

THIS IS A DRUG TESTING DESIGNATED POSITION.

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <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			6. OPM Certification 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			13. Competitive Level Code		
15. Classified/Graded by		Official Title of Position					Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management		Range/Forestry Technician (FireDispatch)					GS	455/462	05		5/8/03	
b. Department, Agency or Establishment		Department of the Interior, FLERT Specialist										
c. Second Level Review		This PD has been approved as follows under 5 USC 6336(c) and 8412(d)										
d. First Level Review		Firefighter Law Enforcement										
e. Recommended by Supervisor or Initiating Office		Primary Secondary/Administrative Sec/Supvy										
16. Organizational Title of Position <i>(if different from official title)</i>		Fire Dispatcher					17. Name of Employee <i>(if vacant, specify)</i>					
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 <i>(optional)</i>						
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.						b. Typed Name and Title of Higher Level Supervisor or Manager <i>(optional)</i>						
a. Typed Name and Title of Immediate Supervisor						Signature						
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.						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 Acting 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						5/8/03						
22. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee <i>(optional)</i>												
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 <i>(See Attached)</i>												

Placed by DOI III