

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station varies		1. Agency Position No. S000412	
Explanation (Show any positions replaced) This SPD is approved for Service-wide use.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input checked="" 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		6. OPM Certification 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 type="checkbox"/> 3--Critical <input checked="" 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	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	09		
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 12/5/12

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.

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)

Wildlife Inspector (Canine), GS-1801-09
Organizational Title: Canine Handler/Instructor
Standard Position Description # S000412

STATEMENT OF DIFFERENCES: Characteristics and duties of this position are essentially the same as those reflected in the full performance standard position description (SPD) number S000411 with the following exceptions:

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-11 position description. During this period, the incumbent will operate under closer supervision and guidance than that described in SPD# S000411 with less complex assignments and as overall knowledge is gained, progressively more reliance will be placed on the incumbent until full responsibility for assignments is assumed.

This is a developmental position established to provide for a period of growth. The incumbent receives on-and-off the job training in overall objectives to be accomplished and available resources. Incumbent participates in planning and assigning priorities to the tasks. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level. Works independently determining methodologies, budgets, milestones, goals and termination points for all assignments. Completed work is measured in terms of applicability to management issues and in satisfaction of Service-wide objectives and operational deadlines.

The position will remain at the grade 09 level until the employee meets the necessary experience/requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated in the attached position description. Upon meeting all requirements, incumbent may be promoted non-competitively to the full performance level of GS-11.

This statement along with a copy of the full performance SPD (S000411) constitutes a complete SPD at the GS-09 level.