

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

1. Agency Position No.  
S000045

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station					
Explanation (Show any positions replaced) Application of New GS-0400 Standard. Standard Position Description #S000045 Covered under 5 U.S.C. 8336 (c) & 8442 (d) in the secondary/administrative category.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use	
15. Classified/Graded by		Official Title of Position <b>Department of the Interior, FLERT Specialist</b>		Pay Plan <b>DOU</b>		Occupational Grade <b>GS 401</b>		Initials <b>AM</b>		Date	
a. Office of Personnel Management		This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <b>Firefighter Law Enforcement</b>									
b. Department, Agency or Establishment		<b>Primary Secondary/Administrative Sec/Supvy</b>									
c. Second Level Review		Fire Management Specialist		GS		401		14		<b>AM</b>	
d. First Level Review											
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  
Regions

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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

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 *Alfred W. Massey, Jr.* Date *9/15/06*

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 from FLSA, is available from the personnel office or the U.S. Office of Personnel Management

23. Position Review	Initials	Date								

24. Remarks  
Firefighter retirement coverage approved by DOI on July 29, 2003. No changes to this PD may be made except amendments. SPD #S000045. 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)**

[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 (FF)

Bureau: Fish and Wildlife Service - Bureau Wide

Classification Title: Fire Management Specialist

Organization Title: Regional Fire Management Coordinator

Position Number: S000A45/S000045 Series and Grade: GS-0401-13/14

**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. This position is established to serve as the professional authority concerning the Region's fire management program. The incumbent provides technical, scientific and professional program advice, information and other support to the U.S. Fish and Wildlife Service. Responsibilities include overall leadership of the region's fire management program, interagency, intra-regional and inter-refuge program coordination, scheduling and conducting program review and audits. Integrates fire management into other Service programs to accomplish natural resource management goals and objectives. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

*See Attached*

Assistant Director, National Wildlife Refuge System

Date

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

*07/18/2003*  
 Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to the classification date of 03/07/2003. Approval is by DOI Secretary's Designee:

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

*7/29/03*  
 Date

## **Standard Position Description #S000045**

### **FIRE MANAGEMENT SPECIALIST, GS-0401-14**

#### **INTRODUCTION**

This position is established to serve as the professional authority concerning the Region's fire management program. The incumbent provides technical, scientific and professional program advice, information and other support to the U.S. Fish and Wildlife Service (Service) Regional Director, Regional Chief of Refuges, Project Leaders, Refuge Managers, Fish Hatchery Managers, and a wide variety of refuge staff and fire management personnel within the multi-state Region. Responsibilities include overall leadership of the Region's fire management program, interagency, intra-regional and inter-refuge program coordination, scheduling and conducting program review and audits. Integrates fire management into other Service programs to accomplish natural resource management goals and objectives. The Region's fire management program is large and complex due to the wide variety in vegetation types, climate, large staffing levels, budget size and scope, and regional level of interagency coordination.

**Prior on-the-line wild land firefighting experience and training is required to carry out the duties and responsibilities of this position.**

Interaction with the National Fire Program Office, located in Boise, Idaho, is essential as the Region's refuges are key in determining the success and future direction, efficiency and effectiveness of the Agency's fire management programs. The incumbent operates under a written limited delegation of authority, from the Regional Director to represent the Fish and Wildlife Service at multiple interagency wild land fire geographic coordination areas in the United States. Each coordination group is comprised of 8-12 federal and state wild land fire agencies. The fire management program in the Region has Service-wide implications in view of resource needs and policy implementation.

#### **MAJOR DUTIES**

15% - Serves as the Regional Fire Management Coordinator. The incumbent may or may not provide supervision and/or oversight of regional fire management program staff. These positions could include Regional Aviation Manager, Regional Wild land Fire Safety Specialist, Regional Wild land Fire Management Specialist, Regional Prescribed Fire Specialist, Regional Fire Ecologist, Regional Fire Management Monitoring Specialist, Geographic Area Fire Weather Meteorologist, Regional Wild land Urban Interface Coordinator, Zone Fire Management Officers, Fire Management Program Assistant.

10% - Represents the Regional Director, by a written delegation of authority, to make agency decisions concerning the prioritization of wild land fires and assignment of critical fire and aviation assets when resource demand exceeds resource availability.

10% - Has primary responsibility for implementation and oversight of the Region's Firefighter Safety Program to ensure that firefighter and public safety are the number one priority in all fire management operations.

10% - Formulates regional policies and procedures for fire suppression and preparedness, prescribed burning operations, fuels treatment, fire evaluations, fire rehabilitation, fire prevention, and fire arson investigations. Ensures consistency of the application of national and regional policy by review of refuge fire management programs. Decisions and commitments have wide influence on Region's fire management program. Ensures that national and regional fire and aviation administration guidelines are being followed and that appropriate and correct reporting is being accomplished.

5% - Keeps informed on fire danger within the Region and around the country; develops long and short term fire resource mobilization plans with interagency geographic coordination groups to ensure appropriate fire response. Coordinates implementation of Agency aviation, prescribed and wild land fire program with the interagency community.

**Coordinates aircraft operations and acquisitions pertaining to the use of aircraft for fire suppression, preparedness, and prescribed fire operations for the Region.**

10% - As the Region's program representative, is responsible for coordinating and conferring with other fire and aviation management agencies, regions, states, and other natural resource and emergency management agencies to ensure program continuity and coordination. Ensures that refuge and other Service lands fire and aviation management plans, agreements, and decision criteria between agencies are compatible with Agency policy.

5% - Keeps informed and aware of fire program initiatives, developments, and practices of wild land fire science and research.

5% - Ensures that the Region's fire program training needs and qualifications criteria are met. Coordinates planning and conducting of training with other agencies as needed. Approves unusual or out of the ordinary training. Oversees Region's systematic use and implementation of the Department's Wild Land Fire Qualification System.

5% - Serves as the Region's technical specialist on wildfire incident management, including interagency team management, fire science, safety, training, operations, fire logistics, fire business management, and fire personnel administration.

**Provides expertise and advice to refuges on matters concerning wild land urban interface fire issues and problems.**

5% - Prepares and implements the formulation and implementation of budgets on a multi-year basis with the national office.

5% - Conducts and arranges functional inspection/program review of refuge fire management activities for compliance with approved plans, rules, regulations, policies, and guidelines.

5% - Works with the National Fire Management Office to provide input on fire management policy of a national scope to develop Service-wide policy and guidelines. Reviews and recommends approval of long-range fire management plans that include policies, objectives, priorities, and the correlation and integration of fire management into the field station's overall habitat management program. Participates on National Interagency working teams and task groups as required.

5% - Addresses issues of national and regional media interests, congressional officials, public interest groups and other public officials by explaining and discussing fire management policies and management decisions. Attempts to resolve politically and socially complex and highly controversial issues. Serves as the Region's specialist and liaison, speaking for the Service at professional meetings and symposia.

5% - Reviews and recommends approval of long-range fire management plans that include policies, priorities, and the correlation and integration of fire management into the field station's overall habitat management program.

**FACTORS**

1 - Knowledge Required by the Position – Level -8, 1550 Points

Prior on-the-line wild land firefighting experience is required to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.

Knowledge of, and experience in fire suppression strategy, tactics, fire behavior, fuel models, fire weather, Incident Command System, firefighting tools and equipment to safely lead and execute a regional fire management program.

Expert knowledge in fire science and management concepts, i.e., fire ecology, fire behavior, hazard fuel assessment, smoke management, fire meteorology principles, federal and multiple state laws, programs and precedents in order to develop, propose, and recommend substantial field area program innovations, significant program changes, or alternate courses. Skill in developing fire management plans throughout a multi-state and multi-refuge area.

Knowledge of other agency missions, practices and procedures with regard to fire science/management to interface field station fire plans with neighboring fire programs (e.g., U.S. Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, participating state forestry departments, etc.).

Knowledge of budget policies and procedures for federal agencies including sufficient knowledge of agency fire business management practices in order to accomplish budget development plans using computer based software programs.

Skill in designing, advising, reviewing, and examining plans and the ability to design alternative approaches to fire planning in ecologically diversified refuges.

Knowledge of Departmental, Service, Federal Aviation Administration and interagency aviation policies and practices with emphasis on safety and other technical applications.

Comprehensive knowledge and skills to provide technical direction, guidance and coordination for a highly active and diversified fire management program.

Ability to resolve atypical, complex fire management problems that exist in rural-urban environments with continuous conflicts involving other federal government agencies, state agencies, and the private sector.

Extensive knowledge of the latest developments in fire science, ecology, and management to adapt or use them to achieve long-term refuge goals and objectives.

Knowledge of the applicability and cost-effectiveness of new findings and the ability to incorporate them into the Region's standards and guidelines.

Knowledge of soil, plant, animal, insects, fungi and soil microorganisms and their relationships with, and influences on fire management actions.

Knowledge of requirements imposed by federal and state legislation and regulations such as National Environmental Protection Act, Threatened and Endangered Species Act, Clean Air Act, Wilderness Act, etc.

Skill in oral and written communication to conduct daily business, justify proposals and plans, and to organize and present concepts and information.

## 2 - Supervisory Controls – Level 2-5, 650 Points

Supervisor provides broad general goals and expectations concerning the agency fire management program and the administrative framework, which

serves as the principal basis for management control. The incumbent exercises initiative in providing regional leadership in the fire specialty areas of planning, coordinating, and administration of a broad and diversified Regional fire program. Determinations are based on sensitivity and understanding of current fire science trends, study results and proposed substantive changes in fire management planning. The employee in this position provides technical expertise to the Region's fire management programs and work results are normally accepted without significant change. Review of the work is typically focused on regional program achievement, meeting of objectives, effect of advice given, and contribution to the field of fire management and science.

### 3 – Guidelines Level 3-5, 650 Points

Guidelines are very general and broad; they are stated in terms of technical policies and planning objectives of top level management planning which generally specify fire management direction and emphasis. The incumbent is expected to develop specific and diversified new methods and procedures, identifying and including the latest scientific and technological concepts and practices, incorporating them into the overall fire management planning throughout the diversified refuges within the Region. Exercises judgment and originality in developing or aiding in the development, or evaluating varied fire management plans and programs to ensure they are technically sound and will overcome unusual problems of fire and aviation programs and conditions throughout the Region.

### 4 – Complexity – Level 4-5, 325 Points

The work usually involves developing broad and diversified fire management programs throughout a multi-state, multi-refuge, and multi-agency setting. This includes plans and projects for regional refuges that have complex fire and aviation management programs. Extensive coordination efforts are essential to integrate planning with various agencies, both federal and state, and other government entities to arrive at cooperative and integrated programs. This position assesses proposed fire plan operations characterized by numerous and various complications and conflicting viewpoints that exist on types of fire management programs. The incumbent independently evaluates objectives for fire management projects and plans, analyses and integrates the comprehensive physical, social and economic impacts and advises refuges on the most appropriate decision criteria, plans, standards, and techniques applicable to the particular refuges needs.

### 5 - Scope and Effect – Level 5-5, 325 Points

The work of the incumbent significantly impacts the full scope of fire management activities throughout the Region. The Region's programs and areas of responsibility have Service-wide impact on fire management programs, policies and techniques. The work often directly interrelates with other resource

and operation divisions, as well as with other federal, state, private groups and individuals, in achieving long-range fire management goals, objectives, and operations throughout the Region. Due to the Interagency nature of fire management operations, decisions made have far reaching implications to life, property, resource loss, and fire management costs across large geographical areas.

#### 6 - Personal Contacts

Contacts are frequently non-routine and are made with professional and highly technical personnel within the Agency and outside the organization. These contacts include Refuge Managers, regional managers, agency headquarters staff and high level managers in cooperating agencies. They also include other agency fire science specialists, natural and cultural resources management specialists, research personnel, aviation specialists, biologists, foresters, and a variety of supporting technicians. Contacts may also include legal personnel, members of concerned private organizations, public media, universities, and other fire and aviation organizations.

#### 7 - Purpose of Contacts – Factors 6 & 7 – 3C, 180 Points

Contacts are made to resolve significant fire and aviation management problems within the Service and with other agencies, organizations, and individuals. The incumbent is often required to justify or defend the Region's or the Service's stand on fire management issues. Contacts frequently involve very controversial and emotional issues that may have far reaching implications to policy, life, property, resources and fire management costs. Contacts are also established to enhance information exchange, to establish interagency fiscal and operational agreements that allow multi-disciplinary cooperation and coordination among other Service program areas. Contacts provide for the flow and transfer of information between the Regional fire management programs and the Washington Office.

#### 8 - Physical Demands – Level 8-1, 5 Points

The work is mainly sedentary, usually performed at a desk. There is some physical exertion while inspecting and evaluating the conditions of fire management operations sites. This includes walking over rough, uneven terrain in a wide variety of weather conditions. Incumbent is occasionally required to perform physically rigorous assignments and mandatory physical and medical standards applicable to the duties performed is required.

9 - Work Environment – Level 9-1, 5 Points

Work is normally performed in the office environment and at times in the field viewing incidents or sites. There is exposure to moderate discomforts such as extremes of heat, cold, and inclement weather when performing site visits.

**Conditions of Employment:**

Wears the official Service uniform in prescribed classes.  
Mandatory physical testing is required.

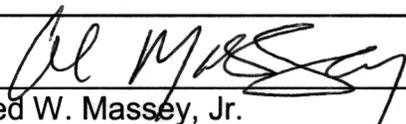
Drug Testing is required

## FES EVALUATION STATEMENT

Title, Series, and Grade: Fire Management Specialist, GS-0401-14

Organization: U. S. Fish and Wildlife Service

Position #: S000045 – 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 #S000045 initially dated 3/7/2003.

Evaluation Factors	Standards Used (Bmk #, FL#, etc)	Points Assigned	Comments
1. Knowledge Required by the Position - Level 1-8, 1550 Points – Position fully meets this Level.			
2. Supervisory Controls - Level 2-5, 650 Points – Position fully meets this level.			
3. Guidelines – Level 3-5, 650 Points – Position fully meets this level.			
4. Complexity – Level 4-5, 325 Points – Position fully meets this level.			
5. Scope and Effect - Level 5-5, 325 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> 3690		<b>Grade Conversion:</b> GS-14	
<b>Final Classification:</b> Fire Management Specialist, (Regional Fire Mgt. Coordinator)			
 Alfred W. Massey, Jr. Human Resources Specialist, (Classification)		Date <u>9/15/2006</u>	