

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000046

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input checked="" type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Explanation (Show any positions replaced) Application of New GS-0400 Standard. Standard Position Description #S000046 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		10. Position Status <input 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 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			
15. Classified/Graded by		16. Organizational Title of Position (if different from official title) Assistant Regional Fire Management Coord		17. Name of Employee (if vacant, specify)		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management		b. Department, Agency or Establishment Fire Management Specialist		c. Second Level Review		GS		401		13			
d. First Level Review													

Department of the Interior, FLERT Specialist
 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 July 29, 2003

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Regions		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 GS-0400 Classification Standard, Sep. 2005	
Typed Name and Title of Official Taking Action Alfred W. Massey, Jr. HR Specialist, (Classification)		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.	
Signature _____ Date 9/20/06			

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

24. Remarks
 Firefighter retirement coverage approved by DOI on July 29, 2003. No changes to this PD may be made except amendments. SPD #S000046. FPL-GS-13.

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 (FF)

Bureau: Fish and Wildlife Service - Bureau Wide

Classification Title: Fire Management Specialist

Organization Title: Assistant Regional Fire Management Coordinator

Position Number: S000A46/S000046 Series and Grade: GS-0401-12/13

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 assists the Regional Fire Management Coordinator to provide oversight to the Region's fire management program. Responsibilities include technical oversight 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 incumbent operates under a written limited delegation of authority to represent the Fish and Wildlife Service at multiple Interagency wildland fire geographic coordination areas in the United States. **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 #S000046

FIRE MANAGEMENT SPECIALIST(Assistant Regional Fire Coordinator), GS-0401-13

INTRODUCTION

This position is established to serve as the Assistant Regional Fire Management Coordinator, and as such works closely with the Regional Fire Management Coordinator to provide oversight to the Region's fire management program. The incumbent assists the Regional Fire Management Coordinator, by acting as the point of contact in the absence of the Regional Fire Management Coordinator. Working closely with the Regional Fire Management Coordinator, this position provides technical, scientific, and professional program advice, information, and other support to the Regional Fire Management Coordinator, 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 technical oversight 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, larger staffing levels, budget size and scope, regional level of interagency coordination, etc.

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

The incumbent operates under a written limited delegation of authority, from the Regional Fire Management Coordinator to represent the Fish and Wildlife Service at multiple Interagency wild land fire geographic coordination areas in the United States. The fire management program in the Region has Service-wide implications in view of resource needs and policy implementation.

MAJOR DUTIES

10 % - Participates with the RFMO in the 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% - In the absence of the Regional Fire Management Coordinator, the incumbent may or may not provide supervision and/or oversight of the regional fire management program staff. These positions could include Regional Aviation

Manager, Regional Wild and Fire Safety Specialist, Regional Wildland 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, and Fire Management Program Assistant.

15% - 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. Assures 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 fire aviation administration guidelines are being followed and that appropriate and correct reporting is being accomplished. Tracks fire danger within the Region and around the country; develops and carries out long and short term fire resource mobilization plans through interagency geographic coordination groups to ensure appropriate fire response. Coordinates implementation of Agency aviation, prescribed and wildland fire program with the interagency community.

10% - Under the direction of the Regional Fire Management Coordinator, at times serves as the Region's program representative, is responsible for coordinating and conferring with a wide variety of 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.

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

10% - Under the direction of the Regional Fire Management Coordinator, 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.

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

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

5% - Serves as a technical specialist on wildfire incident management, including

interagency team management, fire science, safety, training, operations, fire logistics, fire business management, and fire personnel administration.

5% - Conducts and arranges functional inspection/program review of refuge fire management activities for compliance with approved plans, rules, regulations, policies, guidelines and to ensure a high level of equity between participating refuges and regions.

5% - Participates on National Interagency working teams and task groups as directed.

5% - Meets with and addresses issues of significance to national and regional media, congressional officials, public interest groups and other public officials by explaining and discussing fire management policies and management decisions in an attempt to resolve politically and socially complex and highly controversial issues. Serves as one of the Region's technical specialist and liaison, speaking for the Service at professional meetings and symposia.

5% - Provides expertise and advice to refuges on matters concerning wild land urban interface fire issues and problems.

10% - Reviews 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.

FACTORS

1 - Knowledge Required by the Position – Level 1-8, 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 fire line suppression operations.

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 sufficient to develop, propose, and recommend substantial field area program innovations, significant program changes, or alternate courses of critical fire management action. (and) Skill in development fire management planning 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 (i.e., 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 variable and alternative plans and approaches to fire planning in widely ecologically diversified refuges.

Knowledge of Departmental, Service, Federal Aviation Administration and interagency aviation policies and practices with particular regard to safety and other technical applications.

Comprehensive knowledge and skills sufficient to provide technical direction, guidance, and coordination for a broad, 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 government, state agencies, and the private sector where there are extensive conflicts and complex issues to resolve.

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

Knowledge of, and the ability to determine the applicability and cost-effectiveness for the incorporation of new findings 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 programs.

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.

2 - Supervisory Controls – Level 2-4, 450 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. As directed by the

Regional Fire Management Coordinator, the incumbent exercises initiative, provides the assistance in the fire specialty area in planning, coordinating, and administering of the broad and diversified Regional area functions. 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 is considered a technical expert, key to the Region's fire management programs, and work results are normally accepted without significant change. Review of 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 3-4, 450 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, modification, or evaluation of 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 of this position involves planning, developing, and modifying a broad and diversified fire management program throughout a multi-state, multi-refuge, and multi-agency setting; planning of fire and aviation programs, plans and projects for a diversified group of refuges, most of which have complex fire and aviation management programs. There are a large number of coordination efforts to integrate planning with various agencies, both Federal, state and other government bodies to arrive at cooperative and integrated programs. The incumbent works closely with the Regional Fire Management Coordinator to assess proposed fire plan operations characterized by numerous and various complications and conflicting viewpoints that exist between types of fire management, requiring the formulation of solutions. The incumbent works closely with the Regional Fire Management Coordinator in evaluating objectives for fire management projects and plans, analyses, and integrates the comprehensive physical, social and economic impacts and advises refuges on how best to determine the most appropriate decision criteria, plans, standards and techniques applicable to the particular refuges needs.

5 - Scope and Effect - Level 5-4, 225 points

The work of this employee significantly impacts the full scope of fire management activities throughout the Region. Assists in the management of the Region's programs and areas of responsibility having Service-wide impact on fire management programs, policies and techniques. The work often directly interrelates with other resource and operation divisions as well as other federal, state, private groups and individuals in achieving long-range fire management goals, objectives and operations throughout the Region. Due to the Inter-agency nature of fire management operations, decisions may 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 and various public media personnel, university and other fire and aviation organizations. Regularly updates the Regional Fire Management Coordinator on activities and accomplishments.

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

Contacts are initiated to resolve significant fire and aviation management problems both 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 primarily sedentary. There is 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 required.

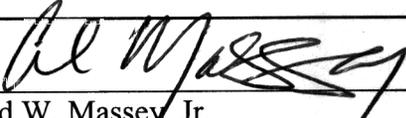
Random drug testing is required.

FES EVALUATION STATEMENT

Title, Series, and Grade: Fire Management Specialist, (Assistant Regional Fire Management Coordinator), GS-0401-13

Organization: U. S. Fish and Wildlife Service

Position #: 000046 – 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 #000046 initially dated 3/07/03.

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 2-4, 450 Points – Position fully meets this level.			
3. Guidelines – Level 3-4, 450 Points – Position fully meets this level			
4. Complexity – Level 4-5, 325 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.			
<p>Total Points: 3190</p> <p>Grade Conversion: GS-13</p> <p>Final Classification: Fire Management Specialist, (Asst. Regional Fire Management Coordinator), GS-0401-13</p>			
 Alfred W. Massey, Jr. Human Resources Specialist, (Classification)		9/20/2006 Date	