U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement Under 5 USC 8336(c) and 8412(d)

[x] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this PD and must use this DOI Standard PD Number*

Classification Title: **Fire Management Specialist (Dispatch)**

Organization Title: **Assistant Dispatch Center Manager**

DOI Standard PD Number: **DOI014*** Series and Grade: **GS-0401-09**

***This number should be entered in the employee's master records (FPPS) as last six spaces of Position Allocation Number.**

RECOMMENDATION FOR COVERAGE: Secondary-Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in a fire management organization within any Bureau of the Department of the Interior (DOI). **The ASSISTANT DISPATCH CENTER MANAGER (INTERAGENCY) requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD.** These standards include minimum qualifications, training requirements, competencies, and key performance elements.

The primary purpose of this position is to serve as an Assistant Dispatch Center Manager located in an interagency dispatch center. Incumbent assists the Center Manager in the oversight of all dispatch center operations. The area encompasses some combination of federal, state, tribal, and private lands within the dispatch center's area of influence and supports more than one unit. The center is responsible primarily for wildland fire preparedness and suppression support activities, but may support all-risk incidents as needed/directed. The incumbent directs coordination efforts for multiple large incidents and new ignitions possibly occurring simultaneously in a variety of fuel types within a geographic area. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUSITE to qualify for this position.**

[signature]	10/25/04	[signature]	10-22-04
BIA Fire Program Designee	Date	BLM Fire Program Designee	Date
[signature]	10/25/04	[signature]	10/25/04
FWS Fire Program Designee	Date	NPS Fire Program Designee	Date
[signature]			10/26/04
Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader			Date

APPROVAL: This DOI Standard Position Description (SPD) is approved for SECONDARY/ADMINISTRATIVE Firefighter (FF) Retirement coverage **retroactive to classification date of 05/07/2004**. Approval is by DOI Secretary's Designee:

for [signature] 10/26/04

Deputy Assistant Secretary, Performance, Accountability and Human Resources Date

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

1. Agency Position No.

2. Reason for Submission
- [ ] Redescription
- [x] New
- [ ] Reestablishment
- [ ] Other

Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs [x] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: [x] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interest

9. Subject to IA Action: [x] Yes [ ] No

10. Position Status
- [x] Competitive
- [ ] Excepted *(Specify in Remarks)*
- [ ] SES (Gen.) [ ] SES (CR)

11. Position Is
- [ ] Supervisory
- [ ] Managerial
- [x] Neither

12. Sensitivity
- [x] 1--Non-Sensitive
- [ ] 3--Critical
- [ ] 2--Noncritical Sensitive
- [ ] 4--Special Sensitive

13. Competitive Level Code

14. Agency Use *DOI014

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 Management Specialist (Dispatch)	GS	401	9		5/7/2004
c. Second Level Review	Department of the Interior, FLERT Specialist					
d. First Level Review	This PD has been approved as follows under 5 USC 8336(c) and 8412(d)					
e. Recommended by Supervisor or Initiating Office	✓ Firefighter / Law Enforcement / Primary / ✓ Secondary/Administrative / Sec/Supvy					
	Approval Date October 26, 2004					

16. Organizational Title of Position *(if different from official title)*
Assistant Dispatch Center Manager

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
BIA BLM FWS NPS

b. Second Subdivision

c. Third Subdivision

d. Fourth 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 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/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 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 Manager/Specialist

Signature: See Remarks | Date: 5/7/04

22. Position Classification Standards Used in Classifying/Grading Position
Handbook of Occupational Groups and Families, August 2001; Forestry Series, GS-0460, June 1965, TS-57, December 1979, TS-39. General Schedule Leader Grade Evaluation Guide, June 1998.

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

Allison Beard BIA | Todd Ryan BLM | Dawn Phillips FWS | Debbie Burton Orton NPS

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

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U.S. Office of Personnel Management
FPM Chapter 295

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

Fire Management Specialist (Dispatch), GS-401-9 DOI014
Assistant Dispatch Center Manager

INTRODUCTION:

This position serves as an Assistant Dispatch Center Manager located in an interagency dispatch center. Assists the Dispatch Center Manager in the oversight of all dispatch center operations. In the absence of the Dispatch Center Manager, the incumbent becomes Acting Dispatch Center Manager.

The area involved encompasses some combination of federal, state, tribal, and private lands within the dispatch center's area of influence and supports more than one unit. At least one of the units has a high program complexity. The center is responsible primarily for wildland fire preparedness and suppression support activities, but may support all-risk incidents as needed or directed.

The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met prior to entrance into this position.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

DUTIES:

Operations/Mobilization (50%)
Establishes priorities, allocates resources, and supervises the mobilization, demobilization, and reassignment of wildland fire suppression resources necessary to support current and anticipated initial attack and logistical support emergency operations within the local, geographic and national area. Ensures that contingency plans are prepared to respond to emergency situations.

Manages incident and administrative intelligence (e.g., fuels, weather, resource status, and reporting) to ensure the effectiveness and efficiency of dispatch center decisions.

Provides supervision to and coordinates the expanded dispatch organization. Plans work objectives on a daily or project basis and makes adjustments to meet priorities. Adjusts shift lengths, staffing levels and work assignments to changes in workload.

Supports interagency resource management activities. For example, coordinates aircraft flight following, law enforcement assistance, search and rescue coordination and all other administrative/all- risk activities according to policies.

Analyzes inventories and availability of all- risk resources and directs the ordering and procurement necessary to meet area-wide incident management objectives.

Coordinates and assures communications channels (telephones, e- mail, radios and frequencies) with field resources are operable and afford a safe environment for employees in the office and field.

Ensures that safe and efficient practices are followed at the center and during all movements of personnel, equipment and aircraft.

Preparedness (15%)

Assures on-going emergency response preparedness.

Develops, implements, and updates numerous documents (e.g., Dispatch Operations Guide, Expanded Dispatch Plans, Mobilization Plans, Emergency Rental Agreements, Memoranda of Understanding, and Cooperative Agreements).

Assists with the administration, integration, and oversight of the use of telecommunication equipment, computer based applications, and other related communications equipment. Recommends modifications to existing systems and tests new applications when necessary.

Develops or modifies dispatcher related training and serves as subject matter expert during training course development (e.g., initial attack dispatch, aircraft, intelligence, expanded dispatch). Evaluates training for effectiveness and delivery method. May serve as lead or unit instructor.

Compiles and disseminates incident and resource statistical information to participating agencies, cooperators, the public, and the media on an as needed and annual basis.

Leader (35%)

Provides technical direction to employees on day-to-day operations.

Plans work to be accomplished, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Provides input on performance standards and work performance. Gives advice, counsel, and instruction to employees on both work and administrative matters. Identifies training needs. Finds ways to improve production or increase the quality of work.

The incumbent cooperates in carrying out affirmative action and career targeting plans at the center as established by agency policies.

FACTORS:

1. Knowledge Required by the Position (Level 1-6, 950 points)

Professional knowledge and understanding of the principles and practices of ecosystem management sufficient to incorporate techniques and objectives of fire, aviation, and other related activities into appropriate resource allocation to achieve long-term land management objectives and operational safety.

A fundamental knowledge of related fields of science including soils, ecology, hydrology, geology, and archeology to support resource management.

Comprehensive knowledge of the concepts, principles and practices of incident management and support for the full range of logistics/fire suppression techniques in order to, (1) understand the potential threat of fire to the natural resources, private property and the resource values within the geographic area; (2) assimilate this data, set priorities and allocate resources for the protection of those resources and property; (3) prepare for and assess short or long range functional resource needs based upon fire severity.

Comprehensive knowledge of fire behavior, fire weather, fire hazard, fire risk analyses, and wildland fire fighting techniques in order to provide direction and coordination for fire preparedness and suppression programs for a diverse variety of forest, range and urban interface areas. Prior on the line wildland fire fighting experience is a mandatory requirement.

Comprehensive knowledge of 1) interagency (federal, state, and local cooperators) fire preparedness and suppression management policies, practices and procedures; 2) the Incident Command System; 3) the mobilization and demobilization of resources in a multi-jurisdictional environment; 4) tactical and administrative aircraft capabilities and limitations including the pilot and aircraft certification programs, aircraft contracting, and air operations safety; 5) fiscal procedures and diverse Federal and State land management policies and procedures to ensure the most efficient and cost effective management of resources.

Knowledge of disaster preparedness and management operations, including logistical support, incident management, mobilization, interagency coordination, and resource allocation.

Ability to apply sound personnel management skills to include coaching, training, and motivation.

Skill in utilizing computer hardware and specialized applications specific to initial attack dispatching, expanded dispatch, fire suppression, prescribed fire, aviation management and administration.

Ability to effectively communicate orally and in writing with a wide variety of Federal, State and local agencies to negotiate, reach concurrence, and maintain an effective working relationship with cooperators.

2. Supervisory Controls (Level 2-3, 275 points)

Incumbent works independently under the supervision of the Dispatch Center Manager with delegated authority to act for the agency administrators in fire and emergency situations. The Dispatch Center Manager provides overall objectives, goals, and priorities.

The incumbent is responsible for implementing specific action plans, resolving problems and conflicts as they arise, and coordinating work with other staff members. Work that may involve a new direction in operating practices, a break with long standing practice, or controversy is discussed and agreed upon with the Dispatch Center Manager.

Completed work is reviewed for adequacy, technical soundness, and accomplishment of specified objectives. The nature of the work requires the incumbent to commit resources to meet emergency situations. Such commitments can only be reviewed after the fact.

3. Guidelines (Level 3-3, 275 points)

Guidelines are found in interagency manuals and agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of standard procedures to implement their intent.

The incumbent has broad latitude for independent action due to the wide range of variables under which the work is accomplished. Each incident is different, and the requirements for safe, timely, cost effective and legal operations given the number and variety of situations encountered in carrying out assignments, requires the incumbent to adapt or extend guidelines or choose from alternative procedures.

4. Complexity (Level 4-3, 150 points)

The center coordinates with multiple agencies (e.g., Federal, State, Tribal, and local) the movement of tactical and logistical resources in support of emergency incidents. The incumbent directs coordination efforts for multiple large incidents and new ignitions possibly occurring simultaneously in a variety of fuel types within a geographic area.

The employee analyzes specific situations encountered and selects the most appropriate course of action.

Threats to life, property, and natural resources are commonplace. The incumbent's decision-making is complicated by the number, size and locations of incidents requiring

support, time constraints, priority, risks, availability of resources, and the expenditure of public funds.

5. Scope and Effect (Level 5-3, 150 points)

Assists the Center Manager in the oversight of all dispatch center operations. The center's area of influence encompasses a combination of federal, state, tribal, and private lands. The center supports more than one unit. At least one of the units has a high program complexity.

The purpose of the work is the mobilization of resources to incidents threatening life, property, and natural resources. The center provides logistical support to resources assigned to incidents.

Decisions protect human lives, property, and multiple resource values. These decisions often result in the expenditure of large sums of public funds and may have economic, social, political and environmental impacts. The actions of the incumbent affect the safe and cost-effective accomplishments of interagency aviation and fire management support programs throughout the center's area of influence.

6. Personal Contacts (Level 6-3, 60 points)

Personal contacts are made with all levels of cooperating land management and emergency support agencies. Primary contacts are with fire suppression personnel, resource specialists and other unit coordinators. Other personal contacts are with national and local news media, contractors, private landowners, political officials, and the general public.

7. Purpose of Contacts (Level 7-3, 120 points)

Contacts are for the discussion of critical emergency services and fire management programs with Federal, State, and local organizations which are often complicated by mixed ownership and complex management responsibilities. This requires tact and persuasion to resolve operating problems with organizations that often have conflicting viewpoints on use of their emergency resources.

Public contacts are designed to inform the parties involved of current land management activities and the efforts being made to protect lives, property, and multiple resource values. Media contacts are designed to inform the general public of the current or predicted fire or emergency situations.

8. Physical Demands (Level 8-1, 5 points)

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. The duties of this position create a highly stressful environment during peak activity, requiring the ability to

keep calm in emergency situations. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required.

Travel associated with field visits and other administrative travel may be required.

9. Work Environment (Level 9-1, 5 points)

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties. This creates a high stress work environment.

EVALUATION STATEMENT

Recommended Classification	Assistant Dispatch Center Manager, GS-401-09
Organizational Location:	Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management
References:	Handbook of Occupational Groups and Families, August 2001; Forestry Series, GS-0460, June 1965, TS-57, December 1979, TS-39. General Schedule Leader Grade Evaluation Guide, June 1998.

Background: This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). This position serves as an Assistant Dispatch Center Manager located in an interagency dispatch center. The incumbent assists the Dispatch Center Manager in the oversight of all dispatch center operations. In the absence of the Dispatch Center Manager, the incumbent becomes Acting Dispatch Center Manager.

The area involved encompasses some combination of federal, state, tribal, and private lands within the dispatch center's area of influence and supports more than one unit. At least one of the units has a high program complexity. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may support all- risk incidents as needed or directed.

Determination of Series and Title: This position requires a professional knowledge of the principles
and practices of ecosystem management sufficient to incorporate techniques and objectives of fire, aviation, and other related activities into appropriate resource allocation to achieve long-term land management objectives and operational safety.

The General Biological Science Series, GS-0401, covers positions that involve professional work in biology, agriculture, or related natural resource management when there is no other more appropriate series. Included are positions that involve: (1) a combination of several professional fields with none predominant; or (2) a specialized professional field not readily identified with other existing series.

This position is appropriately placed into the **General Biological Science Series, GS-0401.**

No Position Classification Standard (PCS) or flysheet exists for the GS-401 series; therefore, no titling guidance is provided for positions in this series. As stated in the Introduction to the Classification Standards, agencies may designate the official title of positions in occupational series for which OPM has not prescribed titles; i.e., those not specifically covered by classification standards.

This is a leader position where the leader work is graded below the level of the technical work. In cases where the leader work is graded below that of the technical work, the General Schedule Leader Grade Evaluation Guide requires the use of the word "Lead" as a parenthetical title to the appropriate occupational title. This position also contains special duties and responsibilities associated with dispatch. "Dispatch" used as a parenthetical would add materially to the identification of the type of work found in this position. Two parenthetical titles could be used; however, the parenthetical title "Dispatch" is selected as being the most meaningful.

The title assigned to this position is **Fire Management Specialist (Dispatch).** The organizational title assigned to this position is **Assistant Dispatch Center Manager.**

Determination of Grade: Since no PCS exists for the General Biological Science Series, GS-401, the grading criteria in the Forestry Series, GS-460, PCS will be used.

FACTOR EVALUATION SYSTEM POINTS RATINGS		
Evaluation Factors	Points	Level
1. Knowledge Required by the Position	950	1-6
2. Supervisory Controls	275	2-3
3. Guidelines	275	3-3
4. Complexity	150	4-3
5. Scope and Effect	150	5-3
6. Personal Contacts	60	6-3
7. Purpose of Contacts	120	7-3
8. Physical Demands	5	8-1
9. Work Environment	5	9-1
Total Points	1990	
Grade Conversion Range (1855-2100)	GS-09	

This position contains leader responsibilities and meets the definition of leader under the General Schedule Leader Grade Evaluation Guide (GSLGEG). Since the leader work is not grade controlling, no evaluation of the leader work is provided.

Conclusion: The proper title, series, and grade is **Fire Management Specialist (Dispatch), GS-401-9**, with an organizational title of **Assistant Dispatch Center Manager.**

Allison Beard
HR Specialist (Classification)
Bureau of Indian Affairs

Todd W. Ryan
HR Specialist (Classification)
Bureau of Land Management

Debbie Burton Orton
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National Park Service

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