

APPENDIX 5a

SAMPLE POSITION DESCRIPTION
RETIREMENT RECOMMENDATION PACKAGE

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SAMPLE

DOI CHECKLIST FOR RECOMMENDATION OF SPECIAL CSRS/FERS COVERAGE FOR LAW ENFORCEMENT OR FIREFIGHTER POSITIONS

BUREAU: BLM

POSITION DESCRIPTION NO: 00181 SERIES AND GRADE: GS-0401-12
CLASSIFICATION TITLE: Fire Management Specialist

ORGANIZATION TITLE: Fire Science & Support Spec.

CHECKLIST	YES	NO
<p>I certify this position (as described in the position description and attachments) meets all of the above conditions necessary for coverage as a law enforcement or firefighter position under the CSRS and/or FERS retirement systems as recommended.</p> <p>Signature of Classifier or Authorized Official: <i>Bobby Jo Fisher</i> Date: <u>12/16/2004</u></p> <p>Title: <u>Bobby Jo Fisher, Classifier (In Servicing Personnel Office)</u></p> <p><i>Current as of October 2005</i></p>		

CHECK	DOCUMENTATION
√	1. Official position description:
	A. Primary Position: must show that special physical qualifications are necessary.
√	B. Secondary Position:
	(1) Supervisory - must show that primary duties (over 51%) are as a first-level supervisor of law enforcement officers or firefighters in rigorous positions; OR
	(2) Administrative - must establish that experience in a rigorous law enforcement or firefighting position, or equivalent experience outside the Federal Government, is a mandatory prerequisite.
√	2. Functional statement (may be part of the Introduction).
	3. Organization chart which includes current PD being submitted for coverage.
	4. If applicable, a list of the provisions and park jurisdiction of the Federal criminal law incumbent is responsible for enforcing.
√	5. Current performance standard. (Optional)
	6. Classification evaluation statement. (Optional)

FOR ALL POSITIONS:

Attach the "Checklist for Determination of Special CSRS/FERS Coverage for Law Enforcement or Firefighter Positions", and documents checked above.

NOTE ON INDIVIDUAL COVERAGE - If not in a covered position, individuals must file a claim for coverage with the appropriate Bureau:

CSRS - a request for creditable service **every calendar year while occupying a non-covered position** or after any significant change in **title, series, grade, major duties, or position number/classification**

FERS - within 6 months after entering a non-covered position, or after any significant change in **title, series, grade, major duties, or position number/classification**

Current as of October 2005

Fire Management Officer
GS-0401-11

A. INTRODUCTION

The incumbent serves as the Fire and Aviation Manager within a Bureau of Land Management District. Included in these programs are fire suppression, presuppression, fire trespass detection, prevention, fuels management, smoke management, prescribed fire, fire ecology, and aviation. The Fire Management Officer (FMO), develops, directs, coordinates and conducts fire and aviation management activities in the District.

The District fire management program provides fire protection for large areas of public land and includes cooperative and contractual agreements with other agencies. The District also has a prescribed fire component in its fire management program.

The incumbent is responsible for providing both short and long range planning, program management and leadership, supervision, guidance, coordination, and evaluation for fire and aviation programs in support of District goals.

Prior service in a primary firefighter position is required for this position.

B. MAJOR DUTIES

1. Planning, Programming and Budget **(15)**

Responsible for the District's planning, programming and budgeting for the fire and aviation management programs. Executes policies and plans which meet the objectives of the fire and aviation management programs, and ensures the integration of fire management considerations into land management activities. Provides guidance and direction for the development of fire management plans and budget formulation at the District level to ensure economic feasibility and attainment of objectives. Participates in development of land use plans, EA's and EIS's for other activities. Directs, conducts and participates in analysis, interim and follow-up evaluations of projects and activities to ensure fire and land management objectives are attained, and to identify better and more efficient methods and procedures for conducting project and program activities. Directs the development of or prepares plans and technical guides for fire and aviation management programs.

Responsible for development and monitoring of the District's Annual Work Plan for fire management relative to ecosystem management, presuppression program, and aviation management. Monitors program to insure that planned workloads are completed within the assigned cost targets in accordance with State and Washington Office objectives. Makes budget adjustments as appropriate. The incumbent is responsible for ensuring that fire funds are spent in accordance with Bureau policies and regulations.

2. Technical Guidance and Direction **(15)**

Serves as the District's senior fire management advisor to the District Manager and staff. Reviews, analyzes, interprets and disseminates existing and new policy originating from the Department, Bureau, and/or State Office to District fire personnel. Ensures District activities are in conformance with the latest policy directives. Where policy is lacking, develops or oversees the development of District-wide standards.

Establishes fire control standards for contractors, as applicable. Works with cooperators to develop mutual procedures to ensure effective and efficient interagency operations. Recommends changes in organization, equipment, and operational techniques to best meet those needs.

Reviews District programs and procedures to evaluate their compliance with policies and regulations, and to determine their overall effectiveness in meeting objectives. Initiates changes as needed.

3. Liaison **(5)**

Develops, implements and facilitates cooperative agreements and relations with private citizens and with Federal, State, county, city or local agencies. Coordinates or assists in fire emergencies.

Serves as the District Manager's authorized representative in negotiations regarding fire policy and procedures in support of interagency agreements. Monitors fire control actions of cooperators for conformance with established agreements and initiates corrective actions as needed.

4. Prescribed Fire/Fuels Treatment **(10)**

Provides leadership and coordination of the fuels management/prescribed fire program. Responsible for the development and implementation of prescribed fire/fuels projects. Reviews project proposals to insure that Bureau and State laws, regulations, and policies are incorporated into proposed projects. Assures that all environmental and resource concerns are considered in prescribed fire operations. Acts as reviewing official and recommends approval on all prescribed fire projects.

Serves as the District's professional specialist in the areas of prescribed fire, fire behavior, fuels management, fire effects and rehabilitation practices. Stays abreast of current research in these areas and disseminates appropriate information to other District personnel. Recommends improvements, which may involve changes in current operating techniques and practices.

5. Fire Protection **(15)**

Organizes and oversees the District fire protection program that includes fire prevention, presuppression, suppression, and post suppression activities. Implements and adapts fire protection policies and procedures to meet legal, regulatory, and land use objectives. Determines whether proposed activities are economically feasible. Proposes, coordinates, and conducts training necessary to achieve fire protection program goals. Directs, conducts, and performs in fire suppression efforts, and/or assumes management leadership in the evaluation of the effectiveness of the suppression efforts.

6. Fire and Aviation Safety Management **(10)**

Implements and reviews the effectiveness of safety standards in District fire and aviation programs. Participates in accident investigations to determine causes and preventive measures. Develops and prepares District Safety and Accident Prevention plans for aviation activities.

7. Fire Trespass **(5)**

Implements established fire trespass policies and procedures. Coordinates settlement of fire trespass cases. Works with management and the State Office to negotiate administrative and legal restitution for losses resulting from fire trespass.

8. Emergency Services **(5)**

Participates as necessary in local emergency and disaster planning with the Federal Emergency Management Agency (FEMA), and other governmental agencies. As requested or determined by Disaster and Emergency plans and Bureau policy and direction, provides and coordinates Bureau personnel and equipment to support the accomplishment of emergency disaster services and search and rescue.

9. Aviation Management (As applicable) **(10)**

Oversees implementation of aircraft operating procedures, air operations, safety and aviation training programs within the District. Provides direct oversight of contract, call-when-needed and agency owned aircraft used in the District Fire and resource management programs.

10. Supervision (As applicable) **(10)**

- a. Work Direction. Through subordinates, plans, organizes, directs, coordinates and controls activities pertaining to the accomplishment of assigned functional responsibilities. Such tasks include defining broad objectives and specific goals; establishing, evaluating, and adjusting long range schedules; objectives, and goals in relation to workload, personnel required, and priority; making work assignments and setting priorities; reviewing work products for adequacy and accuracy, policy and regulatory compliance and application. Maintains management-employee communications, keeping employees informed as to regulatory requirements, policy, procedures and the interpretation thereof. Devises and maintains record keeping systems to provide required information for production reporting, evaluation, control of costs, etc. Coordinates with other organization supervisors on work related problems, technical problems not covered by precedents or established policies. Makes organizational, equipment, etc., changes to increase productivity.
- b. Administration. Responsible for the administration of a variety of management programs such as safety, upward mobility, cost reductions, sick leave and overtime usage, EEO, suggestions, etc. Establishes goals for subordinates that will accomplish management objectives. Establishes record keeping systems and monitors accomplishments against objectives. Initiates corrective action. Implements and adapts policies, regulations, procedures, etc., to accomplish organizational objectives. Advises immediate supervisor of program accomplishment, issues, and impact of changes.
- c. Personnel Management. Performs personnel management tasks such as making selection/recommendations for subordinate positions; participating in position and pay management programs; establishing performance standards and evaluating performance; maintaining discipline; hearing and resolving

complaints and grievances; consulting with specialists on training needs, and deciding on training issues; taking disciplinary actions; approving sick and annual leave; and approving personnel actions initiated by subordinates. Develops internal programs, plans, and procedures to ensure subordinates adhere to personnel management requirements.

Performs other duties as assigned.

C. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

A wide range of professional knowledge of ecology and rangeland management principles, practices and concepts sufficient to service as the primary authority for all duties involved in the development and review of the District fire and aviation programs.

Comprehensive and practical knowledge of fire ecology, fire behavior, fire control, fire planning, fire prevention, fire investigation, prescribed fire management, fire monitoring and studies, smoke management techniques, and aviation management sufficient to form consultative, program development, and oversight services for these programs.

Comprehensive knowledge and understanding of the principles and practices of ecosystem management sufficient to incorporate techniques and objectives of fire, aviation, and other related activities into specific Area/District resource plans and programs.

Comprehensive knowledge and understanding of developments in fire management and aviation operations sufficient to provide oversight and develop plans, standards, and technical guides to achieve long-term ecosystem management objectives and operational safety.

Comprehensive knowledge of agency policies, procedures and regulatory requirements applicable to the use and protection of natural resources.

A fundamental knowledge of related fields of science including soils, ecology, hydrology, geology and economics.

Ability to comment on technical reports, environmental assessments, letters and memos, including protests and congressional investigations and inquiries. Ability to write clearly and concisely at a level understood by the layman and at a level appropriate for professionals in other agencies and universities. Ability to make public presentations and professionally deal with controversial issues.

Extensive and diverse wildland fire fighting experience and training, such as that demonstrated by functioning as a Type III Incident Commander or Suppression Crew Leader. Working knowledge of dispatch operations, fire aviation operations, and fire equipment.

Experience gained as a District Fire Control Officer or Area FMO or Chief Dispatcher.
Experience as a Division Supervisor or Unit Leader.

Knowledge, skills and abilities in the areas of facilitation, problem-solving, team building, leadership, motivation, innovation, coaching and counseling.

2. SUPERVISORY CONTROLS

The supervisor gives work assignments in the form of District objectives, goals, and priorities. Supervisor and incumbent confer on the development of general objectives, projects, and deadlines.

Independently accomplishes assignments within the constraints of Bureau policy and regulations. Has considerable latitude to independently plan and carry out assigned programs and responsibilities. Provides independent advice on technical questions and interpretations of policies and guidelines in the assigned areas of responsibility and is considered the District authority in these subject areas. Keeps supervisor informed of controversial issues and proposed compromises. Technical assistance, if required, is available from the State Office, NIFC, and the Washington Office.

Completed work is reviewed for compliance with overall District objectives.

3. GUIDELINES

Guidelines are in the form of regulations, manuals, instruction memoranda, and standards. The application of these guidelines embraces a wide range of concepts and procedures. Guidelines may be insufficient to deal with occasional unique or unusual situations. Interagency relationships require knowledge and use of agency guidelines from cooperating agencies. Where interagency guidelines are inadequate, joint guidelines and procedures are developed.

Uses experience and judgment in adapting techniques, methods or established practices to achieve completion of assigned programs and objectives.

4. COMPLEXITY

Responsibilities include a broad range of duties in fire management and aviation operations. Primary responsibility is to provide fire management expertise, guidance, program development and review, and coordination with Resource staff on resource management issues. The land area and the functional programs are characterized by the following or comparable situations: Local interagency level co-operative relationships and activities with other fire organizations and significant interdependence between objectives; Fire impact affecting resource management issues; Limited urban interface issues; Program draws local public and media interests and moderate political sensitivity; Area of intermingled Federal and non-Federal lands; Commercially valuable resources which provide support for a number of dependent communities and industries; Variables in terrain, elevation, climate, fuel types, ignition sources and rates of spread which have a decided effect on plans, methods and procedures; A variety of fuels which may range from cheat grass, rangeland grasses and other flash fuels to heavier types, such as brush, trees and logging slash; Extended periods with less than normal precipitation, periodic heavy concentration of lightning and high velocity winds. These dynamics result in a fire and aviation management program that must be responsive to rapid change, politics, public demands and the protection of sensitive natural resources through land management planning and cooperative fire fighting efforts.

The incumbent must consider numerous resource values in decision making, including environmental, cultural resources, recreation, range, wildlife, watershed, wilderness study/scenic areas, and socio-economic concerns. Fire management decisions and activities are made under constraints which require the incumbent to occasionally adapt to individual situations.

5. SCOPE AND EFFECT

The purpose of the position is to provide District management guidance and coordination to ensure the effectiveness of the fire and aviation management programs, and within the constraints of available resources, ensure that these programs are integrated with conventional resource programs and objectives of the District. Commits District resources and requests other resources through the provisions contained in cooperative agreements. The work performed affects the District's fire and aviation programs, other District resource programs, other agency operations, operations of private companies and individual resource users. Fire suppression decisions affect the adequacy of agency action taken to protect human life, personal property and natural resources. Decisions may result in the expenditure of large sums of federal funds and affect employees and public safety.

6. PERSONAL CONTACTS

Contacts are with fire and other resource personnel and managers throughout the Bureau as well as with State and local government or other Federal agencies, with special interest groups and with the general public. During high profile fire emergencies, may service as an interagency spokesperson to the media, explaining cooperative fire fighting efforts, methods and strategies.

7. PURPOSE OF CONTACTS

Contacts are for the purpose of exchanging information, coordinating work efforts and planning, identifying mutual issues, providing fire management advice and guidance, integrating operations, and negotiating issue solutions. Negotiates cooperative agreements with other entities. Contacts involve influencing or persuading other subject matter experts to adopt a particular course of action or to change direction in a particular resource activity due to a fire or aviation management consideration which may be in conflict with a proposed resource objective.

8. PHYSICAL DEMANDS

The work is normally sedentary. During the fire season, physical exertion is required in the form of long periods of standing, walking over rough, uneven or rocky surfaces and exposure to extreme heat, smoke and temperatures.

9. WORK ENVIRONMENT

The work is normally performed in an office setting. During the fire season, field work may involve high risk exposure to potentially dangerous situations or stress. The above work environment involves regular and recurring exposure to moderate risks and discomforts which usually require protective equipment to be worn. A range of safety and other precautions are required. Exposure to risks such as wildfire, heat, smoke, falling rocks and trees, etc., are a regular part of the job during the fire season. Work may require frequent flying in a small fixed-wing and rotary-wing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

O R G A N I Z A T I O N

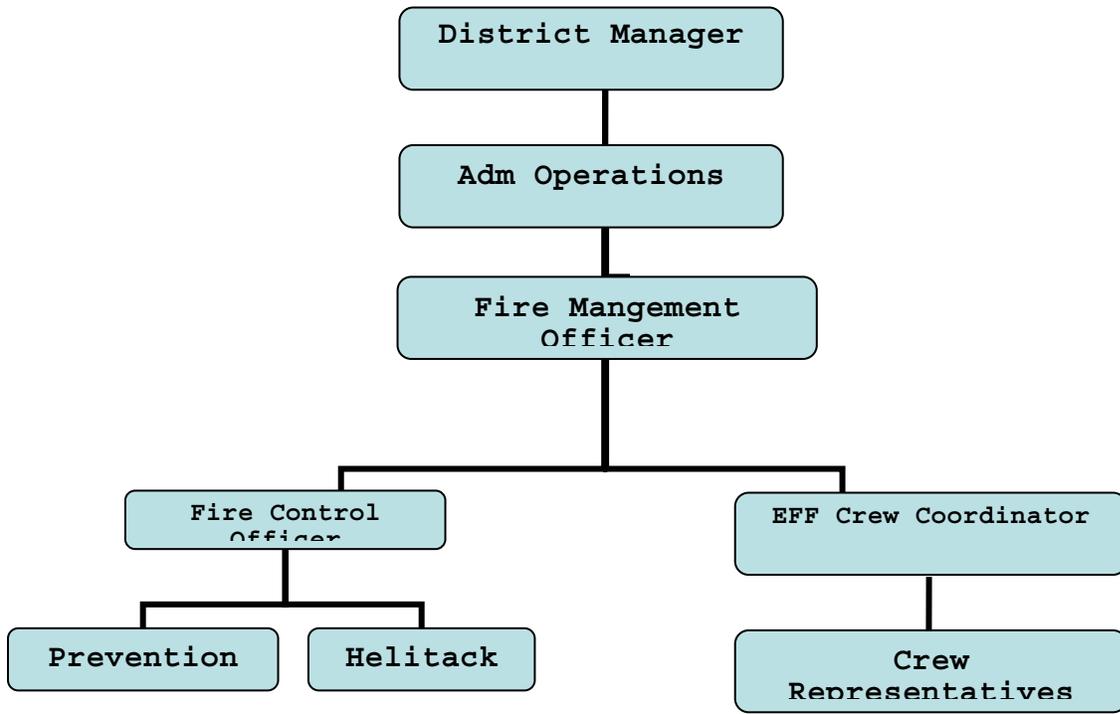
State Office
Office of the
State Director

Division of Operations 94012
Deputy State Director, Operations GM 0301-14
Forest Littrel
Secretary (Stenography) GS 0318-07 Darlene

Branch of Engineering and Support Services 94113
Supervisory Civil Engineer GM 0810/13
Ronald J. Cole
Secretary (Typing) GS 0318-05 Vacant
(Staff Assistant)

Fire and Aviation Staff 94114
Fire Mgmt. Specialist GS 0401-11
Vacant
Supr. Fire Mgmt. Specialist GS-0401-
Paul D. Hefner
Aviation Mgmt Specialist GS-02101-11 Ronald P.
Meyer
Fire Mgmt Planning Specialist GS-0401-11
Vacant

Engineering Section 94134
Supervisory Civil Engineer GS 0810-12 Stuart
J. Cox
Civil Engineer GS 0810-11 Donald
McClelland
Engineering Equip Oper Foreman WS 5716-09 Rober W.
Fisher
Secretary (Typing) GS 0318-05 Beverly P.



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Functional Statement Division of Operations

General Responsibility

Serves as principal staff to the district in operational support activities.

Specific Responsibilities

Assists resource area personnel in the design of projects. Makes recommendations on cost, scheduling, manpower needs, and provides engineering design and feasibility. Prepares technical drawings of engineering projects. Provides contract administration on major construction projects not assigned to a Resource Area.

Tracks subactivity or program accomplishments and progress toward assigned targets in operations programs. Makes recommendations to management where adjustments are needed. Consolidates and submits reports to the State Office as requested.

Consolidates resource area budget submission for specific subactivity programs and recommends to the management team priorities and distribution of allocations.

Designs, supervises and/or directs construction of resource development and conservation projects not delegated to a resource area. Provides technical training support and operational assistance in engineering activities.

Evaluates, on a periodic or sampling basis, resource area work accomplishments to ensure technical and procedural adequacy, compliance with Bureau directives and consistency within the district in the areas of operation.

Supervises the activities of force account crews when assigned to the Division of Operations. Coordinates the timing of construction and maintenance activities and schedules crews.

Conducts fire prevention, suppression, and follow up to trespass activities. Provides training determines qualifications for firefighters.

Recommends supplemental standards and criteria to the District Manager when existing guidance does not cover the situation.

Coordinates reciprocal road use permit/agreements; maintains road records and negotiates cooperative road use agreements.