotes compliance with fish and wildlife laws and regulations through education and other outreach activities.

Builds partnerships with Federal, State and local enforcement authorities, media representatives, NGO's (Non-Governmental Organizations), and private industry to obtain, secure, and exchange information and testimony and to identify and resolve emerging and systemic issues.

Prepares detailed reports of investigations, prosecution briefs, memorandums, and law enforcement operation plans.

Supports enforcement of State game and fish laws is within the scope of the incumbent's official duties.

Performs other related duties as required.

**Special Conditions of Employment:** Failure to maintain may result in removal from your position.

- The incumbent must possess a valid State driver's license.
- The incumbent will be required to operate motorized vehicles or vessels such as all-terrain vehicles, snowmobiles, and inboard/outboard boats.
- The incumbent must maintain proficiency with firearms and successfully pass periodic firearm qualifications. Additionally, to comply with 18 U.S.C. 922(g) (9), the incumbent must not be convicted of a misdemeanor crime of domestic violence.
- Must be able to obtain and maintain a current Secret/Critical Sensitive background clearance or higher.
- The incumbent will be required to submit to random testing for illegal drug use. Results of such tests must be negative for illegal drug use.
- The incumbent must pass periodic physical examinations, meet physical standards set by the Service for the position, and otherwise fulfill the requirements for law enforcement positions of 5 U.S.C. 8336(c).

**Factor Level Descriptions:**

**Factor 1. Knowledge Required by the Position (Level 1-6, 950 points)**

Knowledge of, and skill in applying, investigative, inspection, compliance, and/or protection principles, concepts, and methodologies; laws, regulations, guidelines, and precedent decisions; legal jurisdictions; and practices common to industries and entities regulated by FWS laws, rules, and regulations. These acquired knowledge and skills must be sufficient to permit the incumbent to independently:

- identify significant sources of information to detect illegal activity and document issues or probable cause;
- research, analyze, interpret, and evaluate data and information;
- conduct investigations using accepted methodology and problem-solving techniques;
- take statements from witnesses, third parties, and other knowledgeable persons;
- interpret and analyze information to recommend solutions and outcomes;
- select appropriate methods of operation, analyze and interpret results, and prepare reports and technical materials; and
- reach conclusions and make appropriate recommendations.

Skill in written communication to establish the interrelationship of facts and evidence and to organize reports and presentations.

**Factor 2. Supervisory Controls (Level 2-3, 275 points)**

The Resident Agent-in-Charge (RAC) or higher-level investigator makes assignments by defining objectives, priorities, and deadlines; outlines or discusses possible problem areas; and provides assistance on controversial or unusual situations that have no clear precedents. The incumbent independently plans and carries out assignments in conformance with accepted policies and practices and handles problems and deviations relying on instructions, previous training, and accepted procedures. The RAC or higher-level investigator ensures appropriate factors have been considered, sufficient information or evidence has been gathered to support conclusions, and pertinent regulations and precedents have been applied; and reviews completed work for conformity with policy, the appropriateness of the investigator's approach, technical soundness, and adherence to deadlines.

**Factor 3, Guidelines (Level 3-3, 275 points)**

The Special Agent uses a variety of guidelines, manuals, and standard reference materials; however, they are not completely applicable to the work or have gaps in specificity. The incumbent uses judgment in interpreting, adapting, applying, and deviating from guidelines, based on unusual circumstances. The investigator analyzes the results of such adaptations and recommends changes in established methods and procedures.

**Factor 4, Complexity (Level 4-3, 150 points)**

The work consists of a variety of different and sometimes unrelated steps in completing assignments. This includes resolving cases of alleged violations of FWS laws, rules, and regulations by analyzing facts, selecting and applying appropriate legal and regulatory guidelines, and applying a variety of standard investigative techniques and procedures. The investigator decides on a course of action based on an analysis of the subject and issues involved and the nature and extent of compliance, noncompliance, or illegal activity. The incumbent may have to select the course of action from among many alternatives.

**Factor 5. Scope and Effect (Level 5-3, 150 points)**

The work involves independently conducting and completing typical investigations (or portions of complex, sensitive investigations); inspections, enforcement activities, or evaluations relating to alleged or suspected violations of FWS laws, rules, and/or regulations. The incumbent's work contributes to the effective administration and/or enforcement of FWS laws and regulations and to the prevention and detection of illegal activities relating to the importation/exportation or interstate commerce of endangered fish and wildlife species.

**Factors 6 and 7. Personal Contacts and Purpose of Contacts (Level 2-B, 75 points)**

The majority of personal contacts are in structured or moderately structured settings where the incumbent accompanies higher-graded Service investigators. Contacts are with investigators from Federal, State and local investigative agencies; officials of Native American tribes, foreign governments, and private industry; witnesses; informants; complainants; and the general public. Frequency of contacts vary, take place in a wide variety of settings (both the office and the field), and the extent of each contact is different.

Contacts are for the purpose of obtaining/exchanging information and/or exchange information and to plan and coordinate work activities with assigned RAC or higher-graded investigators. Interactions may occasionally require special efforts to reconcile different viewpoints and demands and to develop professional skills critical to conducting interviews and interrogations during the investigation and apprehension of persons suspected of criminal activity or violations. The purpose of contacts with private organizations, groups, and individuals is to exchange information and to stimulate active support of law enforcement programs and activities.

**Factor 8. Physical Demands (Level 8-3, 50 points)**

Duties involve performing physically rigorous assignments, oftentimes in isolated outdoor environments, frequently while exposed to severe weather conditions. Working conditions may be dangerous, and pose the potential risk of loss of life or serious injury to the Incumbent. Dangerous persons, many of whom are known to be combative and carry weapons, must be physically confronted, subdued, and apprehended, sometimes with no backup, far from assistance or help. Prisoners must be kept under physical restraint during transport and processing.

Incumbent must be capable of engaging in maximum physical exertion without warning, pursuing perpetrators on foot, or responding to life threatening emergencies. Incumbent must possess sufficient aerobic capacity and muscular strength to subdue perpetrators or participate in sustained emergency or rescue efforts.

Criminal investigations often must be conducted without regard to fixed work schedules, days off, or opportunities for proper rest or nutrition. Long hours conducting surveillance, investigations, apprehension, transport of prisoners, etc. are required of the Incumbent. Carrying heavy objects and traversing long distances over difficult or hazardous terrain in extreme weather conditions are normal requirements for the position.

Incumbent is required to participate in the assigned Bureau's mandatory physical fitness program that equips the incumbent to perform all physical aspects of the position. The requirement to maintain a minimum level of physical fitness is a condition of employment and Incumbent will be required to demonstrate his/her physical qualifications on a regular recurring basis.

There is a high-stress component to much of the incumbent's work assignment.

**Factor 9. Work Environment (Level 9-3, 50 points)**

While some work may be performed in an office setting, most of the work is performed outdoors in all kinds of weather and climatic conditions. The work is performed at various hours of the day and night and for prolonged periods during emergency situations. Long periods of surveillance work may be required in cramped or unpleasant locations and under unpleasant conditions during investigations.

The incumbent is frequently exposed to high-risk and potentially dangerous situations in law enforcement and emergency types of situations requiring use of a wide-range of personal protective gear (some of which may be uncomfortable, hot, or inconvenient to wear), adherence to specific safety procedures, and other precautions.

Incumbent is required to operate motor vehicles of various types, may be required to fly in small fixed-wing or rotary-wing aircraft, and may be required to operate and/or ride in/on snowmobiles, and various sizes of watercraft.

**Total points awarded: 2145\***

## Evaluation

**Reference:** Job Family Position Classification Standard for Administrative Work in the Inspection, Investigation, Enforcement and Compliance Group, 1800, dated March 2009.

**Background/ Series determination:** See the evaluation statement for the Criminal Investigator, GS-1811-11 position, standard position description number S000392 which addresses the allocation of this position to the GS-1811 Series, the basis for the position's title, and background information concerning the function of the position.

**Grade determination:** Below is a summary of the Factor Levels and points assigned.

Factor	Level	Points
1. Knowledge Required by the Position	1-6	950
2. Supervisory Controls	2-3	275
3. Guidelines	3-3	275
4. Complexity	4-3	150
5. Scope and Effect	5-3	150
6/7. Personal Contacts and Purpose of Contacts	2-B	75
8. Physical Demands	8-3	50
9. Work Environment	9-3	50
Total		2145

The total points awarded falls just over the GL-09 point range of 1855-2100; however the grade level of GL-09 is assigned due to the established career level progressive nature of the position to provide for a period of growth. The incumbent will receive assignments that are designed to develop the knowledge, skills, and abilities required to carry out assignments at the GS-11 level, the next grade level in the career ladder progression.

**Conclusion:** The appropriate classification for this position is Criminal Investigator, GS-1811-09.