



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: Fire Management Specialist (Planning)
 Organization Title: Regional Fire Planning Specialist
 Position Number: S000200 / S00A200 Series and Grade: GS-0401-11/12

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

The primary purpose of this position is to provide specialized and professional guidance, leadership, coordination, and program direction in Regional wildland fire program budget analysis (e.g., Fire Program Analysis and FIREBASE) and field unit fire management plan development consistent with Department and Service standards and procedures. The incumbent is responsible for managing and applying analytical wildland fire planning processes and procedures with particular emphasis on highly specialized technical functions and operations in computerized systems such as Fire Planning Analysis, FIREBASE and spatial information systems. 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, DO/FLERT Human Resources Specialist

5/24/06
Date

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

5/31/06
Date

Michael Gillmore
MICHAEL GILLMORE, DCI/F/LE Supervisory Program Analyst

06/01/06
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to GS-12 classification date of 12/6/05, and GS-11 classification date of 4/20/06. Approval is by DO: Secretary's Designee:

Randy Miller
Deputy Assistant Secretary, Performance, Accountability and Human Resources

6/22/06
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S00A200

2. Reason for Submission: Redescription, Reestablishment, New, Hdqtrs, Field
 3. Service: Hdqtrs, Field
 4. Employing Office Location
 5. Duty Station
 6. OPM Certification No.

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: FPL: 12

15. Classified/Graded by: Official Title of Position, Pay Plan, Occupational Code, Grade, Initials, Date

a. Office of Personnel Management: Department of the Interior, FLEET Specialist
 b. Department, Agency or Establishment: This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
 c. Second Level Review: Primary, Secondary/Administrative, Sec/Supvy
 d. First Level Review: Fire Management Specialist (Planning), GS, 0401 (91), 11 jh, 4/20/06
 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 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: Deputy Director, FWS
 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.
 22. Position Classification Standards Used in Classifying/Grading Position: See PD # S000200

Typed Name and Title of Official Taking Action: Joyce M. Hayes, Human Resources Specialist
 Signature: *Joyce M. Hayes* Date: 4/20/06
 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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: Risk Designation: Moderate Risk
 (See attached Statement of Differences)

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

Fire Management Specialist (Planning)
GS-0401-11

Functional Title: Regional Fire Planning Specialist

STATEMENT OF DIFFERENCES: Characteristics and duties of this position are the same as those reflected in the full performance level standard position description number S000200, with the following exceptions:

- Performs developmental assignments designed to prepare the employee for the full performance level of work described at the GS-12 level.
- The incumbent works under closer supervision and guidance.

Upon meeting all regulatory and performance requirements, the incumbent may be promoted non-competitively to the full performance level of GS-12.