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 (Firefighter)

Bureau: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

Classification Title: Supervisory Wildland Fire Operations Specialist

Organization Title:

Standard Position Number: DOI131 Series and Grade: GS-0401-09

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

The incumbent serves in a key fire management position as a Supervisory Wildland Fire Operations Specialist. The primary purpose of this position is to provide professional expertise in operations and planning of wildland fire suppression activities in assigned zone/area. The incumbent plans, develops, implements, coordinates, and evaluates an integrated wildland fire management program to achieve resource management objectives. **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.**

ALAN SIZEMORE, Human Resources Specialist, DOI — 06-01-2010 Date

TIMOTHY MURPHY, Deputy Assistant Director (NIFC) — 6-3-10 Date

TOM NICHOLS, Chief, Division of Fire and Aviation, NPS — 6/2/10 Date

LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA — 6/4/10 Date

BRIAN MCMANUS, Chief, Branch of Fire Management, FWS — 6/3/2010 Date

MICHAEL GILLMORE, Supervisory Program Analyst, DOI — 6/7/10 Date

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

for Deputy Assistant Secretary, Human Capital and Diversity — 6/9/10 Date

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

1. Agency Position No.: DOI131

2. Reason for Submission: [x] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: Replaces DOI031

3. Service: [ ] Hdqtrs [x] Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [x] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interest

9. Subject to IA Action: [x] Yes [ ] No

10. Position Status: [x] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [x] Supervisory [ ] Managerial [ ] Neither

12. Sensitivity: [x] 1–Non-Sensitive [ ] 3–Critical [ ] 2–Noncritical Sensitive [ ] 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						
b. Department, Agency or Establishment	Supervisory Wildland Fire Operations Specialist	GS	0401	09	TS	5/18/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from offiical title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: BIA BLM FWS NPS

b. Second Subdivision:

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: LINDA F. ERWIN, DOI HR Human Resources Specialist

Signature: Date: 5/18/10

22. Position Classification Standards Used in Classifying/Grading Position: Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 September 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
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

Department of the Interior, FLERT Specialist
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
X Firefighter ___ Law Enforcement
___ Primary X Secondary/Administrative ___ Sec/Supvy
Approval Date June 2, 2010

24. Remarks

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

INTRODUCTION:

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Supervisory Wildland Fire Operations Specialist. The primary purpose of this position is to provide professional expertise in operations and planning of wildland fire suppression activities in assigned zone/area.

The incumbent plans, developes, implements, coordinates, and evaluates an integrated wildland fire management program to achieve resource management objectives. Maintains safety first as the foundation for all aspects of fire and aviation management.

Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

This position requires a valid state driver's license.

MAJOR DUTIES:

Program Management (40%)

Assists in planning and directing fire management program activities. Analyzes current fire management plans and makes recommendations to meet changing conditions within the limits of current or anticipated funding. Planning involves interacting with all disciplines as well as officials from other federal, state, tribal, and local agencies and the public. Plans include short-range issues as well as long-range strategies.
Assists in coordinating and directing the application of standards, methods, and guidelines for all fire and aviation management program elements. Provides advice and guidance in the implementation of policies and standards.

Provides advice in the development and implementation of interagency fire prevention plans, programs and training.

Identifies research needs based on lands and fire management plan objectives and applies technology to meet those objectives.

Briefs internal and external managers on issues related to wildland fire, prescribed fire, and fire program activities. Develops and coordinates plans of action with interagency cooperators.

Coordinates program activities with federal, state, tribal, and local government entities/agencies. Provides input into the development of and implements grants and agreements.

Serves on various interagency committees, teams and work groups dealing with specific local, geographic, or national fire management issues.
Reviews and provides input into preparedness and operating plans used in the management of wildland fires. Implements cooperative agreements. Facilitates positive public relations. Develops alternative wildland fire strategies, considering values to be protected and selecting the appropriate alternative.

Conducts field reconnaissance of proposed prescribed burn units. Prepares and implements prescribed burn plans to meet management objectives. Performs post-burn evaluation and completes documentation.

Reviews and evaluates fuels management plans to achieve specific ecosystem and resource management objectives. Identifies and evaluates the implications of the fuels management program on air quality standards, and provides operational guidance to mitigate potential impacts from smoke to sensitive areas.

May participates as a member of an interdisciplinary team in the development of land use plans.

Operations (30%)

Provides oversight, coordinates, and initiates all fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives. Utilizes the full range of strategic and tactical options as described in an approved Fire Management Plan.

Assigns missions to ground and aviation wildland fire suppression resources. Makes efficient and effective use of multiple types of interagency wildland fire suppression resources with varying capabilities. Ensures common communications for interagency resources. Monitors weather and fire behavior, and communicates changes to strategy and tactics. Transfers command to an upper level Incident Management Team as necessary.

Provides protection for life, property and resources. Selects strategies and tactics to ensure safe operations for assigned resources. Recognizes potential hazardous situations and provides operational briefings. Initiates contacts with federal, state, and/or local law enforcement personnel as necessary to close roads, evacuate structures, and deal with the public.

Coordinates with dispatch office regarding current fire behavior and fire conditions, release of resources, and other logistical considerations.

Participates in development of: incident objectives and strategies and tactics, to provide for safe operations and cost effective incident management. Conducts After Action Reviews and offers suggestions for improvement.

Responsible for ensuring that required documentation is completed and submitted. Initiates cost share agreements for payment of expenses associated with individual incidents.

Provides oversight and management for fire facilities within the zone/area. Assists in managing the budget for facility maintenance, supplies, and equipment. Requests long- and short- term funding for wildland fire facility maintenance and improvements.

Coordinates wildland fire and aviation related training courses and may serve as an instructor at the local, regional and interagency levels. Identifies wildland fire training needs for unit personnel and submits training nominations.

May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).

May perform as a duty officer.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

Supervision and Safety (30%)

Provides technical and administrative supervision. Plans and directs overall work to be accomplished by subordinate positions, sets and adjusts priorities, and prepares schedules for completion of work. Assigns work to subordinate positions based on priorities, in the difficulty and requirements of assignments, and the capabilities of the employees. Finds ways to improve production and/or increase the quality of work directed. Negotiates and coordinates work projects with other unit managers and supervisors.

Develops performance standards and evaluates work performance of subordinates. Advises, counsels, or instructs employees on both work and administrative matters.

Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to higher level supervisor or manager.

Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases.

Selects employees for appointments, promotions, and reassignments.

Identifies, provides and recommends training needs for employees.

Provides leadership and direction to subordinates in the recognition and mitigation of environmental and workplace hazards of the wildland fire environment following applicable laws, policies, and guidelines.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented.

Responsibilities include identifying and mitigating safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program, debriefing incident personnel, and coordinating safe travel plans.

FACTORS:

1. Knowledge Required by the Position (Level 1-6, 950 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment.

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Knowledge of related fields of science (e.g., wildlife management, botany, forestry, hydrology, geology).

Knowledge of the established principles, practices, and concepts of wildland fire management (e.g., fire effects, fire hazard and risk analysis, fuel and flammability assessment, smoke management, incident management, and prescribed fire) sufficient to perform recurring assignments.

Knowledge of laws, regulations, and agency policies and procedures applicable to the use and protection of natural and cultural resources.

Knowledge of wildland fire safety practices and procedures.

In depth knowledge of incident management qualifications, training and standards.

Knowledge of capabilities, limitations, approved safety standards, and operating procedures of commonly used fire management resources.

Knowledge of supervisory policies, procedures, and methods in order to manage a diverse workforce. Knowledge of acquisition policies and procedures.

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication to effectively interact with people at all levels, internal and external to the organization.

2. Supervisory Controls (Level 2-3, 275 points)

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

In consultation with the supervisor, 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 an authority in these subject areas. Keeps the supervisor informed of controversial issues and proposed compromises. Technical assistance, if required, is available.

Completed work is reviewed for compliance with the overall unit's objectives.

3. Guidelines (Level 3-3, 275 points)

Guidelines include Department, Bureau, and interagency policies and procedures, regulations, plans, specialized fire information, and professional practices. Due to the complexity level of the fire management program, the incumbent is required to select, adapt, and interpret existing methods, practices, and instructions or to generalize from several guidelines and techniques in carrying out the activities.

Fire planning is conducted in an interagency environment, with multiple stakeholders and cooperators. Since guidelines are issued at multiple levels by multiple organizations, conflicts must be resolved by the incumbent and the resolution incorporated into the appropriate plan.

4. Complexity (Level 4-3, 150 points)

Primary responsibility is to provide professional advice, program development and review, and to plan, coordinate, and monitor the fire management program and operations using data from various sources.

The incumbent must consider a number of variables that may complicate the planning process on the diverse land areas. The land areas and the functional programs are characterized by a number of complex features and may include: (1) terrain that varies from short grass prairies to forests, with varying elevation ranges; (2) large areas of unique ecosystems, some of which may be wilderness area, and may contain cultural resources; (3) habitat that supports numerous wildlife species; (4) land areas that may contain several threatened or endangered plants and animals; (5) variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided effect on plans, methods, and procedures of all fire management activities; (6) a wide variety of fuels ranging from grasslands to forests, requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning and other factors.

The work involves many areas of uncertainty, and a number of technical, resource, administrative and socio-economic problems. This requires the incumbent to analyze the issues and develop a course of action to resolve problems.

5. Scope and Effect (Level 5-3, 150 points)

The purpose of the work is to supervise and plan, develop, implement, coordinate, and evaluate an integrated fire management program to achieve resource management objectives.

The work has a direct effect on the safety of human life, the protection of resources and the protection of public lands and neighboring properties through the implementation of effective wildland fire suppression and prescribed fire programs. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the incumbent are critical.

The results of the work influences the effectiveness in meeting the agency land management objectives and goals.

6. & 7. Personal Contacts & Purpose of Contacts (Level 3B, 110 points)

Personal contacts are made with personnel at all levels of cooperating land management and fire protection agencies at the federal, state, tribal, and local level. Primary contacts are with fire management personnel, resource specialists and other unit coordinators. Other personal contacts are with environmental and conservation groups, news media, contractors, private landowners, political officials, and the general public.

Most contacts are to exchange information, provide fire management advice, coordinate work efforts, negotiate solutions to common problems, and to plan and develop cooperative endeavors with federal, state, tribal, or local officials.

8. Physical Demands (Level 8-2, 20 points)

Duties involve fieldwork requiring above average physical fitness and endurance. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

9. Work Environment (Level 9-2, 20 points)

Work is performed in both an office and field setting. The work performed in an office setting is primarily sedentary. The work performed outdoors is in forest and desert environments or in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures

commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor sleeping and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in back country camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

1950 points, GS9 (1855-2100)