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

1. Agency Position No.: S000049

2. Reason for Submission: ☐ Redescription ☐ New ☐ Reestablishment ☒ Other

Explanation *(Show any positions replaced)*

Application of New GS-0400 Standard. Standard Position Description #S000049 Covered under 5 U.S.C. 8336 (c)&8442(d) in the secondary/ administrative category.

3. Service: ☐ Hdqtrs ☒ Field

4. Employing Office Location:

5. Duty Station:

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 (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☒ Neither

12. Sensitivity: ☒ 1--Non-Sensitive ☐ 2--Noncritical Sensitive ☐ 3--Critical ☐ 4--Special Sensitive

13. Competitive Level Code:

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	Department of the Interior, FLERT Specialist					
b. Department, Agency or Establishment	This PD has been approved as follows under 5 USC 8336(c) and 8412(d) ✓ Firefighter ___ Law Enforcement ___ Primary ✓ Secondary/Administrative ___ Sec/Supvy					
c. Second Level Review	Approval Date July 29, 2003 Fire Management Specialist	GS	401	13	Aug	9/20/06
d. First Level Review						

16. Organizational Title of Position *(if different from offiical title)*: Zone Fire Management Officer

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

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

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: AWMassey | Date: 9/20/06

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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
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 #S000049. 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)

[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: Zone Fire Management Coordinator

Position Number: S000A49/S000049 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. Responsible for providing long-range fire management program planning, program coordination and evaluation, and technical guidance for the fire management program and related activities for multiple field stations over an area which may span several states. Serves as the technical authority in fire management in the zone with responsibility for providing technical advice and guidance to the Project Leaders and Refuge Managers in the zone; and providing technical guidance, program review, development, coordination, and leadership necessary for the administration of all fire management services. **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 — 07/18/2003

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

Deputy Assistant Secretary, Human Resources and Workforce Diversity — 7/29/03 Date

STANDARD POSITION DESCRIPTION #S000049

Fire Management Specialist,(Zone Fire Management Officer) GS-401-13

INTRODUCTION

The incumbent of this position serves as the Zone Fire Management Officer in the Region. Responsible for providing long-range fire management program planning, program coordination and evaluation, and technical guidance for the fire management program and related activities for multiple field stations over an area which may span several states. Position generally interacts with multiple refuges and fish hatcheries, multiple states, multiple geographic area coordination centers, dispatch centers and diverse numbers of interagency/intra-agency personnel. The impact and implications of the Zone Fire Management Officer's decisions indicate significantly greater responsibility and complexity than the District/Refuge Fire Management Officer, GS-401-12.

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

MAJOR DUTIES

Program Management - 40%

Serves as the technical authority in fire management in the zone with responsibility for: (1) providing technical advice and guidance to the Project Leaders and Refuge Managers in the zone; and (2) providing technical guidance, program review, development, coordination, and leadership necessary for the administration of all fire management activities.

Serves as consultant and authoritative expert on the use of fire as a management "tool" in achieving overall refuge management objectives. Formulates policies, plans, budgets, and programs necessary for the administration of fire management activities.

Formulates and develops zone fire management policies and procedures for fire suppression and preparedness, prescribed burning operations, fire evaluations, fire arson investigations, and habitat management objectives.

Directs the development and establishment of zone coordination plans, standards and technical guides to comply with national guidelines and policy for:

(1) Fire Management Program - includes fire management plans, preparedness and suppression activities, fire evaluations, fire trespass, prescribed burning and smoke management;

(2) Fuels Management - includes fuels inventory methods and procedures, fuel treatment methods and programming, pre-attack planning and land use planning and environmental coordination; and

(3) Fire Management Operations - includes zone mobilization and dispatch coordination, fire prevention, training, logistics, equipment acquisition and deployment, and the fire suppression communications program. Monitors fire danger levels to ensure adequate preparedness of zone programs.

Supervises a staff that may be comprised of any combination of professionals, technicians, wage grade and clerical employees. Positions that may be directly supervised include Prescribed Fire Specialist (GS-0401-11), Assistant Fire Management Officer(GS-401-11),Fire Management Officer Trainee(GS-401-7/9), Wild land Urban Interface Field Coordinator (GS-401/460/455-9/11), Regional Prescribed Fire Module Supervisor(GS-401-7), Fire Program Technician(GS-462/455-6/7), as well as permanent and temporary engine foreman, dispatchers, firefighters, etc..

Represents the Zone and U.S. Fish and Wildlife Service at meetings with national and regional fire managers.
Presents issues. Discusses problems and determines overall agency policies, procedures, and guidelines for wildland fire management and prescribed fire management. Participates on national, regional, and local fire management task groups and working committees. May be delegated the authority to make land use decisions by the agency administrator when setting fire suppression priorities as a member of Multi-agency Coordinating Groups.

Program Planning - 25%

Prepares and/or reviews budget submissions for the zone, for fire operations and maintenance, prevention, preparedness, and fuels management needs. Provides guidance for budget analysis and accountability for fire management operations and emergency fire accounts. Maintains accountable property records.

Prepares and negotiates cooperative agreements and contracts within the region with various land management and fire control agencies, such as State Forestry, county, and local fire departments, and other Federal agencies.

Plans and oversees studies in such areas as fire behavior, fire spread, resistance factors, fuels, weather, fire effects and vegetative response. Works closely with research personnel in the development and trial of new methods and approaches relative to the fire management program. Reviews and interprets fire related research material for future use.

Develops plans and technical specifications for individual refuges to collect

and analyze data related to volume, growth, and wildlife value.

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

Reviews and evaluates short-range plans and annual proposals prepared by field station personnel for fire management activities. Prepares scientific and administrative reports. Utilizes computer models and data management/budget systems to plan, track, and report on fire management projects and accomplishments.

Operations - 35%

Coordinates aircraft operations and acquisitions pertaining to the use of aircraft for fire preparedness and prescribed burning operation for the zone.

Serves as instructor or provides instructors for courses in fuels management, prescribed burning, and wildfire suppression. Tasks evaluations for prescribed fire and wildfire task book completion. Is agency certifier for all task books completed in the zone.

Conducts program reviews and evaluates adequacy and effectiveness of fire management program through periodic field inspections and/or site visits for compliance with policies and standards, and overall effectiveness of operations. Provides technical assistance in the solution of local problems.

Makes recommendations and implements changes in regional policy, guidelines, and operating procedures to increase effectiveness of operations, and to provide technical guidance in the solution of specific problems or to correct practices in violation of established regulations or procedures.

Coordinates fire related training that include interagency training, determining course content, setting up course logistics, selecting and notifying attendees, obtaining and distributing course materials, establishing training sessions locations, and serving as course instructor.

Participates with other Federal and State Wildlife agencies in the organization and operation of Geographic Area Committees and Task Groups in order to provide the most efficient and economical fire program operations.

Inspects on-the-ground effectiveness of suppression activities on large scale fires. May occasionally participate in similar activities at the regional level. May performs other related duties as assigned such as forest management, habitat management, biological surveys and inventories, law enforcement and environmental education program management.

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. Previous on-the-line wild land firefighting experience is a requirement of this position.

Mastery of professional natural resource and land management principles, practices, and concepts sufficient to serve as technical authority, direction, guidance, and coordination for the full range of duties involved in the development and review of the regional fire management program.

Comprehensive knowledge of fire ecology, fire behavior, fire danger rating systems, fire hazard and risk analysis, suppression methods, fire dispatch and coordination systems, fuel volume and flammability assessment, smoke management techniques, meteorology, fire equipment, and aircraft operating characteristics sufficient to perform consultative program development and oversight for the fire management program that may include serving as the Regional Fire Management Coordinator as requested.

Comprehensive knowledge and understanding of the principles and practices of fire management and training techniques, coordination systems, objectives, evaluation methods and design to prepare training materials for use in the field.

Skill in applying new scientific findings, developments, and advances to the solution of complex problems that are unique to Service management policy and objectives.

Expert knowledge of resource protection strategies and multiple fire management objectives.

Ability to gather biological data, evaluate and apply findings, and make recommendations in order to evaluate and improve the zone fire management program.

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

Knowledge and skill of the administrative aspects of managing the program, including planning budgets, managing human resources, and working with

computers.

2 - Supervisory Controls – Level 2-4, 450 Points

The supervisor provides broad objectives and general guidance. Directs the fire management program based on Service policy and established management procedures. Independently plans own work, exercises initiative and provides the overall leadership in planning, directing, and coordinating zone fire management activities. Develops specific zone action plans and resolves management problems and conflicts as they arise. Changes in established operational procedures are discussed with supervisor. Highly controversial or especially sensitive issues are brought to the attention of the supervisor or a Regional specialist. Completed work is reviewed in terms of meeting regulations and overall Service management objectives.

3 – Guidelines – Level 3-4, 450 Points

Guidelines primarily consist of Service/Departmental manuals, fire law and statutes, natural resource and land management standards, policy statements, and legislation. The guidelines are sometimes in developmental stages, unclear, or outdated. Considerable judgment and ingenuity are required to resolve diverse problems for which technical guidelines are insufficient or not directly applicable. Considerable professional judgment and discretion are required in identifying and implementing the latest and most pertinent technological concepts and practices, or to develop or assist in the development of new or vastly modified techniques and methods for obtaining effective results.

4 – Complexity – Level 4-5, 325 Points

Assignments involve a broad range of duties in the field of fire management. Primary responsibility is to provide technical guidance, program development and review, budget development, coordination with resource uses and coordination with other Federal, State, and local agencies for a regional fire management program.

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

The diversity and synergism of environmental conditions, management strategies, habitat, and species require the incumbent to be versatile and innovative in order to recognize possible new directions or approaches and to devise new or improved techniques or strategies for obtaining effective results. Program guidance often requires striking a balance between highly conflicting resource demands.

5 - Scope and Effect – Level 5-4, 225 Points

The purpose of the work is to provide technical and program management expertise to ensure the adequacy and effectiveness of the regional fire management program. The incumbent develops new techniques for integration with all resource programs, objectives, and policies. The incumbent's work, through program design and review, and anticipatory action on unique fire/refuge management problems has a direct impact upon the operations of all regional field stations and a significant effect or influence in the development and completion of zone and regional fire/refuge management policies, programs, and actions.

6 - Personal Contacts

Contacts are with Interagency fire management personnel, State and local officials, refuge managers, foresters, wildlife biologists, other natural resource management professionals, general public, safety personnel, Washington Office staff, subject matter experts, researchers, university officials, environmental groups, private landowners, and as appropriate media contacts.

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

Contacts are for the purpose of providing technical advice and guidance; coordinating work efforts and plans; assessing the adequacy of activities; facilitate operations, develop agreements, and resolving significant fire management problems. Contacts also involve influencing or persuading other subject matter experts to adopt a particular course of action when there are conflicting opinions; or to change direction in a particular resource activity, due to technical considerations that are in conflict with a proposed resource objective. Contacts will frequently involve significant controversial issues that may have far-reaching implication to policy, life, property, and fire suppression costs.

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

The work is primarily sedentary. A level of physical fitness is required that will allow the incumbent to work under periods of extended stress and intermittent physical exertion such as walking in rough terrain during field inspections or during fire assignments.

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

Work is usually performed in an office setting. Occasionally some exposure to discomfort or risk is encountered on field visits such as extreme heat or cold, or exposure to fire situations. Incumbent must wear protective clothing and other safety equipment when involved in prescribed fire and suppression activities.

FES EVALUATION STATEMENT

Title, Series, and Grade: Fire Management Specialist , GS-0401-13

Organization: U. S. Fish and Wildlife Service

Position #: S000049 – 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 #S000049 initially dated 3/07/2003.

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 2-4, 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			

Total Points: 3190

Grade Conversion: GS-13

Final Classification: Fire Management Specialist, (Zone Fire Mgt. Officer), GS-0401-13

Alfred W. Massey, Jr.
Human Resources Specialist, (Classification)

9/22/2006
Date