

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. 5000109						
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Fish and Wildlife Service Standard Position Description FPL = GS-11		3. Service		4. Employing Office Location		5. Duty Station		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		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"/> 3--Critical <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive			
				13. Competitive Level Code		14. Agency Use							
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date			
a. Office of Personnel Management		Logistics Management Specialist		GS		346		11		ALP 4-5-04			
b. Department, Agency or Establishment													
c. Second Level Review													
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position <i>(if different from official title)</i> Heavy Equipment Coordinator				17. Name of Employee <i>(if vacant, specify)</i>									
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision Regional Chief, NWRS									
a. First Subdivision U.S. Fish and 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>				<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.</i>									
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> Mr. James Kurth, Deputy Asst. Director National Wildlife Refuge System									
Signature _____ Date _____				Signature <u>James W. Kurth</u> Date <u>4/2/04</u>									
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 See evaluation. GS-346,1/87; GS-1600 group; Admin Analysis Grade Eval.Guide, 9/90 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.									
Typed Name and Title of Official Taking Action Dawn Leatherwood Phillips Human Resources Specialist				Signature <u>Dawn Leatherwood Phillips</u> Date <u>4-5-04</u>									
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
b. Supervisor													
c. Classifier													
24. Remarks Approved for Service-wide use. <u>ALP</u>													
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>													