



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

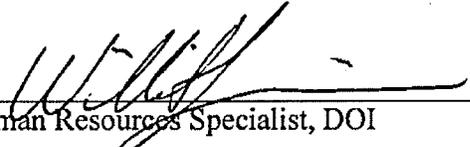
Organization Title: Special Agent

Position Number: S000395 Series and GL-1811-05

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

This is an entry level professional law enforcement position. The incumbent receives formal and on-the-job training on: the laws and regulations enforced by the Fish and Wildlife Service (FWS); the use of investigative techniques available to Federal investigations; the rules of evidence that are applicable in criminal and non-criminal court cases; court decisions that set precedents in guiding the work of investigators; the preparation of reports; investigative policies and procedures applicable to the work of the FWS; and the use of firearms, defensive tactics and electronic control devices.

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.

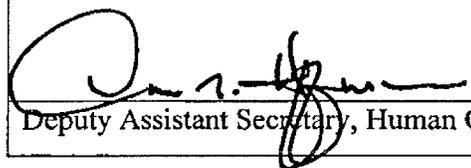
  
ALAN SIZEMORE, Human Resources Specialist, DOI

03/01/2012  
Date

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

3-21-12  
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. S000395	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>  Replaces formerly classified and DOI certified SPD#s: 9050 dated 09/03/82 and S000316 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				13. Competitive Level Code	
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 type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		14. Agency Use BUS: 8888			
15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office											
Official Title of Position: <b>Department of the Interior, FLEPP Specialist</b> This PD has been approved as follows under 5 USC 8326(c) and 8412(d) FPL=GS-12 <input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date: <u>March 2, 2012</u>											
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>2/29/12</u>											
23. Position Review		Initials	Date	Initials	Date	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-1811-05**  
**SPD: S000395**

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 entry training-level position. The incumbent receives formal and on-the-job training on:

- the laws and regulations enforced by FWS;
- the use of investigative techniques available to Federal investigators;
- the rules of evidence that are applicable in criminal and non-criminal court cases;
- court decisions that set precedents in guiding the work of investigators;
- the preparation of reports;
- investigative policies and procedures applicable to the work of FWS; and
- the use of firearms.

The incumbent works with higher-grade investigators primarily as an observer in the beginning stages of employment. As the trainee gains experience, he/she performs selected basic investigative duties, e.g., interviews and records searches, which equip him/her to handle investigative assignments independently at higher levels.

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

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 1-5, 750 points)**

The incumbent must have knowledge of, and skill in applying, basic principles and concepts acquired through formal or on-the-job training in applicable FWS laws and regulations relating to enforcement actions and investigations sufficient to:

- answer questions about FWS programs;
- provide responses to requests for routine case file information;
- select, gather, and organize information from various sources such as witnesses, informants, or other Federal, State, or local agencies;
- perform routine tasks to support the investigative, enforcement, inspection, or compliance process;
- inspect live animals, parts, or products, and documents for accuracy and compliance with laws and regulations;
- establish preliminary findings to determine if violations have occurred and prepare reports; and
- understand OLE organizational structure and functions.

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 2-1, 25 points)**

The Resident Agent-in-Charge or higher-level investigator instructs the incumbent on what to do, the methods to use, what to look for, and what to bring to the supervisor's attention. The supervisor or designated representative provides detailed and specific instructions for developmental tasks and tasks involving the use of unfamiliar formats, methods, and procedures. The incumbent performs work as instructed, consults with the supervisor or designated employee when clarification of instructions is needed, and receives guidance on problems and work methods not specifically covered by the original instructions.

The supervisor or designated employee closely reviews work in progress and, upon completion, reviews work for compliance with directions and verifies work is complete and accurate.

#### **Factor 3. Guidelines (Level 3-1, 25 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. The employee works in strict adherence to available guidelines, which require little or no judgment. The supervisor or a designated employee must authorize any deviations from the guidelines.

#### **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)

Personal contacts are with Department of the Interior employees at various levels and with members of the general public, such as individuals or groups in a moderately structured setting. The incumbent must explain the reason for the contact and the role and legal authority to the participants.

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. The purpose of contacts with private organizations, groups, and individuals is to resolve operating problems by influencing or persuading individuals or groups who are working toward mutual goal and have basically cooperative attitudes.

#### 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: 1125\*

## 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	1-5	750
2. Supervisory Controls	2-1	25
3. Guidelines	3-1	25
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
<b>Total</b>		<b>1125</b>

This total falls just over the GL-05 point range of 855-1100; however the grade level of GL-05 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-07 level, the next grade level in the career ladder progression.

**Conclusion:** The appropriate classification for this position is Criminal Investigator, GS-1811-05.