

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

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Roostablishment <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 checked="" type="checkbox"/> Exempt <input 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 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							
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		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office	
		Fire Management Specialist (Prevention & Mitigation)		Department of the Interior, FLERT Specialist		This PD has been approved as follows under 5 USC 5335(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement		Approval Date: October 26, 2004	
								Sec/Supvy	

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
---	--	---	--

18. Department, Agency, or Establishment		c. Third Subdivision	
Department of the Interior			
a. First Subdivision		d. Fourth Subdivision	
BIA BLM FWS NPS			
b. Second Subdivision		e. Fifth Subdivision	

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, payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

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.

22. Position Classification Standards Used in Classifying/Grading Position and Division of Occupational Groups and Families, August 2001, Part I of the Library Series, GS-460, Jun 1965 TS-57, Dec 1979, TS-39.

23. Position Review

Initials	Date								

24. 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.

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

Signature: Allison Beard, Todd Ryan, Dawn Phillips, Debbie Burton Orton

Date: 8/26/04

\*Agency Use Code should be entered in FPPS as last six digits of Position Allocation Number.