

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000411

2. Reason for Submission

- Redescription
 Reestablishment
 New
 Other

Explanation (Show any positions replaced)

This SPD is approved for Service-wide use.

3. Service

- Hdqtrs
 Field

4. Employing Office Location

5. Duty Station

varies

6. OPM Certification No.

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
 2--Noncritical Sensitive
 3--Critical
 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	FPL: GS-11					
b. Department, Agency or Establishment						
c. Second Level Review	Wildlife Inspector (Canine)	GS	1801	11		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

Canine Handler/Instructor

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
Office of Law Enforcement

c. Third Subdivision

d. Fourth Subdivision

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)

William C. Woody, Chief
Office of Law Enforcement

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.

22. Position Classification Standards Used in Classifying/Grading Position

OPM JFS for Admin Work in the Inspection, Investigation, Enforcement, and Compliance Group, GS-1800, 03/09

Typed Name and Title of Official Taking Action

Cecilia E. King
Classification & 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

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	CK	4/25/12								

24. Remarks

Drug Testing=No; Risk Designation=NCS/Secret (BI): Financial Disclosure=Yes

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

4/25/12: Corrected FLSA. Cecilia E King

WILDLIFE INSPECTOR (CANINE)
Organizational Title: Canine Handler/Instructor
GS-1801-11
Standard Position Description # S000411

INTRODUCTION

The Office of Law Enforcement's (OLE) 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 international, state, tribal, and local counterparts. Currently, a variety of new challenges and trends complicate 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.

The Service's Wildlife Inspector (Canine Handler/Instructor) provides the nations front-line defense against illegal wildlife trade with the assistance of a assigned canine. The day-to-day monitoring of wildlife imports and exports facilitate legal trade and helps detect and deter illegal wildlife trafficking. Both Service special agents and wildlife inspectors contribute to global protections for wildlife by helping other nations around the world improve their wildlife law enforcement infrastructure.

This position is based on standard position description (SPD) S000304 (Wildlife Inspector, GS-1801-11), a full performance level (FPL) standard position description (SPD) intended for use throughout the U.S. Fish and Wildlife Service. The primary difference between the SPD S000304 and this position is the additional responsibilities to serve as a Canine Handler/Instructor.

The incumbent serves as a full-performance level inspector responsible for ensuring that laws and regulations regarding the import and export of fish and wildlife are met. The incumbent is responsible for the development of the regional training plans for canine handlers and serves as a canine instructor. The incumbent is typically located at a Customs port or inspection station where the importation or exportation of wildlife is authorized, whether at ocean ports, airports, or inland ports of entry.

MAJOR DUTIES

1. Wildlife Inspector Duties (55%)

Independently plans, coordinates and carries out the full range of inspection and compliance activities particularly for diverse and moderately complex transactions, special and unique conditions, and where there is a high risk of smuggling, fraud, and hostile incidents. Interprets and integrates a wide variety of national, State, and international laws. Looks at all of the wildlife trade to make sure importers comply with the frequently changing laws, which is essential to the Service's efforts to enforce wildlife protection laws, intercept unlawful traffic, and fulfill the Nation's commitment to global wildlife conservation. Performs the following typical assignments:

The incumbent is responsible for performing studies and analysis concerning compliance of importation and exportation of wildlife with appropriate Federal, State, and local environmental laws/regulations. Routinely participates in inspection/compliance audits, and evaluates the inspection operations where

the importation or exportation of wildlife is authorized. Inspects wildlife shipments and conducts investigations to determine compliance not only with CITES, but with an array of U.S. and foreign laws that regulate wildlife trade.

Participates, as required, with law enforcement agents, in civil and criminal investigations to determine if those suspected of illegal wildlife trade and other violations are in compliance with appropriate Federal, State, and local environmental laws and regulations. Seizes, detains, collects, stores, preserves, and disposes of evidence in accordance with regulatory requirements and Service policy. Participates, as required, with law enforcement agents in identifying and locating persons involved, in securing evidence to support the investigation, which may involve jurisdictional problems on matters within the purview of another agency and require close coordination with the other agencies to exchange information or to otherwise cooperate in furthering investigations under other jurisdictions.

Applies risk targeting profiles and integrates a variety of data and human intelligence to determine the level of scrutiny required in a particular situation.

Monitors wildlife shipments to ensure compliance with U.S. and foreign wildlife protection laws. Examines shipping containers and other transport mechanisms and related documents to ensure compliance with all pertinent laws and regulations. Ensures required license and permits have been obtained, contents of the shipments match items declared, and live animals have been shipped humanely. Inspects wildlife, their parts or products, and may also open and examine receptacles, containers or packages, take samples, and examine and copy records.

Researches, collects, consolidates, analyzes, and maintains wildlife inspection program data necessary to meet program reporting and evaluation requirements of the OLE.

Prepares correspondence, documents, and reports related to inspection duties.

Reviews and interprets instructions, manuals, and directives, prepares letters of instruction, and writes supplements and directives to implement requirements that pertain to wildlife inspection program.

Participates in the development of preparing procedures and guidelines, and advises other inspectors, other Federal agencies, travelers, and business representatives of procedures and requirements and resolves problems.

Performs outreach activities to increase compliance with wildlife laws and to increase collaboration with other federal agencies.

Operates automated inspection and compliance systems and other equipment to accomplish tasks.

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

May serve as initial evidence custodian to preserve and secure property and maintains appropriate records.

Testifies in legal proceedings as required.

2. Canine Handler Duties (25%)

The Wildlife Inspector Duties are completed using a trained wildlife inspection canine. The incumbent serves as a technical expert in wildlife inspection canine work. Works with supervisor to develop a work schedule that maximizes the use of the wildlife inspection canine and minimizes downtime.

Determines when to deploy the canine by evaluating each situation and determining if the use of a canine is appropriate.

Maintains logs and records of all certifications, and annual and maintenance training. Frequently conducts maintenance training of the canine for a minimum of 8 hours during a pay period.

Ensures that the assigned canine is provided with appropriate boarding at the approved kenneling facility as well as any temporary kennels.

Ensures the assigned canine receives proper nutrition, grooming, training, medical care, affection, and living conditions. Maintains records on canine training, veterinary annual medical examinations, inspections and seizures. Ensures that the canine has appropriate exercise and biological breaks.

The Handler is responsible for the assigned canine at all times, both in the performance of duties and during off-duty hours. During downtime, the canine handler performs other canine-related duties including maintenance training, canine care, LEMIS case reports and canine-specific reports. Ensures their canine is not left unattended in any area to which the public may have access.

Follows all policy manual regarding post-bite response procedure when appropriate.

Gives input in the decision making process concerning retiring a canine.

The incumbent is responsible for assessing and training the canine on all tasks that the canine will perform emphasizing on scent detection abilities.

Develops field station standard operating procedures with supervisor as necessary and complies with national wildlife inspection canine policies and procedures.

3. Canine Instructor Duties (15%)

Responsible for regional course development for canine and handler training. Develops lesson plans, handout materials, operational exercises and other training aids. Updates and initiates changes in course content, and instructional methods and techniques in order to improve course or reflect new developments in the field of canine behavior and illegal wildlife detection.

Serves as a Regional instructor for all Canine Handlers in the region

4. Miscellaneous Duties (5%)

May perform a variety of other duties as assigned; this may include such work as the following:

May board the assigned canine at home in extraordinary circumstances such as medical situations,

weather emergencies or kenneling problems.

Coordinate outreach efforts related to wildlife inspection canine work including presentations and or demonstrations.

Operates government motor vehicles including certain maintenance tasks such as checking oil and other fluids, refueling, or washing; safeguarding Government property; ensures the vehicle complies with the requirements to transport the canine and determine the need of a heat sensor inside the vehicle.

Serves as evidence custodian to preserve and secure any detained, abandoned, and/or forfeited property. Coordinating or providing for the care, housing, and transportation of live wildlife or wildlife parts or product seizures. Maintains appropriate records of disposition, care, and costs. May reconcile monthly statements, certify the destruction of dead animals, and arrange for the final disposition of property, including arranging permanent loans.

FACTOR LEVEL DESCRIPTIONS

Factor 1. Knowledge Required by the Position (FL 1-7, 1250 points)

In-depth knowledge of U.S. laws and regulation, international laws and regulations governing fish and wildlife importation and exportation.

Knowledge of the principles and practices of compliance inspection procedures to monitor wildlife shipments in order to ensure compliance with U.S. and foreign wildlife protection laws.

Knowledge of and skill in training a wildlife inspection canine and effectively using its scent detection skills to uncover smuggled wildlife. Knowledge of and skill in maintaining canine's scent abilities through repeated training, including the receipt of appropriate rewards, and tracking/monitoring the effectiveness of an assigned canine.

Knowledge of Instructional design sufficient to develop regional training plans, course materials, etc.

Knowledge of and skill in diverse instructional methods and canine behavior modification techniques sufficient to train Canine handlers and their dogs.

Knowledge of procedures, methods and techniques of investigations in order to identify information needed to conduct record searches, collect evidence at crime scenes, analyze investigative documents, compile investigative reports, and recommend corrective action.

Sound practical knowledge of fish and wildlife principles and techniques to identify wildlife, wildlife parts and products.

General knowledge of Customs Service laws, regulations, and procedures to coordinate activities and negotiate resolution of problems.

General knowledge of the methods and techniques applicable to investigations in order to gather evidence, develop reports of investigations, and to make recommendations.

Skill in analysis and application of risk targeting information and identifying trends to each inspection situation.

Skill in use of automated fish and wildlife information systems, motorized vehicles, and other equipment.

Skill in oral and written communication to educate and inform those concerned in the import/export of wildlife, negotiate the solution to problems, and prepare clear, concise, accurate, and timely reports and presentations.

Knowledge of collection, transmission and accountability of funds such as user fees, permit fees, and overtime fees.

Ability and skill to operate passenger motor vehicles and/light trucks. The incumbent must have, or be able to obtain and maintain, a valid State motor vehicle operator's license.

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

The incumbent independently performs a full range of wildlife inspection assignments, training activities and typically reports to either a Senior Resident Agent or a Supervisory Wildlife Inspector within the Division of Law Enforcement.

The incumbent assumes responsibility primarily for proactive physical inspection of cargo using a wildlife inspection canine. The incumbent may work at a fixed work station or at a variety of stations or work sites in accordance with established, rotating, or other work schedules. In additionally performs training development and regional instructor independently. The incumbent performs the work on a continuing or ongoing basis without immediate supervisory assistance.

For special coordinative assignments with substantially more complex characteristics such as planning a targeted physical inspection blitz that involves preplanning risk analyses, development of target commodities and/or countries, coordination with other wildlife inspectors or canine handlers within the Service or in other Federal or State agencies, the incumbent operates with a high degree of independence. The incumbent must independently organize the approach and determine the extent of fact finding and analysis required, and plan and integrate inspection and control aspects into the study, project, or operations involved. The incumbent must exercise sound judgment in determining the scope of any blitz operation and planning with other members of a blitz team as well as in determinations of smuggling activity. Judgments or decisions of canine handlers at this level are typically accepted as completed staff action. The incumbent's recommendations on changes in procedures and practices are reviewed for effect on other operations and administrative and policy considerations such as time, staff, and costs.

For most assignments involving field or onsite inspection work the employee uses seasoned judgment to make essentially final judgments and decisions which are often of an immediate or "on-the-spot" nature, and takes whatever action is necessary in the admission and denial of live wildlife, parts thereof, and wildlife products intended for importation or exportation. Actions are taken and decisions are made within the delegated scope of authority, in accordance with the framework of applicable laws, regulations, guidelines, and Departmental and Service policies, procedures, and practices. Investigations of a potentially criminal nature, or that are anticipated to be extensive or elongated in nature, are

referred to the supervisor or Special Agent, as appropriate.

The work is often not readily reviewed by supervisors, except as specimens or items are detained or seized. However, work performance is subject to review for such factors as the application of skill in handling difficult situations; adequacy in coordinating activities and in keeping the supervisor informed of activities; the quality of report writing; accuracy in identifying wildlife and wildlife products; and the application of sound judgment and compliance with policy and instructions.

Factor 3. Guidelines (FL 3-3, 275 points)

Guidelines include a variety of laws such as the Endangered Species Act, the Lacey Act, the Migratory Bird Act, the African Elephant Conservation Act, the Marine Mammal Act, the Wild Bird Conservation Act, the Eagle Protection Act, and the CITES; implementing regulations and treaties; handbooks which address import/export requirements and restrictions; reference books for the identification of protected or otherwise restricted species; law enforcement guidance; and other interagency, Departmental, and Service policies, procedures, practices, and instructions such as those pertinent to inspection and examination of wildlife shipments and consultation on seizures. Application of the guidelines requires the use of seasoned judgment to interpret and apply to specific situations.

Factor 4. Complexity (FL 4-4, 225 points)

The assignments are diverse in nature and the incumbent has to play multiple roles. The incumbent serves as a Canine Handler, Canine instructor, Canine Instructor and Wild life inspector. Decisions must consider handling of unusual circumstances; need to refine work methods, and the reconciliation of conflicting data.

Assignments consist of diverse and unrelated steps, and processes which require analysis of complex information and selection among alternative approaches to assignments. This position works closely with law enforcement agents and counterparts from Customs and Border Protection and other Federal agencies that police internal trade. The WI Canine Handler enforce a range of U.S. and internal laws, regulations, and treaties that protect wildlife and limit commercial traffic of endangered animals and plants. The incumbent clears legal imports and exports, and stops shipments that violate the law, in which they must be able to make a decision based on the assigned canine's ability to identify thousands of different species, both live and as parts and products; and monitor international passenger traffic. When serving as a Canine Handler and has reasonable grounds to suspect that a criminal offence has been committed, the incumbent may detain the suspect and seize evidence that may, possibly, be used in a criminal proceeding. Investigative assignments range from several days and weeks to over a year to investigate.

The Canine Handler is responsible for the canine wellbeing, care, training, grooming, and transportation and participates in the decision to retire a canine from service. Must complete agency-approved wildlife inspection canine certification course and maintains annual canine handler certification. When serving as a Canine Instructor, the incumbent is responsible for the training of other Canine Handler in the Region.

Factor 5. Scope and Effect (FL 5-4, 225 points)

One of the purposes of the job is the daily wildlife import/export inspections using a wildlife inspection

canine to detect and deter smuggling of wildlife, and to implement and promote compliance with wildlife laws at ports of entry. Also, is responsible for training the Canine and developing Regional training for other Canine Handlers, serving as an Instructor.

The performance of the work, overall, is essential to the Service's accomplishment of its wildlife inspection program, and to the fulfillment of its obligations concerning the enforcement of and compliance with obligations established by law and treaty. The incumbent, through the performance of inspections and examinations, helps to determine the extent to which live wildlife, parts thereof, and products move freely into and out of the United States of America.

Factor 6. Contacts (FL 6-3, 60 points)

Contacts include, but are not limited to, coworkers, other wildlife inspection canine handlers in other regions, canine handlers in Federal and State agencies, Special Agents, and a variety of Service specialists such as wildlife identification experts; U.S. Customs Service, Agriculture Department/APHIS, and other Federal officials at inspection stations; a variety of State, Native American Tribal, and other agency officials; import/export dealers, customhouse brokers, freight forwarders, carrier and port representatives; international passengers; contract or unpaid wildlife identification experts; and, representatives or officials of museums, universities, schools, and other institutions.

Factor 7. Purpose of the Contacts (FL 7-3, 120 POINTS)

The primary purpose of the contacts is to perform wildlife inspections concerning the import and export of wildlife, parts and products. Other purposes are to enable the employee to provide information on wildlife laws, and to perform other duties in support of these functions. For example, other contacts may be established to obtain expert wildlife identification services, to coordinate operational activities, or to arrange for permanent loans of seized specimens or items.

Factor 8. Physical Demands (FL 8-2, 20 points)

The work involves considerable physical exertion involving a variety of activities which may include standing for long periods of time; walking or otherwise traveling, such as by driving, for extended periods from one inspection site to another; recurring crouching, stooping, reaching; crawling into shipping containers; lifting freight of typically less than 50 pounds without assistance; or otherwise shifting, lifting, or moving freight of greater weight, with assistance as needed. Duties may require climbing ladders on vessels, aircraft, trucks, and railroad cars. The incumbent must undergo an annual medical examination as prescribed or directed.

Factor 9. Work Environment (FL 9-2, 20 points)

Some work is performed in offices, but is primarily performed in various inspection sites such as inland/border crossings, cargo facilities, baggage service terminals, international passenger terminals, truck terminals, aircraft, rail yards, mail/package transport facilities, and docks. Some periods of outdoor work may be required in adverse weather conditions. There may be the possibility of falling crates and cartons, the movement of lifting equipment, hostile passengers, or exposure to loud noise such as aircraft engines.

The incumbent may be subject to wounds inflicted or diseases transmitted by live wildlife, venomous reptiles and insects, or to communicable diseases from primates, birds, or international passengers. Subject to potential exposure to hazardous chemicals used as preservatives and pesticides on hunting trophies and fur skins.

The incumbent has available and must use a variety of protective clothing, safety equipment, and procedures to effectively minimize or eliminate the risk of exposure to chemicals and preservatives, diseases, or injury.

Special Conditions:

1. Must complete agency-approved wildlife inspection canine certification course and maintains annual canine handler certification.
2. May be required to work shift work and/or perform 24-hour on-call duty.
3. Must possess a valid State Driver's license.
4. Must wear an appropriate service uniform. Uses protective clothing or safety equipment as required to minimize or eliminate the risk of exposure to potential hazards such as animal bites, preservatives, wounds, or contagious disease.
5. Must undergo an annual medical examination as prescribed or directed.
6. May require basic ability to speak or read, or fluency in speaking, reading, and writing in a foreign language.
7. This position requires compliance with background investigation requirements. Must pass a secret clearance background investigation within the first year after appointment to the position and must be sustainable throughout the period of assignment to this position. Failure to obtain or maintain clearance status may result in termination or reassignment.

Total Points: 2470

Point Range | Grade: 2355-2750 | GS-11