

THIS IS A DRUG TESTING DESIGNATED POSITION.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1-Non-Sensitive 3-Critical
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

14. Agency Use
***DOI010**

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Fire Logistics Dispatcher

GS

2151

07

5/8/03

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (If different from official title)

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

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.

a. Typed Name and Title of Immediate Supervisor

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

Signature

Date

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, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
 Dispatcher, GS-2151, Feb 63, TS-44. Transportation Clerk and Assistance Series, GS-2102, Mar 93, TS-46. Grade Level Guide for Clerical and Assistance Work, Jun 89, TS-98.

Typed Name and Title of Official Taking Action

BIA BLM FWS NPS

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

Remarks

5/8/03

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Allison Beard BIA

Todd Ryan BLM

Pearl Inge FWS

Cindi Steinheimer NPS

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

NSN 7540-00-634-4266

Previous Edition Usable

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OP 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

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

This PD is NOT COVERED under 5 U.S.C. 5336(a) or 5412(a).

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