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 (Prescribed Fire/Fuels)

Organization Title: Prescribed Fire/Fuels Technician

Standard Position Number: DOI122 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 (Prescribed Fire and Fuels). The incumbent has program responsibility for prescribed fire, fuels management, smoke management, and wildland fire use. The incumbent provides professional advice and assistance to meet resource management objectives with prescribed fire and/or wildland fire. **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 — 05-28-2010 Date

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

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

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

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

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

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:

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

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

1. Agency Position No.: DOI122

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

Explanation *(Show any positions replaced)*: Replaces DOI022

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 (Prescribed Fire/Fuels)	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)*: Prescribed Fire/Fuels Technician

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]

This 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

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

lla. _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO. DOI122	SCHEDULE	SERIES	GRADE
Fire Management Specialist (Prescribed Fire/Fuels)	GS	0401	09

☒ 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 position description. However, the incumbent is assigned to this position 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, controversial1sensitive 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.

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 (Prescribed Fire and Fuels). This position is located in a unit with a moderate to high fire management program complexity level.

The incumbent has program responsibility for prescribed fire, fuels management, smoke management, and wildland fire use. The incumbent provides professional advice and assistance to meet resource management objectives with prescribed fire and/or wildland fire use.

Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description.

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

This position requires a valid state driver's license.

MAJOR DUTIES:

Program Management (50%)

Provides professional expertise in the development and implementation of multiple resource objectives. Develops fuels treatment alternatives to support management decisions while adhering to applicable laws, regulations, policies, and guidelines.
Evaluates individual fuels treatments as well as the effectiveness of the overall program and makes recommendations for improvement.

Responsible for the smoke management program to ensure compliance with state air quality standards. Coordinates with federal, state, and local government air quality officials in their development of operational procedures and reporting requirements.

Performs fiscal analysis, formulates the annual fuels management budget, and maintains a system of accounts to track program expenditures. This includes managing the budget from out-year planning to year-end closure.

Coordinates with the next higher organizational level, other agencies, cooperators, and stakeholders to develop interagency fuels strategies. Represents the organization in multi-agency fuels management activities.

Maintains awareness of technological developments in wildland fire science and related disciplines. Collects information through a variety of methods, including field surveys, computer modeling, and specific literature searches. Stays abreast of state-of-the-art computer modeling software and scientific methods to support fire use, air quality, and fuel treatment planning and applications.

Coordinates multi-disciplinary field studies related to fuels management program issues to determine effectiveness of treatments. Coordinates and provides transfer of findings to the appropriate personnel.

Planning (30%)

Serves as a member of an interdisciplinary team planning, developing, and implementing land management plans, compliance documents, and agreements.
Provides input and recommends strategies for fuels and fire management.

Provides assistance to other resource program managers in the design of fuels management prescriptions and implementation plans. Provides information on fuels management methods to enhance, restore and protect ecosystems.

Participates in the development, review, and modification of the fire management plan. Develops, reviews and monitors fuels management plans. Works closely with other resource specialists to integrate vegetation management project designs in fuels program direction.

Reviews environmental documents, prescribed fire plans, and wildland fire use plans of other agencies and stakeholders which will affect the unit.

Prepares wildland fire risk assessments incorporating wildland/urban interface considerations into all agreements, operating plans, and land and fire management plans, to ensure that all interface areas are covered and state and local responsibilities are apportioned appropriately.

Participates in the development of cooperative agreements to facilitate multi-agency projects.

Operations and Safety (20%)

Implements and administers prescribed fire activities, wildland fire use, and fuels management activities to ensure targets are achieved, management objectives are met and mitigation measures are adequate. Monitors fire behavior, evaluates fire effects, identifies potential problems and takes appropriate action.

Designs and implements fuels management surveys to document presence, amount, and types of hazardous fuels. Utilizes the results of the surveys to prioritize prescribed fire and fuels management projects.

Ensures own and other's welfare and safety in all aspects of project implementation. Identifies training needs and participates in prescribed fire and fuels management, and wildland fire and safety training in the techniques, practices, and methods of fire suppression.

Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews.

May serve as a Contracting Officer's Representative (COR) on fuels management contracts and may be responsible for the preparation of contract specifications and performance measures.

Supports wildland fire suppression activities.

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.

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.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology).

Comprehensive knowledge of the effects of prescribed fire and fire use on natural and cultural resources to prepare complex fuels management plans.

Knowledge of environmental laws, regulations, and policies including the National Environmental Policy Act (NEPA), Clean Air Act, Threatened and Endangered Species Act, and the Wilderness Act sufficient to produce environmentally sound and defensible documents.

Knowledge of accepted wildland fire safety practices and procedures.

Knowledge of computer applications and software for a variety of fuels management uses.

Knowledge of budgeting policy, procedures and techniques sufficient to develop program budgets and annual work plans.

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR).

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

2. Supervisory Controls (Level 2-4, 450 points)

Supervisor gives assignments in terms of broad areas of responsibility, program emphasis, and key management concerns. The employee and the supervisor confer on priorities and deadlines for program accomplishment. The employee independently plans and coordinates with others in determining methods of accomplishment.

The incumbent plans and carries out major tasks in accordance with priorities and deadlines provided and performs assignments without specific instructions in accordance with policy and accepted practices. The employee keeps the supervisor informed of progress, significant concerns, and controversial issues. Completed staff work is required.

Work is reviewed for adequacy in meeting objectives and priorities and for compliance with laws, regulations, and guidelines.

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)

The work entails a variety of complex administrative and technical prescribed fire, wildland fire use, and fuels management support functions, each involving numerous procedures and operating requirements. The incumbent must interpret and analyze environmental influences and fire behavior, make judgments, and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, must be considered by the incumbent in making

critical decisions under pressure. Adding an additional layer to the complexity are factors such as different types of treatment; social, political, and economic issues; higher complexity fuels treatment projects; resource and property values at risk; smoke management requirements; multiple jurisdictions, frequent use of aviation operations or support; and intra/interagency coordination requirements.

The multiple variables, conflicts in resource management objectives, and environmental constraints require that the incumbent evaluate a considerable amount of data in formulating the appropriate strategy into an effective prescribed fire/fuels management program.

Due to the nature of fire management work, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

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

The purpose of the position is to plan, develop, and implement the fire use and fuels management program for a unit with a moderate to high fire management program complexity level or serves in support of a higher level position in a high complexity program.

The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

6. Personal Contacts (Level 6-2, 25 points)

Primary contacts are with fire and other resource personnel and managers within the organization. Additionally, contacts are with State, Tribal and local governments or other Federal agencies, special interest groups and the general public. Other significant contacts may include contractors, news media, local community leaders, and cooperators.

7. Purpose of Contacts (Level 7-B, 50 points)

Contacts are necessary for planning, implementation and coordination of the fuels management program. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

8. Physical Requirements (Level 8-3, 50 points)

The work is normally sedentary. However, field work is evaluated as arduous and the duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time.

Work Environment (Level 9-3, 50 points)

Office conditions require long periods of sitting, working with computers and general lifting, bending and reaching. Field conditions involve the employee being exposed to noise, dust, heat, weather, aircraft turbulence and the hazards of firefighting such as heat, smoke, and fire behavior. Protective clothing and equipment is required in hazardous environments.

2525 points, GS-11 (2355 - 2750)