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 Standard PD and must use the Standard PD Number

Classification Title: Fire Management Specialist (Prevention & Mitigation)

Organization Title:

Standard Position Number: DOI128 Series and Grade: GS-0401-09/11

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

The incumbent serves in a key fire management position as a Fire Management Specialist (Prevention and Mitigation). The primary purpose of this position is to establish and coordinate internal and external wildland fire prevention and mitigation programs. The incumbent has program responsibility for developing, implementing, and evaluating wildland fire prevention and mitigation program goals and objectives in support of mission accomplishment. **This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

ALAN SIZEMORE, Human Resources Specialist, DOI — Date: 05-28-2010

TIMOTHY MURPHY, Deputy Assistant Director (NIFC) — Date: 6-3-10

TOM NICHOLS, Chief, Division of Fire and Aviation, NPS — Date: 6/2/10

LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA — Date: 6/4/10

BRIAN MCMANUS, Chief, Branch of Fire Management, FWS — Date: 6/3/2010

MICHAEL GILLMORE, Supervisory Program Analyst, DOI — Date: 6/7/10

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date**. Approval is by DOI Secretary's Designee:

for Deputy Assistant Secretary, Human Capital and Diversity — Date: 6/9/10

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

1. Agency Position No.: DOI128

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

Explanation *(Show any positions replaced)*: Replaces DOI028

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:

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 (Prevention & Mitigation)	GS	0401	11	[illegible]	5/18/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*:

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: LINDA F. ERWIN, DOI HR Human Resources Specialist

Signature: [illegible] Date: 5/18/10

22. Position Classification Standards Used in Classifying/Grading Position: Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 September 2005

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										

Department of the Interior, FLERT Specialist [illegible]
The PD has been approved as follows under 5 USC 8336(c) and 8412(d)
X Firefighter ___ Law Enforcement
___ Primary X Secondary/Administrative ___ Sec/Supvy
Final Date June 9, 2010

24. Remarks

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

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION ☒ AS SHOWN ON CURRENT DESCRIPTION ☐ AS HEREBY AMENDED

IIa. _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO. DOI128 Fire Management Specialist (Prevention & Mitigation)	SCHEDULE	SERIES	GRADE
	GS	0401	9

☒ SAME AS PRESENT: AMENDED FOR ☐ CSC TITLE ☐ POS. NO. ☐ SCHEDULE ☐ SERIES ☒ GRADE

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.

_____ (Signature of Supervisor) _____ (Date)

TITLE _____

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

Linda F. Erwin, DOI HR (Official Exercising Classification Authority) 5/18/10 (Date)

TITLE HR Specialist

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The basic functions within which the incumbent works are described in the attached full performance level GS-11 positions description. However, the incumbent is assigned to this positions at a developmental level. He/she will perform the day-to-day assignments with considerable independence in planning/carrying out the work. Additional guidance/review will be provided for the more complex assignments (e.g., those without established precedents), in terms of discussions of policies, controversial/sensitive areas, etc., and assistance in resolving conflicts.

Work will be reviewed for interpretation of policies, guidelines, judgment used, effectiveness in completing assignments, and developmental progress towards performing the full range of duties at the level described in the position description.

FLSA Non-exempt

Department of the Interior, FLERT Specialist _____

The PD has been approved as follows under 5 USC 8336(c) and 8412(d)

X Firefighter _____ Law Enforcement

_____ Primary X Secondary/Administrative _____ Sec/Supvy

Approval Date June 9, 2010

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

_____ Name Signature and Title of Supervisor _____ Date

INTRODUCTION:

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Fire Management Specialist (Prevention and Mitigation). The primary purpose of this position is to establish and coordinate internal and external wildland fire prevention and mitigation programs. Key components include wildland fire management and the role of fire in the ecosystem; intense education program, moderate to high wildland fire operations complexity with significant interagency coordination and cooperation issues, wildland/urban interface initiatives, and a controversial hazardous fuel reduction program.

The incumbent has program responsibility for developing, implementing, and evaluating wildland fire prevention and mitigation program goals and objectives in support of mission accomplishment.

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

This position requires a valid state driver's license.

MAJOR DUTIES:

Program Management (40%)

Responsible for the development, coordination, and dissemination of internal and external communication of wildland fire management activities. Provides and facilitates overall wildland fire prevention and mitigation programs and activities for the local communities, the news media and the general public in the form of meetings, newsletters, events, programs, and posting in community facilities.

Provides guidance and assistance on wildland fire prevention and mitigation programs to the field. The incumbent is required to determine, develop, and provide program expertise and materials to all supported programs.

Responsible for the wildland fire prevention and mitigation program. Coordinates and integrates the wildland fire prevention and mitigation plans with affected unit personnel. Makes recommendations to incorporate the prevention and mitigation program goals into higher level plans.

Responsible for local technology transfer of new wildland fire prevention and mitigation concepts, applications and materials.

Develops and reviews programs and plans to ensure that wildland fire prevention and mitigation principles, practices and policies are incorporated into local land management programs.

Assists with budget formulation and execution. Monitors the expenditure of funds to ensure fiscal integrity and correct application of financial standards.

Planning (20%)

Identifies and analyzes major causes of wildland fire and ensures that these causes are addressed in fire management plans. Participates in an interdisciplinary planning process in the development and integration of fire prevention into land use and resource management plans. Ensures that fire prevention is integrated in overall work plans and recommends short- and long-range program objectives.

Develops prevention plans to reduce human and equipment caused ignitions through comprehensive risk assessments and develops strategic plans to mitigate fire causes. These plans include public awareness activities and programs, informational promotions, law enforcement programs, and road/area signing efforts. Markets fire prevention programs to individual representatives, local interest groups, and affiliated participants.

Coordinates wildland fire restriction and closure plan development and implementation. Works with news media, public affairs, fire information, law enforcement, and coordinating agencies in developing, implementing and disseminating fire restrictions and closure information.

Operations (40%)

Provides wildland fire prevention and mitigation expertise by representing the unit at local, state, and regional/national/tribal forums. Incumbent establishes and maintains an active involvement with other cooperating activities at local and state levels regarding wildland fire prevention and mitigation programs.

Educates the public about the ecology of wildland fire and its relationship to the mission of the organization.

Serves as a contact for media interested in wildland fire management programs and activities, responding to, or facilitating requests from national, regional, and local media. May coordinate news conferences, special events, news releases, and facilitate feature stories related to wildland fire prevention and mitigation programs.

Works with local homeowners, community stakeholders, tribal, state, and federal agencies in an effort to educate and mitigate potential threats to communities from wildland fire.

Coordinates the identification of issues and the mitigation of wildland/urban interface risks to homeowners and communities from wildland fire and hazardous fuels. Develops, coordinates, implements and monitors educational meetings, events, and programs with local communities to reduce loss resulting from wildland fire.

Incumbent has responsibility for assisting cooperators with administering wildland fire education programs and course curricula and by providing program expertise and materials.

Responsible for developing products and programs of new fire educational concepts, applications and material.

Participates in internal and external workshops to present key aspects of the wildland fire management program. Develops, presents, and evaluates fire education training, exhibits, and information.

During a wildland fire event, assists with the development and implementation of additional strategic wildland fire mitigation and protection planning which assesses the actual and potential risks and hazards.

If responsible for fire trespass, may perform some or all of the following type of work:

> Develops, implements and reviews fire trespass policies and procedures. Coordinates policies and procedures. Coordinates investigation of fire trespass. Works with management to negotiate administrative and legal restitution for losses resulting from fire trespass. Coordinates fire investigation courses for field units and other federal agencies.
>
> As a fire investigator, investigates ignition source causes and location on government land including observing, collecting, and preserving and/or examining evidence. Interviews and/or obtains statements of witnesses. Prepares written reports which may include diagrams, maps and photos.
>
> Provides assistance to other cooperating Federal, State, Local agencies, and Law Enforcement agencies on fire investigations that are multi-jurisdictional.

FACTORS:

1. Knowledge Required by the Position (Level 1-7, 1250 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment specializing in prevention and mitigation.

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Ability to use research and current programs to develop and structure solutions to critical, unique and controversial wildland fire prevention and wildland fire educational situations. A comprehensive understanding of multi-agency wildland fire prevention plans and policies sufficient to conduct program analysis. The conclusions reached are incorporated into fire management and prevention and mitigation plans.

In-depth knowledge of wildland fire management, fuels management, fire behavior, fire prevention assessment and planning, fire regimes, fire effects, ecosystem and species response mechanisms to fire and post fire recovery, to comprehend, utilize and apply these principles to mitigate effects of unwanted fire and to convey these concepts to target audiences.

Knowledge to determine the appropriate materials needed to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural resource specialists and wildland fire and land managers.

Knowledge of community relations and media relations to effectively communicate wildland fire issues.

Comprehensive knowledge of federal, tribal, state, local and other agencies, wildland fire and emergency management policies, practices and philosophies related to the following: restriction and closure plan regulations, cooperative agreements, fire management and ecosystem planning, wildland fire use, wildland fire mitigation principles, and wildland fire suppression techniques.

Knowledge of federal, tribal, state, and local agency roles and responsibilities in wildland fire prevention and mitigation programs.

Knowledge of communication and outreach methods and ability to use current research and findings to develop and structure solutions to critical, unique and controversial wildland fire prevention and mitigation situations.

Skill in conducting and facilitating meetings, and the ability to effectively organize, coordinate and present workshops and training sessions involving all aspects of wildland fire prevention and mitigation.

Skill in establishing and maintaining effective relationships with local public interest groups; community planners; private landowners; and federal, tribal, state and local governments involved with fire management planning efforts.

2. <u>Supervisory Controls</u> (Level 2-4, 450 points)

The supervisor outlines the scope of responsibility, overall program objectives and special problem areas that require attention.

The incumbent independently constructs action plans for work with only general guidance from the supervisor on program direction. The incumbent is considered the technical expert on wildland fire prevention and mitigation. The incumbent works relatively free from technical controls.

The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting program objectives and for conformance to policies.

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

Guidelines are found in interagency manuals, agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of additional 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. The incumbent relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

4. Complexity (Level 4-4, 225 points)

Assignments involve a broad range of duties in the interagency field of wildland fire management. The work requires continuous coordination and communication among fire specialists, resource specialists, educational and interpretive specialists, as well as with numerous agencies, groups and stakeholders. The complexity of the work is reflected in the coordination required, the number of stakeholders involved, and the communication networks employed. The incumbent must design and utilize effective communication and educational systems that reach a broad range of specific internal and external audiences.

The incumbent must be effective in confronting and resolving conflicts and sensitive issues among individuals, organizations and agencies. The individual deals with complex tasks required in the planning, implementation and evaluation of systems, courses and social issues. The work involves many areas of uncertainty and the complex interactions of a number of technical, resource, administrative, legal and socioeconomic problems. This requires the development of new techniques and guidance; or, the modification of current practices and operations in the areas of wildland fire prevention and mitigation and community assistance in a complex wildland/urban interface environment.

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

The purpose of the work is to create and guide field level wildland fire prevention and mitigation programs and to efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. Primary responsibility is to provide leadership and guidance, and to develop local area programs, guidelines, standards and procedures.

Completed reports and recommendations influence decisions by managers concerning wildland fire prevention and mitigation and community assistance programs at the field level. The work involves identifying problems, studying, analyzing and making recommendations concerning these programs, thereby affecting the efficiency and productivity of operations in these programs. The work performed influences the effectiveness of the interagency wildland fire program and the relationship with communities and stakeholders.

6. Personal Contacts

Personal contacts include co-workers, staff specialists, state, regional, or national office fire personnel, Fire Management Officers, Land Managers, counterparts in the five federal wildland fire bureaus, state lands and forestry departments, tribal governments, municipalities, members of professional councils and societies with an interest in wildland fire prevention and mitigation, fire ecology, law enforcement, news media, local businesses, the scientific and academic communities, and the general public.

7. Purpose of Contacts (Level 6-3/7-B , 110 points)

Contacts are made for the purpose of performing studies, gathering information, consulting, advising, recommending, planning, guiding and promoting the development and implementation of the wildland fire prevention and mitigation, fire education, and community assistance programs; coordinating contracts or agreements with educational institutions and private industry; reviewing and evaluating interagency fire mitigation techniques and efforts; conducting research into new educational methods; making presentations and/or instructing groups in regard to the wildland fire management program.

Contacts are to coordinate communications among agency and interagency fire management programs and to keep field specialists current with these programs. Contacts also are required to share wildland fire prevention, mitigation, educational techniques and information effectively with a wide variety of internal and external audiences. Additionally, contacts are necessary to conduct day-to-day business and to anticipate administrative and managerial problems before they arise.

Contacts require tact, determination, and communicative skill, especially to persuade and convince the public and outside organizations of the benefits of wildland fire prevention and mitigation.

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

The work is primarily sedentary, although a level of physical fitness is required which will allow for work during periods of extended stress and in the field when wildland fire situations arise.

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

The work is normally performed in an office; however, travel to field offices and various meetings and conferences is required.

2470 points, GS-11 (2355-2750)