POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: S00A100

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: Standard Position Description

3. Service: [ ] Hdqrs [X] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [✓] Employment and Financial Interest

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1–Non-Sensitive [X] 3–Critical [ ] 2–Noncritical Sensitive [ ] 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	Department of the Interior, FLERT Specialist Faye Larsen					
b. Department, Agency or Establishment	This PD has been approved as follows under 5 USC 8336(c) and 8412(d)					
	____ Firefighter ✓ Law Enforcement					
c. Second Level Review	____ Primary ✓ Secondary/Administrative ____ Sec/Supvy					
	Approval Date (October) 1, 2003					
d. First Level Review	Park Ranger (LE/Refuge)	GS	0025	11		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*: Refuge Law Enforcement Zone Officer

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: U.S. Fish and Wildlife Service

b. Second Subdivision: Regions

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

Signature | Date

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

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.*

Typed Name and Title of Official Taking Action

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position

GEG or GS-083/GD-085, 4/88; Park Ranger, GS-025, 11/85; Grade Level Gde for Instructional Workm 3/89; Intro to PCS, 8/91.

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-12. SOD: Job classified one grade lower as GS-11. Performs duties as attached GS-12, under closer supervision.

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

Approved for Servicewide [illegible] 5-6-0