

## EVALUATION STATEMENT

PD Number: S000032

### REQUESTED CLASSIFICATION:

Fire Management Specialist, GS-401-11

Forester, GS-460-11

Range Management Specialist, GS-454-11

ORGANIZATIONAL TITLE : Wild Land/Urban Interface Assistant

**BACKGROUND:** The position is located in the U.S. Fish and Wildlife Service. It is developed as a standardized wildland fire/urban interface, prevention/education, and rural community fire assistance position for use at a National Wildlife Refuge or other Fish and Wildlife Service Facility where the incumbent provides staff advice, contract administration, technical guidance, oversight and development of community projects. The position is covered under 5 U.S.C. 8336 (c) & 8412 (d) in the secondary or administrative category.

**REFERENCES:** OPM classification standard for the GS-400 Job Family Standard for Professional Work in the Natural Resources and Biological Sciences Group, November 2005.

**DETERMINATION OF SERIES AND TITLE:** The position fits this 400 family because it performs scientific work related to the management and oversight of wild land fire/urban interface programs, education, rural community fire assistance, and restitution for fire loss and trespass programs. The position is interdisciplinary in nature because it involve duties and responsibilities are closely related to fire management (GS-401), forestry (GS-460), and rangeland management (GS-454); and requires knowledge characteristic of the all three job series. Because the position is interdisciplinary, the title and series determination is based on the academic qualification of the individual selected to fill the position and may be Fire Management Specialist, GS-401; Forester, GS-460; or Rangeland Management Specialist, GS-454. The functional title is Wildland/Urban Interface Coordinator.

**DETERMINATION OF GRADE LEVEL:** The GS-400 Job Family Standard uses the factored evaluation system to classify positions.

Knowledge Required    Level 1-7    1250 points

The position meets level 1-7 because work at this level, like the position, is responsible for providing scientific advice, coordination and expertise in the management and oversight of wildland fire/urban interface programs, education, rural community fire assistance and legal restitution for fire loss and trespass programs. The position develops, modifies and or adapts program policy for use throughout the Region. The position conducts analysis and evaluation of fire related programs, identifying major

causes or problem areas, and providing recommendations and alternatives in addressing the problems.

The position does not meet level 1-8 because work at this level, unlike the position, is responsible for designing projects; using new developments and processes to resolve novel, obscure, or highly controversial problems; providing innovative recommendations for advancing programs; or serving as an authority. This position implements, but does not design projects; resolves complex, but not controversial or unusual problems; and assists in the management of the WUI program.

Factor 2. Supervisory Controls Level 2-4 450 points

The position meets level 2-4 because work at this level, like the position, is responsible for planning and carrying out assignments, resolving conflicts that arise, coordinating work with others, interpreting policy and regulatory requirements. The position meets this level because it serves as the local expert on fire mitigation, fire education, community assistance and fire trespass with responsibility for developing changes to plans recommending improvements. The incumbent of the position receives assignments by way of outlined scope of responsibility and program objectives, however, he/she keeps the supervisor apprised of significant developments.

The position exceeds level 2-3 which requires that assignments have clear precedents for planning and executing work and that the supervisor assists on unusual or controversial situations without precedent, reviewing completed work for methods used and effectiveness of the employee's approach. The employee only receives general guidance from the supervisor regarding program direction and as a local expert is expected to independently resolve problems of a non-controversial nature.

The position does not meet level 2-5 because work at this level, unlike the position, is responsible for working with administrative and policy direction where the mission or function of the agency are broadly defined. Work at this level is involved with interpreting policies that are promulgated by authorities who are senior to the immediate supervisor. The position does not perform at this level, rather these duties are more appropriately identified with the program director or comparable position.

Factor 3. Guidelines Level 3-3 275 points

The position meets level 3-3 because work at this level, like the position, is involved with the use of various regulations and guidelines that are not always directly applicable to the work or have gaps in specificity. The position meets this level because it uses judgment to develop more specific approaches to problems or issues.

The position does not meet level 3-4 because work at this level, unlike the position, is involved with general guidelines and precedents that are not specific to the assignment. Work at this level often work with scarce guidelines that are not applicable or have gaps in specificity that require considerable interpretation and or adaptation for application to

issues and problems. The position does not meet this level because specific guidance is developed by the Regional Office.

Factor 4. Complexity    Level 4-4    225 points

The position meets level 4-4 because work at this level, like the position, involves assignments that involve problems and issues that span across a Region and require integration of different requirements, processes, methods, and problem solving techniques. The position meets this level because of its responsibility to perform assignments that require consideration to many different factors to determine the nature of the job to be accomplished. Factors such as emergency situations, areas of uncertainty, interactions of numerous resources, socioeconomic problems, legal concerns, etc. are major situations that complicate the work of the position. The position performs fire management duties that require different and unrelated processes, etc.

The position does not meet level 4-5 because work at this level, unlike the position, involves work that is more developmental, novel, and obscure and includes work with abstract concepts, major uncertainties with regard to the most effective approach or methodology, series of conflicts among scientific requirements and program direction or administrative and legal requirement. The position does not meet this level because it is not involved with developing or formulating solutions to unyielding or controversial problems, or developing standards and methods to extend existing methodological capacity.

Factor 5. Scope & Effect    Level 5-3    150 points

The position meets level 5-3 because work at this level, like the position, involves analyzing, evaluating, or advising on conventional refuge problems pertaining to the local field station or area of responsibility. The position meets this level because it is responsible for identifying common problems that impact the assigned area of responsibility, resolving a variety of problems, questions or conditions in accordance with established precedents. The position serves as a WUI assistant and represents the local program to external and internal customers or partners.

The position does not meet level 5-4 because work at this level, unlike the position, involves investigating, analyzing, and evaluating problems and situation that require involvement with a wide variety of circumstances or unusual conditions or developing new or improved techniques or alternative to meet requirements. The position does not meet this level because it is not responsible for the degree or depth of analysis and evaluative work typically found at this level.

Factor 6/7. Personal/Purpose of Contacts    Levels 6-3/7-B    110 points

The position meets level 6-3 because work at this level, like the position, involve contacts with a wide variety of individuals or groups outside the agency such as management staff in the Regional Office, Refuge Managers, counterparts in the U.S. Forest Service, Bureau

of Land Management, Bureau of Indian Affairs, and National Park Service, State Lands and Forestry Departments and other major land managers, news media, members of scientific academic community, etc.

The position does not meet level 6-4 because work at this level, unlike the position, involves contacts with high ranking officials from outside the employing department or agency at national or international levels. The position does not meet this level because communications outside the Service were usually with peers or counterparts and not regularly on a national level.

The position meets level 7-B because work at this level, like the position, involves communication to plan, coordinate, or advise on work efforts, or to resolve operating issues or problems. Contacts are generally cooperative and are working toward mutual goals.

The position does not meet level 7-C because work at this level, unlike the position, requires influence and persuasion of skeptical or uncooperative groups. While the position does require persuasion, tact, and determination to convince the public and outside organizations of the benefits of fire mitigation or management programs, goals are mutual and support is primarily limited by available resources or uncertainty with program execution.

Factor 8. Physical Demands Level 8-1 5 points

The position meets level 8-1 because the nature of the work is sedentary.

Factor 9. Work Environment Level 9-1 5 points

The position meets level 9-1 because the work is performed in an office setting.

TOTAL POINTS - 2400 = GS-11 (Point range 2255 – 2750)

FUNCTIONAL CLASSIFICATION CODE : 51 – Natural Resource Operations

FLSA DETERMINATION: EXEMPT - meets the " Professional" criteria for inclusion.

CONCLUSION: Classification - Interdisciplinary (Fire Management Specialist, GS-401-11; Forester, GS-460-11; or Rangeland Management Specialist, GS-454-11)

Benita Minor  
Classification Officer  
Southeast Region

12-20-08



**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: U.S. Fish and Wildlife Service - Bureau-wide

Classification Title: Interdisciplinary: Fire Management Specialist / Rangeland Management Specialist / Forester

Organization Title: Wildland/Urban Interface Assistant

Position Number: S000032 Series and Grade: GS-0401/0454/0460-11

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

This position is located at a National Wildlife Refuge or other Fish and Wildlife Service facility where the incumbent provides staff advice, contract administration, technical expertise, and oversight and development of community projects in wildland fire. Serves as a staff specialist for wildland fire in the urban interface for field stations and communities. Serves as the primary contact for local technology transfer of wildland fire mitigation and fire education concepts, applications, and materials. Assists in the identification and mitigation of wildland urban interface issues and risks to homeowners and communities from wildland fire and hazardous fuels at the local level. **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.**

Toni Orth  
TONI ORTH, Human Resources Specialist, DOI

2/26/09  
Date

Brian McManus  
BRIAN MCMANUS, Chief, Branch of Fire Management, FWS

2/26/09  
Date

Michael Gilmore  
MICHAEL GILMORE, Supervisory Program Analyst, DOI

3/2/09  
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:

for Charlynd Gagsky  
Deputy Assistant Secretary, Human Capital, Performance, and Partnerships

3/16/09  
Date