

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

9070

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|--|--|--|--|---|--|---|--|--|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | | 3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Other | | 4. Employing Office Location | | 5. Duty Station | | 6. OPM Certification No. | |
| Explanation (Show any positions replaced) Standard Position description #9070 Covered under 5 U.S.C. 3336(1) in the primary category (OPM letter dated 3-18-83). | | | | 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 (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 checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <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 Department of the Interior, FLEPP Specialist | | | | | | | |
| a. Office of Personnel Management | | This PD has been approved as follows under 5 USC 5336(b) and 8412(d) Firefighter <input checked="" type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> | | | | | | | |
| b. Department, Agency or Establishment | | <input checked="" type="checkbox"/> Primary | | <input type="checkbox"/> Secondary/Administrative | | | | <input type="checkbox"/> Sec/Supvy | |
| c. Second Level Review | | Special Agent <i>Criminal Investigator</i> | | GS | | 1811 1812 | | 7 | |
| d. First Level Review | | Special Agent | | GS | | 1812 | | 7 | |
| e. Recommended by Supervisor or Initiating Office | | Special Agent | | GS | | 1812 | | 7 | |

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 | | e. Fifth Subdivision | |
| | | Signature of Employee (optional) | |

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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.

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|---|--|--|--|
| a. Typed Name and Title of Immediate Supervisor | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | |
| Signature _____ Date _____ | | Signature _____ Date _____ | |

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| 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 | |
| Typed Name and Title of Official Taking Action | | 1811 Series definition 1812 Grade - 4842 /1811 2/72 TS-8 | |
| Signature _____ Date _____ | | 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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks Reference classification standard for Investigator positions, GS-1810/1811 for grade level determination (Feb. 1972); pp. 18-19. SPD #9070 initially dated 9/3/82.

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