

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

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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		10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" 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 checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use *DOI003		15. Classified/Graded by		Initials   Date	

15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management		Range/Forestry Aid (Fire)			GS	455/462	03		8/28/02
b. Department, Agency or Establishment		Department of the Interior, FLERT Specialist			Jay Lippin				
c. Second Level Review		This PD has been approved as follows under 5 USC 8336(c) and 8412(d)							
d. First Level Review		Firefighter			Law Enforcement				
e. Recommended by Supervisor or Initiating Office		Primary			Secondary/Administrative				
		Approval Date			November 12, 2002				

16. Organizational Title of Position (if different from official title) Wildland Firefighter		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision BIA BLM FWS NPS		d. Fourth Subdivision	
b. Second 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 the 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 Highest Level Supervisor or Manager (optional)

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code conformant with standards published by the U.S. Office of Personnel Management or no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111	
Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Specialist		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	
See Remarks		8/28/02	

23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									

24. Remarks		25. Description of Major Duties and Responsibilities (See Attached)	
Allison Beard BIA		Cindi Steinheimer NPS	
Todd Ryan BLM		Pearl Inge FWS	

\*Agency Use code should be entered into FPPS as last six spaces of Position Allocation Number.