

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

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	6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
NPS Standard Position Description Fire Management Program				10. Position Status <input checked="" 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 checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
				13. Competitive Level Code		14. Agency Use *430	

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	FIRE PROGRAM ASSISTANT (OA)	GS	0303	07		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
REGIONAL FIRE PROGRAM ASSISTANT

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
DEPARTMENT OF THE INTERIOR

a. First Subdivision
NATIONAL PARK SERVICE

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

Employee Review - This is an accurate description of the major duties and responsibilities of my position.

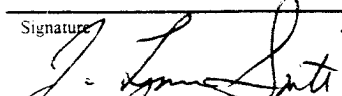
20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false 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 Manger (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
Miscellaneous Clerk and Assistant Series, GS-303, TS-34, dated 01/79; Grade Level Guide for Clerical and Assistance Work, TS-91, dated 06/89; and Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-0500C, dated 12/97.

Typed Name and Title of Official Taking Action
J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature:  Date: 10/13/00

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										

Remarks: This position description was **NOT** recommended for firefighter retirement coverage because it **does not** contain duties directly connected with controlling and extinguishing fires. Incumbents of this PD **CANNOT** be given primary firefighter duties on a regular and recurring basis. *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

**STANDARD POSITION DESCRIPTION
NATIONAL PARK SERVICE
FIRE MANAGEMENT PROGRAM**

CLASSIFICATION TITLE: FIRE PROGRAM ASSISTANT (OA)

SERIES AND GRADE: GS-303-07

Introduction

This position supports the fire program function in a Support Office (SO) or Regional Office (RO). Such a program would have several parks with complex suppression, prescribed burning and/or prescribed natural fire programs. The purpose of the position is to provide a variety of administrative and technical activities in support of the SO's or RO's entire fire management program. Some expanded dispatch duties may also be performed.

Major Duties (80 — 100%)

Independently, or as a member of a national or regional audit/review team, conducts audit and review of administrative programs in field areas covering timekeeping, budget and control processes, travel, training, procurement and property management, and other administrative support work. As a result, standard operating procedures and practices may be developed to correct deficiencies.

Serves as the principal contact person and is considered to be the expert in all fire-related fiscal coordination between the regional budget office, Fire Management Program Center, and individual parks. Responsible for monitoring and tracking annual FIREPRO allocations to the regional office and parks. Assists in preparing budget submissions, annual operating programs, project management plans, and work orders to allocate and transfer funds. Reviews and advises on fire specific funding controls and needs and other fiscal documents for accuracy. Reconciles accounts with actual obligations, researching discrepancies and making necessary adjustments.

Serves as regional expert on fire business management procedures, including fire timekeeping, cost analysis, procurement and informal contracting procedures, and injury claim and compensation.

Monitors daily fire situation analysis, resource availability, and fire weather conditions during the fire season and prepares verbal and written reports for the purpose of keeping supervisor and management staff fully informed of significant fire occurrence and conditions within the field area.

Serves as the technical specialist for parks in the use of the WIMS, Shared Applications Computer System, and as regional coordinator for systems. Diagnoses and solves user problems. Assists fire management staff and/or park with the interpretation of technical fire data, including field data collection, data entry, and field information retrieval.

Tracks and controls the flow of correspondence. Ensures that deadlines are met for reports and memorandums with reply-due dates. Recommends formulation and modifications of operational guidelines and standards for fire management program activities. Devises and revises, as needed, related standard operating procedures.

Prepares travel authorizations, makes travel arrangements, prepares final correspondence and reports, generates procurement of supplies and equipment, and maintains property records for accountability purposes.

May instruct fire training sessions in area of expertise (i.e., fire business management, Shared Applications Computer System, Weather Information Management Services, etc.) at the park, regional, and/or interagency level.

May perform as support dispatcher at an interagency dispatch center during periods of multiple fire occurrences. Tracks fire resources during mobilizations and reports status of the incident and related resources to park, area, and national fire management personnel. May also act as agency representative and liaison during these assignments, responsible for interpreting and applying these policies and guidelines during the course of the incident or assignment.

Factor 1. Knowledge Required by the Position

Comprehensive knowledge of the NPS fire budget and accounting procedures in order to audit and review work with various printouts and related documents. Knowledge and ability to understand budget and financial management regulations, guidelines, and precedents sufficiently to interpret, audit and review, apply and train others in a variety of budget and accounting situations. Knowledge and ability to prepare and advise others on annual operating programs.

Thorough knowledge of fire management funding, budget, travel and timekeeping, and ability to instruct others in proper practices.

Knowledge and capability of automated systems in order to formulate, monitor, and execute programs (e.g., ONPS, FIREPRO, suppression and presuppression programs, FPPS).

Knowledge of NPS fire management policy and guidelines and ability to interpret appropriate portions within an interagency framework. Knowledge of interagency fire business management policies and park, region, interagency, and national mobilization guidelines.

Thorough knowledge of overall park operations, procedures, practices, and precedents.

Knowledge of the composition and function of the fire management organization at the park, area, and national levels in order to properly locate resources. Basic knowledge of natural systems, fire ecology, and a general knowledge of fuels and fire behavior in order to recognize inconsistencies in requests for resources and/or exercise judgement in assigning scarce resources.

Knowledge of data collection techniques and procedures for monitoring fire activities and inputting data into field computers for fire management purposes.

In-depth knowledge of the Fire Weather Danger Rating System, NPS NWCG Fire Qualification System, Weather Information Management System, Shared Applications Computer System, and computer system data entry, storage, and retrieval.

Knowledge of correspondence procedures, correct grammar, spelling, and punctuation to assure quality of outgoing correspondence. Knowledge of agency correspondence guidelines.

Skill in typing and ability to operate standard office equipment, such as computers, calculators, telefax machines, and copiers.

Factor 2. Supervisory Controls

Incumbent works under the general supervision of the regional Fire Management Officer, who provides general administrative direction and assignments. Incumbent independently plans and conducts most activities and uses a high degree of discretion. All daily financial and project control duties are handled independently with little direct involvement of the supervisor. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy.

Factor 3. Guidelines

Guidelines include National Park Service Reference Manual 18 (RM-18) and Director's Orders 18 (DO- 18), departmental manuals, and published management procedures, guides, directives, and standard operating procedures for the NPS and other cooperating agencies. When guidelines are not available and precedents not fully applicable, the incumbent exercises independent judgement in determining what methods to follow or what general policies may be relevant.

Factor 4. Complexity

The work involves a variety of administrative support functions, with numerous procedures and operating requirements. Because of the nature of fire management work, many emergency and unusual situations do arise with accompanying administrative problems that may be politically and economically sensitive within an interagency environment. The incumbent may have to react quickly and perform multiple unrelated assignments along with other competing demands in the work environment. Often assignments are varied and require ingenuity.

Factor 5. Scope and Effect

The work involves planning, developing, and carrying out administrative tasks related to the management of fire program activities. The accuracy and timeliness of the work has a direct and immediate impact on the effective performance of the entire fire management program. Duties and support functions have a significant impact on administrative fire management operations.

Factor 6. Personal Contacts

Primary contacts are with coworkers, personnel from other divisions within the parks or region, personnel from the NPS Fire Management Program Center, personnel from other federal, state and local land management agencies, and the private sector.

Factor 7. Purpose of Contacts

The purposes of the contacts between agencies are to receive and impart information, coordinate efforts, and ensure cooperation. Contacts with coworkers and other personnel are to improve work efforts, train others at park levels, audit, review and correct administrative deficiencies, ensure proper reporting procedures, accountability of government funds, and facilitate daily operations.

Factor 8. Physical Demands

Most work is sedentary; standing and walking will be required for some duties. Assignments may require travel to NPS field areas and other agency coordination centers and offices.

Factor 9. Work Environment

Work is performed primarily in an office environment, with some visits to other agency coordination centers and training sessions, as a participant in various meetings, workshops, and training courses.

CLASSIFICATION EVALUATION

Classification Allocation: Fire Program Assistant (OA), GS-303-07

Position Classification

Standards Used:

Miscellaneous Clerk and Assistant Series, GS-303, TS-34, 01/79; Grade Level Guide for Clerical and Assistance Work, TS-9 1, 06/89; and Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-0500C, 12/97.

Background

This position is located in a National Park Service organization. The primary purpose of the position is to perform a variety of administrative and technical functions in support of a Support Office's or Regional Office's entire fire management program. These functions include fire timekeeping, budget and control processes, travel, training, procurement and property management, and other administrative support work.

Title and Series Determination

The Miscellaneous Clerk and Assistance Series, GS-303, is applied in the classification of the subject position. This standard covers work that requires knowledge of the methods and procedures that are part of, or subordinate to, an administrative or program area. Work performed in this series require specific procedures and application of established methods. The standard recommends that mixed (series) positions should be "classified in the series appropriate for the paramount qualifications required." Work requires knowledge of the procedures and techniques involved in carrying out the tasks of a complex fire management office/program and involves application of various administrative procedures and practices.

This position is appropriately classified under the GS-303 series since the primary work of the position is one-grade interval in nature and the primary work of the position is not classifiable in any other series. The duties and responsibilities of the subject position consist of assistant work rather than clerical, since technical work is performed to support the operation of a fire program in a Support Office or Regional Office. Work requires a working knowledge of the work processes and procedures of various administrative fields and the mission and operational requirements of a Support or Regional Office, the Fire Management Program Center, and individual parks.

There are no specified titles for positions in the GS-303 occupational series. Agencies may designate the title of positions in occupational series for which OPM has not prescribed titles, i.e., those not specifically covered by classification standards. The subject position is titled Fire Program Assistant to accurately reflect the specialty area and duties of the position. The duties of the position also require significant knowledge of office automation systems and a fully qualified typist to perform word processing functions. Therefore, the parenthetical title Office Automation or (OA) is added to the title. Hence, the appropriate title and series are Fire Program Assistant (OA), GS-303.

Grade Level Determination

Evaluation of the Administrative/Clerical Work

The Grade Level Guide for Clerical and Assistance Work provides criteria for evaluating the grade level of clerical and assistance work primarily concerned with performing technical work to support the administration or operation of the programs of an organizational unit. This work requires a working knowledge of the work processes and procedures of an administrative field (e.g. fire management program) and the mission and operational requirements of the unit. The guide describes the general characteristics of each grade level in a three part format: 1) The Law; 2) Nature of Assignment; and 3) Level of Responsibility.

The Law: At the GS-7 level, The Law states that the incumbent will “perform, under general supervision, work of considerable difficulty and responsibility along special technical or supervisory lines in office, business, or fiscal administration...requiring...(i) considerable specialized or supervisory training and experience; (ii) comprehensive working knowledge of a special and complex subject matter, procedures, or practice; and (iii) to a considerable extent the exercise of independent judgment...”

The incumbent works under the general supervision of the Regional Fire Management Officer and is responsible for a variety of administrative and technical activities in support of a Support Office’s or Regional Office’s entire fire management program. The incumbent is responsible for conducting audits/reviews of park administrative programs in the areas of timekeeping, budget, travel, training, and procurement and property management. In addition, the incumbent is considered the expert in all fire-related fiscal coordination between the regional budget office, fire management program center, and individual parks.

This position exceeds the GS-6 level because at that level the incumbent has a broad working knowledge of special and complex subject matter. Whereas this position equates to the GS-7 level, since the incumbent has a comprehensive knowledge of administrative and technical activities that support the entire fire management program in a Support Office or Regional Office.

Nature of Assignment: At the GS-7 level, the nature of assignment consists of specialized duties with continuing responsibility for projects, questions, or problems that arise within an area of a program or functional specialty as defined by management. Work assignments involve a wide variety of problems or situation common to the segment of the program or function for which the employee is responsible. The work also requires identifying and studying factors or conditions and determining their interrelationships as appropriate to the defined area of work. The employee must be concerned about taking or recommending actions that are consistent with the objectives and requirements of the program or functions.

The position meets the GS-7 level description of the nature of assignment as described in the standard. The incumbent performs specialized duties with continuing responsibility in a defined functional or program area involving a wide variety of problems or situations. The incumbent

develops information, identifies and studies factors or conditions and determines their interrelationships as appropriate, and takes or recommends actions that are consistent with the objectives and requirements of the fire program. The incumbent conducts audits and reviews of administrative programs in the field areas concerning timekeeping, budget and control processes, travel, training, and procurement and property management. From this, standard operating procedures and practices may be developed to correct deficiencies. Work requires practical knowledge, developed through increasingly difficult, on-the-job training or experience dealing with the operations, regulations, principles, and peculiarities of the fire management program. The incumbent serves as the principal contact person and is considered to be the expert on all fire-related fiscal coordination between the regional budget office, Fire Management Program Center, and individual parks. In addition, the incumbent serves as the regional expert on fire business management procedures, and serves as the technical specialist for parks using the WIMS and Shared Applications Computer System.

The position exceeds the GS-6 level, because at that level work requires considerable evaluative judgement within well-defined, commonly occurring aspects of an administrative program or function. Assignments involve a relatively narrow range of case situations that occur in a broad administrative program or function and which require narrowly focused, relatively clear-cut decisions. Work requires practical knowledge of guidelines and precedent case actions that are acquired through considerable work experience or specialized training. Therefore, the subject position equates to the GS-7 level for this factor.

Level of Responsibility: At the GS-7 level, the supervisor makes assignments in terms of objectives, priorities, and deadlines. The employee independently completes assignments in accordance with accepted practices, resolving most conflicts that arise. Guidelines for the work are more complex than at the next lower grade because the employee encounters a wider variety of problems and situations which require choosing alternative responses. The contacts and purposes of contacts are usually the same as at the next lower level. However, to a greater degree, the employee serves as a central point of contact to provide authoritative explanations or requirements, regulations, and procedures, and to resolve operational problems or disagreements affecting assigned areas.

The position meets the GS-7 level of responsibility. The supervisor provides direction on overall policies and goals and is available for consultation. The incumbent independently carries out projects and uses a high degree of discretion in choosing the most appropriate method to be used. Many emergency and unusual situations arise with accompanying administrative problems that may be politically and economically sensitive within an interagency environment. The incumbent encounters a wider variety of problems and situations, which require choosing alternative responses. Guidelines have gaps in specificity and the incumbent must use judgement in selecting appropriate guidelines/practices and in interpreting and adapting guidelines based on precedent or past experience. The incumbent serves as the central point of contact to provide authoritative explanations to personnel in parks or regions regarding administrative fire management requirements, regulations, and procedures.

This position exceeds the GS-6 level, because at that level the supervisor assists with precedent assignments by providing an interpretation of policy or the concepts and theories of the

occupation. The employee uses judgement in interpreting and adapting guidelines for application to specific cases or problems, and bases decisions and recommendations on facts and conventional interpretations of guidelines. Contacts are to provide, receive, or develop information in order to identify problems, needs or issues, and/or to coordinate work efforts or resolve problems. Therefore, the subject position equates to the GS-7 level for this factor.

Since the above factors equate to the GS-7 level, the overall evaluation of the clerical and administrative support functions is GS-7.

Evaluation of the Budget Work

The budget related duties were classified using the Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-500, which is in the FES format and provided below.

FACTORS	POINTS	LEVEL	COMMENTS
1. Knowledge Required by the Position	550	1-4	Work requires in-depth or broad knowledge of a body of accounting, budget, or other financial management regulations, practices, procedures, and policies related to fire management budget.
2. Supervisory Controls	275	2-3	Supervisor assigns work with general standing instructions on objectives, priorities, and deadlines. Provides guidance for unusually involved situations.
3. Guidelines	125	3-2	A number of established procedures and specific guidelines are readily available. The number and similarity of guidelines and work situations require the employee to use judgement to identify and select the most appropriate procedures to use, choose from among several established alternatives, or decide which precedent action to follow as a model. There may be omissions in guidelines and employee is expected to use judgement and initiative to handle aspects of work not completely covered.
4. Complexity	75	4-2	Work involves performing related procedural tasks in processing accounting, budget, or other financial management transactions. The employee makes decisions and considers factors such as the processing requirements, appropriate format, etc. Takes action using established instructions, practices, or precedents for processing of accounting or budget documents. The specific pattern of

			actions taken may differ depending on the given discrepancy and information available.
5. Scope and Effect	75	5-2	The purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of related accounting, budget, or financial management clerical or technical tasks, duties, and assignments covered by well-defined and precise program procedures and regulations. Work affects adequacy and efficiency of the accounting and budget, or financial management function and can affect reliability of work of specialists in related functions.
6. Personal Contacts	---	2	Contacts are with employees in the agency, but outside the immediate organization, as well as with other federal agencies, state and local land management agencies, and private parties.
7. Purpose of Contacts	75	B	Contacts are to receive and give information, coordinate efforts, and ensure cooperation.
8. Physical Demands	5	8-1	Some work is sedentary, usually performed at a desk.
9. Work Environment	5	9-1	Work is performed in an office setting.
TOTAL POINTS	1185		
Grade	GS-06		

(GS-06 range is 1105-1350)

This total converts to grade GS-06 for budget work. These duties do not impact the grade of the position.

Conclusion

Based on the preceding analysis the administrative support and clerical work equates to GS-07 and the budget work equates to the GS-06, therefore this position is appropriately classified as Fire Program Assistant (OA), GS-303-07.