

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000396

6. OPM Certification No.

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

Redescription
 Reestablishment

New
 Other

Hdqtrs Field

varies

varies

Explanation (Show any positions replaced)

Approved for Service-wide use

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

b. Department, Agency or Establishment

c. Second Level Review

Equal Employment Manager

GS

0260

14

CK 6/4/12

d. First Level Review

e. Recommended by Supervisor or Initiating Office

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

Zone EEO Manager

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

Inez Uhl

Service EEO Director

Signature

JUN 1 - 2012

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Rowan W. Gould

Deputy Director (Operations)

Signature

Rowan W. Gould JUN 1 - 2012

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

PCS for Equal Employment Opportunity Series, GS-0260, TS-49, dated 11/80; GSSG, dtd 04/93

Typed Name and Title of Official Taking Action

Cecilia E. King

Classification & Compensation Manager

Signature

6/4/12

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

FPL: GS-14;

Drug Testing: No; Risk Designation: Moderate Risk

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