

POSITION DESCRIPTION (Please Read Instructions on the Back)

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 <small>Explanation (Show any positions replaced)</small>		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		6. OPM Certification No.		13. Competitive Level Code	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (ICR)		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"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		14. Agency Use *DOI004		13. Competitive Level Code	

15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		Official Title of Position Range/Forestry Technician (Fire)		Pay Plan GS	Occupational Code 455/462	Grade 04	Initials [Blank]	Date 8/28/02	
		Department of the Interior, FLERT Specialist <i>Jaye Lappin</i>							
		This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date: <i>November 12, 2002</i>							

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

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.

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 and 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
 BIA BLM FWS NPS
 HR Specialist
 Signature: _____ Date: _____

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

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

Allison Beard Allison Beard BIA
Todd Ryan Todd Ryan BLM
Pearl Inge Pearl Inge FWS
Cindi Steinheimer Cindi Steinheimer NPS

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

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

