



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

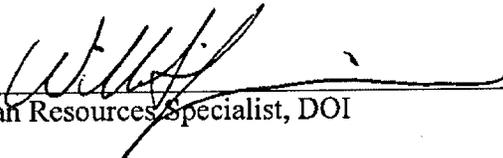
Organization Title: Special Agent

Position Number: S000394 Series and GL-1811-07

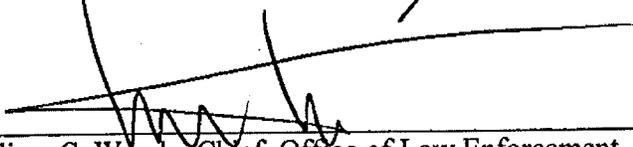
RECOMMENDATION FOR COVERAGE: Primary/Rigorous Law Enforcement coverage is recommended under both CSRS and FERS.

This is an advance level professional law enforcement position. The incumbent works with higher-grade investigators in performing segments of investigations. Typical duties performed include: observation of higher-grade investigators during various phases of investigative work assignments; interviewing individuals for the purpose of verifying facts and obtaining specific pieces of information; securing signed statements, affidavits, and documentary evidence to be included in reports or case records; interviewing witnesses and other persons, both informally and at formally recorded conferences.

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.

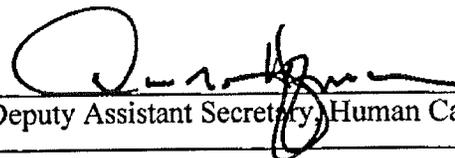

ALAN SIZEMORE, Human Resources Specialist, DOI

03/01/2012
Date


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

1-11-2012
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

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. S000394									
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other Explanation (Show any positions replaced) Replaces formerly classified and DOI certified SPD#s: 9070 dated 09/03/82 and S000315 dated 05/29/08		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location varies		5. Duty Station varies		6. OPM Certification No.							
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 (Specify in Remarks) <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, FERT Specialist		National Code		Grade		Initials		Date					
a. Office of Personnel Management FPL=GS-12		This PD has been approved as follows under 5 USC 5336(c) and 8412(d) Firefighter <input checked="" type="checkbox"/> Law Enforcement <input type="checkbox"/>													
b. Department, Agency or Establishment		<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative													
c. Second Level Review		Criminal Investigator		GL		1811		07		ck 2/29/12					
d. First Level Review															
e. Recommended by Supervisor or Initiating Office															
16. Organizational Title of Position (if different from official title) Special Agent						17. Name of Employee (if vacant, specify)									
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 (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						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)									
Signature _____ Date _____						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. Typed Name and Title of Official Taking Action Cecilia E. King Classification and Compensation Manager Signature <i>Cecilia E. King</i> Date 2/29/12						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 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			
a. Employee (optional)															
b. Supervisor															
c. Classifier															
24. Remarks Drug Testing=Yes; Risk Designation=Critical Sensitive/SSBI; Financial Disclosure=Yes															
25. Description of Major Duties and Responsibilities (See Attached)															

Fish & Wildlife Service
Office of Law Enforcement

Criminal Investigator
GL-1811-07
SPD: S000394

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. Full performance level GS-12.

Frequent travel is required. Pursuit of investigations requires unscheduled overtime.

Major Duties

1. Investigation: 85%

This is an advanced training-level position. The incumbent works with higher-grade investigators in performing segments of investigations. Typical duties performed include:

- observation of higher-grade investigators during various phases of investigative work assignments;
- study of assigned material pertinent to FWS investigative cases;
- interviewing individuals for the purpose of verifying facts and obtaining specific pieces of information;
- securing signed statements, affidavits and documentary evidence to be included in reports or case records;
- interviewing witnesses and other persons, both informally and at formally recorded conferences.

The incumbent's assignments are routine in the beginning, but as the trainee gains knowledge of the work, assignments approach the level of complexity of grade GS-9 investigative work.

2. Outreach/Partnership Support: 15%

Provides limited support in the 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)

The incumbent must have knowledge of, and skill in applying, basic investigative, inspection, compliance, and/or protection principles, concepts, and methodologies; and be familiar with 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;
- Understand elements required to prove violations of laws and regulations.

The incumbent must have skill in written communication to establish the interrelationship of facts and evidence and to organize reports and presentations.

Factor 2. Supervisory Controls (Level 2-2, 125 points)

The Resident Agent in Charge or higher-level investigator makes assignments and instructs the trainee on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities; provides guidance with clear precedents requiring successive steps in planning and execution; and advises the incumbent on new, difficult, or unusual assignments and provides additional instruction or suggested work methods. The investigator trainee works independently but within the framework of established practices and prescribed procedures; and refers problems not covered by the supervisor's instruction or guides to the supervisor or higher-level investigator for help.

The supervisor or higher-level investigator reviews completed work to verify accuracy and conformance to FWS procedure, including special instructions; reviews findings and conclusions to ensure that they are supported by facts; and typically reviews in detail the difficult work the trainee has not previously performed.

Factor 3. Guidelines (Level 3-2, 125 points)

The trainee uses a number of established procedures and guidelines directly applicable to assignments. The incumbent receives on-the-job training in interpreting Federal laws, the Code of Federal Regulations, State and local laws, court decisions, FWS manuals, policies, and directives applicable to FWS enforcement responsibilities.

Factor 4. Complexity (Level 4-2, 75 points)

Work consists of developmental assignments that typically involve classroom and on-the-job training in controlled work situations. The trainee's assignments generally are structured to provide practical experience and exposure to particular situations and problems.

The incumbent completes tasks consisting of routine aspects of investigations including:

- selecting, analyzing, compiling, and summarizing information;
- identifying facts, considering their relevance to the issues, and arranging them in a logical and clear manner;
- answering factual questions concerning program objectives, jurisdictions, and procedures;
- interviewing, interrogating, and taking sworn statements to obtain basic facts; and
- processing fingerprints, evidence, and other information.

The incumbent assesses information and determines whether additional research or review is needed. Actions may involve preparing reports and submitting recommendations to higher-level investigators.

Factor 5. Scope and Effect (Level 5-2, 75 points)

The incumbent's work involves applying specific, well-established laws, rules, regulations, and procedures to perform clearly defined assignments of limited complexity. The work affects the accuracy, completeness, and/or timeliness of FWS investigations.

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: 1525

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	2-2	125
3. Guidelines	3-2	125
4. Complexity	4-2	75
5. Scope and Effect	5-2	75
6/7. Personal Contacts and Purpose of Contacts	2-B	75
8. Physical Demands	8-3	50
9. Work Environment	9-3	50
Total		1525

The total points awarded are 1525, which falls within the range for GS-07 (1355-1600).

Conclusion: The appropriate classification for this position is Criminal Investigator, GS-1811-07.