

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000A70

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment	3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input checked="" type="checkbox"/> Other	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
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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 type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Explanation (Show any positions replaced) STATEMENT OF DIFFERENCE- Standard Position Description #S000070	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 type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive	13. Competitive Level Code	14. Agency Use
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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	Refuge Operations Specialist (LE) ^{ck}	GS	0485	09	AM	10/25/06
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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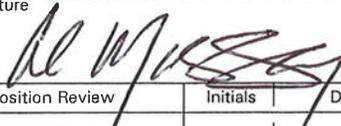
18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Regions	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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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.	22. Position Classification Standards Used in Classifying/Grading Position GS-0400 Classification Standard, Sep. 2005
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Typed Name and Title of Official Taking Action Alfred W. Massey, Jr. HR Specialist, (Classification)	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 10/25/2006	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	CK	7/29/09								

24. Remarks
SOD - STANDARD POSITION DESCRIPTION-GS-0485-09 No changes to this PD may be made except by amendment. SPD #S000070 initially dated 4/28/03. This is a cursory review-no changes to title, series, or grade.

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