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

1. Agency Position No.: DOI109

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

Explanation *(Show any positions replaced)*: replaces DOI009

3. Service: [ ] Hdqtrs [x] Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [x] 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 [x] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

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

12. Sensitivity: [ ] 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 Logistics Dispatcher	GS	2151	05	TG	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: Date: 5/18/10

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-122. Grade level guide for Clerical and Assistance Work, Jun 89. TS-91

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										

This FD is **NOT COVERED** under 5 U.S.C. 8336(c) or 8412(g), as determined by the Department of Interior Secretary's Designee on 6/15/10. FERS/LEO Retirement Team Specialist

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. DOI109	SCHEDULE	SERIES	GRADE
Fire Logistics Dispatcher	GS	2151	04

☐ 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 Human Resources 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 duties and responsibilities of this position are essentially the same as those described at the GS-05 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-05 level.

This PD is **NOT COVERED** under 5 U.S.C. 8336(c) or 8412(d), as determined by the **Department of Interior Secretary's Designee** on 6/14/10 **FF/LEO Retirement Team Specialist**

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 position serves as a Support Dispatcher (Logistics) located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center. The area involved may encompass federal, state and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-risk incidents as needed or directed.

The primary purpose of this position is to provide a wide range of fire dispatch, logistical and administrative support functions.

DUTIES

Serves as a dispatcher, receiving, filling, and tracking resource requests for fire and other emergency incidents. Initiates requests to higher organizational levels for additional resources as needed.

Organizes and reviews completed records of all orders placed and actions taken to ensure adherence to established operating procedures.

Maintains resource status and tracking systems and operates telecommunications systems.

Collects, processes, collates and submits incident information to support intelligence activities.

Consolidates and inputs fire weather data into weather application software and reviews for completeness. Transmits resultant probabilities and forecasts to field personnel and fire management staff.

Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems).

Shares information with cooperators and other interested entities.

Provides critical logistical support information to supervisor and makes recommendations concerning the efficient uses of available resources.

Records and maintains communications logs involving all telephone and two-way radio transmissions.

Assists with the training and orientation of support dispatchers.

Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides.

FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (Level 1-4, 550 points)

Knowledge of standard logistical and administrative procedures, guidelines, Incident Command System (ICS) terminology, methods and procedures, and safety requirements used in the dispatch of personnel, equipment and supplies to support the needs of requesting units.

Knowledge of wildland firefighting sufficient to provide logistical support to fire management operations.

Knowledge of expanded dispatch operations.

Knowledge of computer programs and outputs in order to apply information to dispatch procedures and functions.

Ability to operate computer programs and utilize the computer for inputting data and records creation, maintenance, and disposal.

Ability to collect, process, and submit incident information to support intelligence activities.

Ability to read maps and pinpoint locations from various sources of information.

Ability to communicate orally and in writing in a clear and concise manner.

Ability to remain calm under urgent and frequently changing conditions.

2. SUPERVISORY CONTROLS (Level 2-2, 125 points)

Works under the supervision of a higher-level employee who makes daily assignments.

Work is assigned in terms of ongoing responsibilities, priorities, and general instructions. The employee works independently in planning and carrying out assignments. Specific guidance is provided in unusual assignments. Deviations from "standing instructions" must be approved by a higher-level employee or the supervisor. Work is evaluated for thoroughness, timeliness, and overall impact.

3. GUIDELINES (Level 3-2, 125 points)

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center. Guidelines may not cover all situations. The employee draws from experience and exercise judgment in dealing with emergency situations.

4. COMPLEXITY (Level 4-2, 75 points)

Work is complicated by the need to perform a diversity of unrelated and related duties, each requiring many steps where organizational skills and the ability to make sound decisions quickly and calmly are essential. Communications equipment and computer data entry and retrieval require strict adherence to technical procedures. Priorities and methods change quickly.

5. SCOPE AND EFFECT (Level 5-2, 75 points)

The work of the employee facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation.

The center's work is critical to the safety of personnel, the public, and to the protection of resources.

6 &7. PERSONAL & PURPOSE OF CONTACTS (Level 2A, 45 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, political officials, law enforcement personnel, and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, private landowners, vendors, officials and providers of various types of equipment and services.

The purpose of contacts is to exchange vital information and determine the availability of equipment, supplies, and other urgently needed resources and personnel.

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.

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.

1005 points, GS-5 (855-1100)