

Regional Safeguarding, Intervention and Trade Compliance Director
GS-0401-13/14

Standard Job 2004
(revised 12/2003)

INTRODUCTION

As the Regional SITC Director, the incumbent directs all Regional Safeguarding, Intervention & Trade Compliance (SITC) program activities, including full technical, supervisory and administrative responsibilities including all related budgetary and personnel issues. The incumbent directs a regional SITC program and is responsible for providing the planning, implementation, coordination, oversight, and maintenance of an active regional SITC program. The total regional staff supervised is between 25-30, based on a developing field infrastructure.

FACTOR 1 - PROGRAM SCOPE AND EFFECT OF THE WORK DIRECTED

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent serves as a Regional Director and is responsible for coordinating regional Safeguarding, Intervention and Trade Compliance projects and programs. Serves as a technical consultant and subject expert providing operational guidance and assistance with analyzing and monitoring field operations and cooperative programs to interdict, control, and eliminate pathways for smuggled and/or prohibited products. Cooperates with all Agency, Federal and State counterparts to enforce quarantines and regulations regulating the movement of products, crops, equipment, and other materials that may cause the spread of animal and plant pests.
2. As Regional Director, forms and maintains a region-wide network for gathering intelligence and disseminating information concerning suspected smugglers, entry pathways, seasonal prohibited products, countries of origin, and internal destination markets. Consults, cooperates with, and enlists the aid of US Customs and other Federal agencies that have informational databases that can be used for selectivity of suspect smugglers and cargo shipments.
3. The incumbent is responsible for the formulation of short and long range goals to maximize the quality of program services. Responsibilities include establishing work plans, budgets, and priorities and responding to changes in work loads as necessary. Participates as necessary in negotiating and administering local union contracts with union officials and resolving local contract disputes and issues. Enforces and administers Equal Employment/Civil Rights programs and work force diversity initiatives.
4. Reviews and provides recommendations based on information and data provided by subordinate supervisors. These recommendations will be based on systematic evaluations and monitoring of State and/or Port activities. This information is used as a basis for changes in field operations and to adjust local programs as needed.

5. Must be familiar with legal issues and authorities, the enforcement process and actions, compliance needs, and successful inspection methods in order to develop and implement new procedures and/or modify existing methods and regulations as needed for the success of the regional program.

6. The incumbent represents the SITC program at Regional and Port meetings concerning Safeguarding, Intervention and Trade Compliance issues, as required. Prepares reports on activities, budgetary requirements, and regional planning. Plans, designs, and provides training for SITC Officers and Supervisors.

7. Works in close relationship with the National Coordinator, providing expertise in safeguarding activities, and changing or modifying regional guidelines and inspection procedures. Serves in an active capacity as liaison to State Plant Health Directors on safeguarding/intervention program planning and development efforts.

8. As required and requested, may develop sources of information, identify and perform analyses of issues, develop options and recommendations supported by in-depth technical data, and/or prepare reports for high level PPQ management, including the Deputy Administrator.

FACTOR 2 - ORGANIZATIONAL SETTING

This position is accountable to the PPQ Associate Regional Director, with oversight from the National SITC Coordinator, which is one reporting level below the first SES level position in the direct supervisory chain.

FACTOR 3 - SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

The incumbent is independently responsible for the planning and scheduling of work and has authority to act for his/her assigned regional program. The incumbent directs all regional SITC program activities including full technical, supervisory, and administrative responsibilities including related budgetary and personnel issues. Is also responsible for the operational planning, development, implementation, coordination, and evaluation of Regional programs designed to meet the needs of PPQ in the areas of safeguarding, intervention and trade compliance.

PPQ program challenges facing the incumbent have increased dramatically over the past several years due to sweeping organizational changes and program emphasis on developing a new and comprehensive program for safeguarding, intervention and trade compliance.

FACTOR 4 - PERSONAL CONTACTS

The incumbent has recurring contacts with APHIS officials at all levels of the organization including first line, regional, and staff officials, APHIS Investigative and Enforcement Service, and key officials in other Federal agencies. The incumbent also has contacts with representatives of the scientific community, and private industries associated with agricultural production, marketing, and transportation. There are also contacts with informants, attorneys, and the Office of the General Counsel.

FACTOR 5 - DIFFICULTY OF TYPICAL WORK DIRECTED

The incumbent is a second level supervisor responsible for a regional staff of between 25-30 individuals comprised of SITC officers and supervisors and administrative, technical and clerical employees.

FACTOR 6 - OTHER CONDITIONS

This work involves operational planning and guidance that will ensure the Region's ability to detect and prevent the smuggling of agricultural products. Problems and compliance actions are handled uniformly across states. Failure to limit smuggling activities may result in serious economic hardship due to outbreak and infestation of domestic agricultural crops causing substantial crop and economic loss, additional use of pesticides, and loss of export trade markets. Work performed involves complex, multifaceted endeavors that can extend over several months to a few years, and has significant impact on agency policy in the area of plant health, agriculture quarantines, federal inspection, safeguarding, intervention, trade compliance, and industrial applications of shipping, importation, and agribusiness.