

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

1. Agency Position No.  
S000004

2. Reason for Submission  
 Redescription  New  Hdqtrs  Field  
 Reestablishment  Other

4. Employing Office Location

5. Duty Station

Explanation (Show any positions replaced)  
 Application of New GS-0400 Standard. Standard Position Description #S000004 Covered under 5 U.S.C. 8336 (c) & 8442 (d) in the secondary/administrative category.

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Financial Statements Required  
 Executive Personnel Financial Disclosure  Employment and Financial Interest

9. Subject to IA Action  
 Yes  No

10. Position Status  
 Competitive  Excepted (Specify in Remarks)  
 SES (Gen.)  SES (CRI)

11. Position Is 12. Sensitivity  
 Supervisory  1--Non-Sensitive  3--Critical  
 Managerial  2--Noncritical Sensitive  4--Special Sensitive  
 Neither

13. Competitive Level Code  
 14. Agency Use

|  |   |  |  |  |                          |                   |           |          |          |
|--|---|--|--|--|--------------------------|-------------------|-----------|----------|----------|
| 15. Classified/Graded by               | Official Title of Position<br><b>Department of the Interior, FLERT Specialist</b> |  |  |  | Pay Plan                 | Occupational Code | Grade     | Initials | Date     |
| a. Office of Personnel                 | This PD has been approved as follows under 5 USC 8336(c) and 8412(d)              |  |  |  |                          |                   |           |          |          |
| b. Department, Agency or Establishment | Firefighter   |  |  |  | Law Enforcement          |                   |           |          |          |
|  | Primary   |  |  |  | Secondary/Administrative |                   | Sec/Supvy |          |          |
| c. Second Level Review                 | Refuge Fire Management Officer  |  |  |  | GS                       | 401               | 12        | Alm      | 9/5/2006 |
| d. First Level Review                  | Refuge Fire Management Officer  |  |  |  | GS                       | 401               | 12        |          |          |

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

18. Department, Agency, or Establishment  
 Department of the Interior  
 a. First Subdivision  
 U.S. Fish and Wildlife Service  
 b. Second Subdivision  
 Regions  
 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  
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_ 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  
 Alfred W. Massey, Jr.  
 HR Specialist, (Classification)  
 Signature *Al Massey* Date 9/5/06

22. Position Classification Standards Used in Classifying/Grading Position  
 GS-0400 Classification Standard, Sep 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 |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |

24. Remarks  
 Firefighter retirement coverage approved by DOI on Sep. 7, 2000. No changes to this PD may be made except by amendment. SPD #S000004 initially dated 4/4/2000. This is a cursory review-no changes to title, series, or grade.

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



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

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

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

Category of Coverage: Secondary Administrative (Firefighter)

Bureau: Fish and Wildlife Service - Bureau-wide

Classification Title: Fire Management Officer

Organization Title: \_\_\_\_\_

Position Number: S000004 Series and Grade: GS-0401-12

**RECOMMENDATION FOR COVERAGE REVIEW:**

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The incumbent of this position serves as the Refuge Fire Management Officer in the Region. Responsible for providing technical advice and guidance related to the fire management program.

It is anticipated that at least 80 percent of the time and responsibilities of this position will be dedicated to the major duties.

Incumbent must have experience as a firefighter having performed work directly concerned with the control and extinguishment of fires to conduct a program to provide protection of refuge resources from wildfires and prescribed fires.

*Daniel M. Ashe*

Chief, National Wildlife Refuge System, Daniel Ashe

8.4.00

Date

*Marcia L. Scifres*

DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

08/30/2000

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:

*Wesley L. Suttles*

Secretary's Designee

9/7/00

**Division of Refuges  
Fire Management Branch  
Concurrence of Determination for Retirement Coverage Under 5 USC  
8336 (c) and 8412 (d)**

Concur with recommendation

Do not concur with recommendation

US Fish and Wildlife Service - Region

Classification Title \_\_\_\_\_

Position Number: 8000004 Series and Grade: GS-4012

Comments:

*See attached note*



Roger D. Erb - Chief, Fire Management Branch

7/29/00  
Date



**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: Fish and Wildlife Service - Bureau Wide

Classification Title: Fire Management Officer

Organization Title: \_\_\_\_\_

Position Number: S0000A4/S000004 Series and Grade: GS-0401-11/12

**RECOMMENDATION FOR COVERAGE REVIEW:**

Secondary - Administrative firefighter coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The incumbent of this position serves as the Refuge Fire Management Officer in the Region. Responsible for providing technical advice and guidance related to the fire management program. It is anticipated that at least 80 percent of the time and responsibilities of this position will be dedicated to the major duties. Incumbent must have experience as a firefighter having performed work directly concerned with the control and extinguishment of fires to conduct a program to provide protection of refuge resources from wildfire and prescribed fire.

See Attached

Chief, National Wildlife Refuge System, Dan Ashe

Date

*Marcia L. Scifres*

DOI Fire & Law Enforcement Team Leader, Marcia L. Scifres

10/11/2002

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:

*[Signature]*  
 Deputy Assistant Secretary, Human Resources and Workforce Diversity

11/12/02  
 Date

POSITION CLASSIFICATION AMENDMENT

1- OFFICIAL HEADQUARTERS 2- NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION : AS SHOWN ON CURRENT DESCRIPTION X AS HEREBY AMENDED

- 18 a. Department of the Interior
- b. U.S. Fish and Wildlife Service
- c.
- d.
- e.

4. CSC TITLE AND BUREAU POSITION NO. | SCHEDULE | SERIES | GRADE  
 Fire Management Officer | Position Number: S000004 | GS-0401 | 12

SAME AS PRESENT: AMENDED FOR: TITLE POS. NO. , SCHEDULE \_\_, SERIES \_\_, GRADE

CERTIFICATIONS

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

James M. Hys 7/11/06  
 (Signature of Supervisor) (Date)  
 TITLE: Human Resources Specialist

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

\_\_\_\_\_  
 (Signature of Official Exercising Classification Authority) (Date)  
 TITLE

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

Factor 7 – Purpose of Contacts

Contacts are for the purpose of coordinating and collaboration with various organizations and individuals who may have conflicting viewpoints and to influence and persuade other experts to adapt new methods and approaches. Contacts are made to determine user needs, display proposed actions, monitor and evaluate program effectiveness, coordinate program development work, data gathering and analysis, information exchange, development of interagency agreements, and negotiation and explanation of programs. Contacts may be adversarial at times. Contacts are often oriented toward information gathering for the development or refinement of various kinds of resource management plans or programs at the local, Regional, or National levels, often in an interagency setting."

Department of the Interior, FLERT Specialist Poni Outh  
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
 Firefighter \_\_\_\_\_ Law Enforcement  
 \_\_\_\_\_ Primary  Secondary/Administrative \_\_\_\_\_ Sec/Supvy  
 Approval Date September 7, 2000

**Standard Position Description # S000004**

**REFUGE FIRE MANAGEMENT OFFICER, GS-401-12**

**INTRODUCTION**

The incumbent of this position serves as the Refuge Fire Management Officer in the Region. Responsible for providing technical advice and guidance related to the fire management program. The overall intent of the position focuses on development, planning, integration, and application of fire science methods and practices into the refuges total program.

**MAJOR DUTIES AND RESPONSIBILITIES**

Serves as the technical staff specialist and authority in fire management activities with responsibility for providing technical advice and guidance to project leaders and their staffs. Integrates wildfire and prescribed fire programs at the planning and operational levels.

Makes significant recommendations for the formulation, establishment, and monitoring of refuge fire management goals and objectives and the successful integration of the fire management program into the larger resource management issues and programs of the Region. Provides advisory services that address difficult Regional fire management problems and issues and their relationship with other Regional programs.

Responsible for the development, leadership, and execution of the following programs and activities:

- (1) Fire Program Management - includes fire plans, presuppression and suppression activities, fire trespass, prescribed burning and smoke management;
- (2) Fuels Management - includes fuels inventory, fuel treatment, pre-attack plans, and land-use planning and environmental coordination; and
- (3) Fire Management Operations - includes mobilization and dispatch, fire prevention, training and qualifications, logistics, equipment needs, replacement and deployment, and fire suppression communications.

Coordinates aircraft operations pertaining to the use of aircraft for fire.

Develops budget estimates and annual work plans for presuppression, prevention, fuels management and prescribed fire. Approves all expenditures, and maintains accountable property records.

Develops cost estimates for emergency fire rehabilitation, and prepares project proposals.

Negotiates and/or revises cooperative fire agreements and contracts relating to fire management issues with various State and local fire control agencies.

Plans, organizes, and carries out biological studies to determine the manner and extent to which populations are affected by refuge management practices.

May serve on various agency and interagency committees, teams and work groups dealing with specific local, regional, or national fire management issues and problems.

May participate as a member of an interagency fire management team.

Makes selections, counsels, evaluates, and disciplines employees. Makes recommendations for promotions and/or incentive awards.

Develops long-range plans for fire management. Coordinates activities necessary to comply with the National Environmental Policy Act and other legal policy requirements. Works closely with the regional office to ensure compliance with agency and departmental policy.

Responsible for fire related training that include interagency coordination, setting up course logistics, selecting and notifying attendees, obtaining and distributing course material, and serving as course instructor.

May supervise seasonal firefighters and clerical support personnel. Ensures that all refuge personnel are properly trained for fire assignments and equipment is properly maintained and ready for use at all times.

(It is anticipated that at least 80 percent of the time and responsibilities of this position will be dedicated to the major duties shown above.

Performs other incidental duties as assigned. May provide other staff expertise in areas such as management, habitat management, refuge operations, biological program assistance, law enforcement, or environmental education.

#### Factor 1 - Knowledge Required by the Position

Professional knowledge of natural resource and land management principles, practices and concepts, including vegetative resources sufficient to serve as the technical authority for the full range of duties involved in the development and execution of the fire management program.

Professional knowledge of the theories, principles, and methodology of fire management that include fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, fire suppression techniques, meteorology, aircraft and equipment operation characteristics sufficient to develop and execute the fire management program and activities within the incumbent's area of responsibility.

Knowledge and understanding of principles and practices of refuge management sufficient to develop and recommend fire management activities and programs for inclusion into refuge management plans to protect and enhance fish and wildlife habitat and natural ecosystems.

Professional knowledge of Service/Departmental fire management policies, procedures, and budget processes.

Skill in the use of computer programs and models, and data bases for fire systems such as WIMS, FIREPRO, FMIS, BEHAVE, and direct entry reporting.

Working knowledge of the Service's administrative procedures such as those for budgeting and procurement in order to develop budget estimates and define the requirements for needed equipment, services, and methods.

Knowledge of the requirements imposed by legislation and regulations such as the National Environmental Policy Act, the Endangered Species Act, the Clean Air Act, etc.

Professional knowledge and understanding of the latest developments in fire management, aircraft and equipment, and ability to adapt, recommend or implement the use of such developments for the protection of the National Wildlife Refuges within the incumbent's area of responsibility.

Professional knowledge and skill in conducting fire management studies and the use of fire control and management practices, and the impact on the refuge environment.

Skill in oral and written communication.

Skill in operating motorized vehicles.

Experience as a firefighter having performed work directly concerned with the control and extinguishment of fires to conduct a program to provide protection of refuge resources from wild fires and prescribed fires.

#### Factor 2 - Supervisory Controls

The incumbent's supervisor provides broad direction of a non-technical nature. The supervisor sets the overall objectives and program emphasis and works with the incumbent in developing project priorities and deadlines.

The incumbent is responsible for developing specific action plans, methods, procedures, and schedules for carrying out plans. Resolves problems and conflicts as they arise. Coordinates work with other staff members. Changes in established operating procedures are discussed with the supervisor. Completed work is reviewed for adequacy in meeting program objectives and compliance with established policies, regulations and overall refuge management plans.

#### Factor 3 - Guidelines

Guidelines primarily consist of Service/Departmental manuals, policy statements, basic fire laws, and fire management standards and principles.

The incumbent exercises professional judgment, ingenuity, and resourcefulness in developing operating instructions and new techniques; and/or in significantly deviating from traditional methods or making substantial compromises to fit fire management plans and objectives. These developments and modifications are in accordance with the unique local conditions and the particularly broad range of situations within the incumbent's area of responsibility.

#### Factor 4 - Complexity

Assignments involve a range of duties in the field of fire management. Primary responsibility is to provide technical guidance, program development and review, and to plan, coordinate, and monitor the fire management program and operations using data from various sources within the incumbent's area of responsibility.

The incumbent must consider a number of variables and features that may complicate the planning process on the varied land areas. The land areas and the functional programs are characterized by a significant number of complex features to include: (1) terrain that varies from short grass prairies to forests, with varying elevation ranges; (2) thousands of acres of unique ecosystems, of which some may be wilderness areas, and which may contain artifacts and antiquities; (3) habitat that supports numerous wildlife species; (4) land areas that may contain several threatened or endangered plants and animals; (5) variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided effect on plans, methods, and procedures of all fire management activities; (6) a wide variety of fuels ranging from grasslands to forests, requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning and other factors.

The work involves many areas of uncertainty, and the complex interaction of a number of technical, resource, administrative and socio-economic problems. This requires the incumbent to extend, modify, or adapt procedures to resolve problems.

#### Factor 5 - Scope and Effect

The purpose of the work is to provide professional expertise through the development of new or vastly improved methods and techniques; and the development and execution of improved refuge fire management programs; through ensuring the integration of fire management into all resource programs; and providing advisory and review services concerning problems and important issues that arise in the Region's implementation of the fire management program.

The incumbent's work, through the development and execution of the fire management program, and advisory service, has a significant impact or influence on the refuge/refuges in meeting their long- and short-range habitat and wildlife management goals and objectives. For example, the work may be involved with problems that occur at a number of locations with a broad geographic area, or affect the continued existence of a resource unique to a geographic area.

The expertise provided by the incumbent in fire management influences the effectiveness and acceptability of the organization's long-range goals, programs, and/or activities; and affects the welfare and enjoyment of refuge visitors as well as the safety and well-being of refuge employees.

#### Factor 6 - Personal Contacts

Contacts are with project leaders, other refuge employees, fire crew members, fire management officers, Regional Fire Management Coordinator, and subject matter experts in regional and Department headquarters, other Federal agencies, State and local officials, law enforcement and conservation officials, and private landowners.

#### Factor 7 - Purpose of Contacts

Contacts are for the purposes of exchanging information, coordinating local fire effects research and studies on the refuge, assisting in work efforts and plans, training, resolving mutual problems, developing agreements or contracts, and obtaining personnel, equipment and materials for fire suppression.

#### Factor 8 - Physical Demands

The work is primarily sedentary. Strenuous physical activity can be expected when duties include fire suppression and prescribed burning activities. A level of physical fitness is required that will allow the incumbent to work under periods of stress and intermittent physical exertion such as walking in rough terrain during field inspections. Fire assignments will require a physical fitness level meeting requirements of 310-1, Wildland Fire Qualification Subsystem Guide.

#### Factor 9 - Work Environment

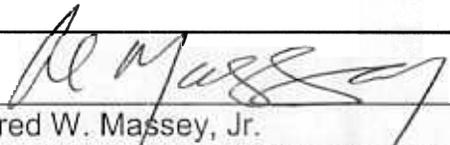
Work will be performed in an office and field setting. Regular and recurring exposure to rain, wind, sun, etc., and to moderate exposure to excessive heat, smoke, dust, sharp tools, low level aircraft flights, motorized equipment, rough and uneven terrain, poisonous snakes and insects, and aerial retardant drops. Incumbent must wear protective clothing and other safety equipment.

## FES EVALUATION STATEMENT

Title, Series, and Grade: Refuge Fire Management Officer, GS-0401-12

Organization: U. S. Fish and Wildlife Service

Position #: S000004 – Standardized Position Description-Covered under 5 U.S.C. 8336 (c) & 8412 (d) in the secondary/administrative category. No changes to this PD may be made except amendments. SPD #S000004 initially dated 4/4/2000.

| Evaluation Factors   | Standards Used<br>(Bmk #, FL#, etc) | Points Assigned                | Comments |
|--|-------------------------------------|--------------------------------|----------|
| 1. Knowledge Required by the Position - Level 1-7, 1250 Points – Position fully meets this Level.  |                                     |                                |          |
| 2. Supervisory Controls - Level 2-4, 450 Points – Position fully meets this level.   |                                     |                                |          |
| 3. Guidelines – Level 3-4, 450 Points – Position fully meets this level.   |                                     |                                |          |
| 4. Complexity – Level 4-4, 225 Points – Position fully meets this level.   |                                     |                                |          |
| 5. Scope and Effect - Level 5-4, 225 Points – Position fully meets this level  |                                     |                                |          |
| 6. Personal Contacts -   |                                     |                                |          |
| 7. Purpose of Contacts - Factors 6 & 7 – Level 3C, 180 Points - Position fully meets this level.   |                                     |                                |          |
| 8. Physical Demands - Level 8-1, 5 Points - Position fully meets this level.   |                                     |                                |          |
| 9. Work Environment - Level 9-1, 5 Points - Position fully meets this level.   |                                     |                                |          |
| <b>Total Points:</b> 2790  |                                     | <b>Grade Conversion:</b> GS-12 |          |
| <b>Final Classification:</b> Refuge Fire Management Coordinator, GS-0401-12  |                                     |                                |          |
| <br>Alfred W. Massey, Jr.<br>Human Resources Specialist, (Classification) |                                     | Date <u>9/5/2006</u>           |          |