



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 - Service-wide

Classification Title: Prescribed Fire Specialist

Organization Title: _____

Position Number: S000A27/S000027 Series and Grade: GS-0401-7/9

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative 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 a Refuge Prescribed Fire Specialist. The purpose of this position is to provide technical advice and guidance to staff regarding prescribed fire activities. The incumbent integrates prescribed fire, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into a comprehensive prescribed fire program for an individual station and/or a prescribed fire district (group of stations). **Prior firefighting experience, as gained by substantial service in a primary firefighting (6c) position or equivalent experience outside the Federal Government, is a mandatory for incumbents of this position.**

See attached email approval
Chief, National Wildlife Refuge System, Dan Ashe

6/15/2001
Date

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

6/28/2001
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date 05/08/2001. Approval is by DOI Secretary's Designee:

Wendell K. Sutton
Deputy Assistant Secretary, Human Resources

7/11/01
Date

POSITION DESCRIPTION (Please Read Instruction on the Back)

1. Agency Position No.
S000027

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		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 Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive	
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Department of Interior, PF/LE Retirement Team Specialist <i>This PD has been approved as follows under 5USC 8336(c) and 8412(d)</i>					
b. Department, Agency or Establishment	U.S. Fish and Wildlife Service Law Enforcement Primary Secondary/Administrative Secondary/Supvy					
c. Second Level Review	Approval Date: <u>July 11, 2001</u>					
d. First Level Review	Prescribed Fire Specialist	GS	0401	09		
e. Recommended by Supervisor or Initiating Office						

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
Region

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.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM PCS Ser. Def. for GS-401, Jan 97, Clas-01; Cross Comp. with US OPM PCS for GS-0454, Sept 93; TS-126; Handbook of HRCD-7 Jul 93.

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.

Typed Name and Title of Official Taking Action _____

Signature _____ Date _____

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL=GS-09 APPROVED FOR SERVICEWIDE USE Beard Aug 5-8-2001

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

PRESCRIBED FIRE SPECIALIST
GS-401-09

Introduction

The incumbent of this position serves as a Refuge Prescribed Fire Specialist. The purpose of the position is to provide technical advice and guidance to staff regarding prescribed fire activities. The incumbent integrates prescribed fire, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into a comprehensive prescribed fire program for an individual station and/or a prescribed fire district (group of stations).

Prior firefighting experience, as gained by substantial service in a primary firefighting (6c) position or equivalent experience outside the Federal Government, is a **mandatory prerequisite** for incumbents of this position.

Major Duties (80-100%)

The incumbent functions under the general direction of the Project Leader or Fire Management Officer and serves as the technical staff specialist for the planning and implementation of the station's prescribed fire program.

Develops and recommends plans and schedules for the management ignited fire activities for the refuge or prescribed fire district. On moderately complex burns, personally implements and directs burns, as qualified. Uses input from the refuge interdisciplinary team, annual objectives, and management direction to develop and recommend long-term and annual schedule of burns.

Plans and develops a program which collects information on the effects and behavior of prescribed fire. Uses this information to assist the Fire Management Officer in the development of short-term fire management objectives and strategies.

Plans and directs studies which monitor and analyze fire behavior parameters which include rate of spread, fire intensity, and fire weather for prescribed fires and wildfires. Compiles, evaluates and prepares reports on data obtained, and uses this data to support the development of fire plans.

Plans and directs surveys for the collection, analysis, and documentation of data relating to fire effects on biotic and abiotic resources.

Uses BEHAVE, RXWINDOW, and other specialized computer programs to predict fire behavior under a variety of conditions.

Evaluates the prescribed fire program to better meet program goals by refining prescription treatments and monitoring methods, and by integrating applicable technical and scientific advancements.

Plans and implements prescribed burn operations in accordance with safety-related laws, policies and guidelines, including the Occupational Safety and Health Act, Departmental and Service polices and guidelines, and National Wildfire Coordinating Group guidelines.

Responsible for ensuring a cadre of qualified prescribed fire overhead. Recommends personnel for training, provides formal in-house training, and provides field training assignments to qualified individuals.

Plans and conducts fuels management surveys to document presence or absence of hazardous amounts of fuel. Uses this information to prioritize prescribed burns and to determine natural fire zone boundaries.

Responsible for record keeping associated with burn planning, fire occurrence reporting, and fire weather.

Identifies areas of fire management requiring research. Works with research scientists in the development of project statements to accomplish this research.

Factors:

1. Knowledge Required by the Position.

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

Professional knowledge of natural resource and land management principles, practices, and concepts and related biological and physical sciences such as ecology, forestry, fishery and wildlife biology, botany, and meteorology.

Professional knowledge of the effects of fire on natural resources, knowledge of fire ecology principles as they apply to local fuel and vegetation types, fire research methods and procedures, and fire behavior and weather relationships.

Knowledge and comprehension of the laws, policies and guidelines pertaining to safety such as national and agency policies and guidelines, 10 Standard Fire Orders, 18 Watchout Situations, and other related fire safety guidelines, including OSHA and NWCG guidelines.

Knowledge of the principles, limitations, uses and development of prescriptions for prescribed burns and burning techniques.

Knowledge of neighboring agency and State land management policies and practices.

Thorough knowledge of fire behavior monitoring and documentation techniques, and the ability to work safely around all fire situations and in unfamiliar terrain.

Knowledge of the methods of fire behavior modeling, including the development of fuel models, the generation of fire behavior predictions, and the methods of integrating fire behavior predictions into the fire planning process.

Knowledge of methods for the collection, storage, retrieval, and analysis of results from fire effects monitoring activities.

Knowledge of related disciplines sufficient enough to recognize interrelationships of issues and other specialized issues.

Knowledge in the use of computers and the proven ability to utilize a variety of specific fire management computer software packages including BEHAVE, RXWINDOW, Firefamily, smoke modeling systems, etc.

Skill in recognition and mitigation of a variety of miscellaneous hazards encountered within the wildland fire environment and other work environments, i.e., aviation, mechanized equipment, and hazardous materials.

Skill in oral and written communication.

2. Supervisory Controls.

The supervisor assigns work by outlining objectives, overall policies, and deadlines. Following concurrence, the incumbent is expected to implement programs independently, relying on personal knowledge and abilities to formulate methods and approaches. Programs are reviewed to determine that objectives are being met and that methods and results are sensitive to other programs and political considerations. Supervisor periodically checks for technical accuracy and is available for assisting in the more unique or controversial situations.

3. Guidelines.

Guidelines include a variety of laws such as the National Environmental Policy Act, Clean Air Act, Threatened and Endangered Species Act, and the Wilderness Act; implementing agency regulations and directives, the U.S. Fish and Wildlife Service Fire Management Handbook, and Refuge Fire Management Plan. Application of the guidelines requires use of seasoned judgment to interpret and apply to specific situations.

4. Complexity.

The work entails a complex variety of administrative and technical prescribed burn and fire management support functions, each involving numerous procedures and operating requirements. The complexity increases significantly due to the prescribed fire district, requiring the incumbent to provide services to individual FWS stations simultaneously. These complexities include smoke management and the effect of smoke on populated areas, the understanding held by many in the public that fire is bad and that all fires should be extinguished, the positive and negative impact of fire on wildlife and habitats, the effect of fuels, terrain, and weather, and the potential dangers that prescribed burning presents to government and private structures. 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.

The incumbent is responsible for the planning and implementation of the prescribed fire management program, which may include wildland fire use, prescribed burns, and fire effects and fire behavior monitoring. The incumbent is recognized as a professional in the fire aspect of natural resources management. Recommendations are considered to be optimum solutions and serve as the basis for determining new programs or for setting priorities for existing programs. Work will influence the direction of fire management program at the station or group of stations within a prescribed fire district.

6. Personal Contacts.

Contacts include, but are not limited to, coworkers, professionals, and technicians involved in fire management and fire research, such as the USDA Forest Service, Bureau of Land Management, National Park Service, and state and local air quality agencies; a variety of State, Native American Tribal, and other agency officials; representatives or officials of conservation organizations, universities, the media; and, local citizens and contractors, and Service personnel at all levels. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence.

7. Purpose of Contacts.

Contacts are for data gathering and analysis, information exchange, training, formulation of new projects, development of interagency agreements, and explanation of programs, particularly their controversial aspects. Contacts may take place under adverse conditions. Contacts are often oriented toward information gathering for the development or refinement of various kinds of resource management programs at the station or field area.

8. Physical Demands

Some of the work is sedentary, usually performed in an office. Strenuous physical activity can be expected when field duties includes fire suppression and prescribed fire activities. A level of physical fitness is required to allow the employee to work under periods of stress and physical exertion such as walking in rough terrain during field inspections and on fire assignments. At times, travel by light fixed-wing or helicopter is required. Fire assignments require a physical fitness level meeting the requirements of 310-1, Wildland Fire Qualification Subsystem Guide.

9. Work Environment.

The incumbent's work will be performed both in the field and in offices. Incumbent may be required to work under hazardous conditions encountered in prescribed burning and fire suppression (excessive heat, smoke, dust, rough terrain, sharp hand tools, motorized equipment, and insects). Many of these same conditions will prevail during other regular field activities. Incumbent must wear protective clothing and other safety equipment.