

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		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.			
Standard Position Description Fire Management Program				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> 4 Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code 14. Agency Use * 4 0 7	
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											
c. Second Level Review		FIRE MANAGEMENT OFFICER				GS	0401	11			
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR						c. Third Subdivision					
a. First Subdivision NATIONAL PARK SERVICE						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. <i>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</i>						<i>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.</i>					
a. Typed Name and Title of Immediate Supervisor J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature 			Date NOV 24 1998			Signature			Date		
21. Classification/Job Grading Certification. <i>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.</i>						22. Position Classification Standards Used in Classifying/Grading Position Forestry Series, GS-460, dated January 1980; and Fishery Biology Series/Wildlife Biology Series, GS-482/486, dated January 1991					
Typed Name and Title of Official Taking Action						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.					
Signature			Date								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>											
b. Supervisor											
c. Classifier		Department of Interior, FF/LE Retirement Team Specialist 									
24. Remarks This PD has been approved as follows under 5USC 8336(c) and 8412(d): <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary/Supvy Approval Date December 17, 1998						*Agency Use Code should be entered in FPPS as last three spaces of position allocation number.					
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>											



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: National Park Service

Classification Title: FIRE MANAGEMENT OFFICER

Organization Title: _____

Series and Grade: GS-0401-11

Fire Management Program Standard Position Description number: 407

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary-Administrative coverage is recommended under both CSRS and FERS

This is a professional position in an organization having a firefighting mission. As a staff specialist, this position plans and manages a professional, comprehensive, and complex wildland fire management program for a park or group of parks. The incumbent is responsible for direct oversight and control of all planned and unplanned ignition wildland fires, dispatch, and mobilization operations. Develops wildland fire management plans, including the park's fire management plan as well as specific action plans. Deals with a variety of technical problems relating to fire weather, smoke management, fire behavior, and computer modeling. Prepares and/or revises annually, cooperative agreements concerning wildfire management, boundary issues, prescribed fire, smoke management, incident mobilization plans, radio frequency use, and cross-agency fiscal matters. May manage an NPS Hot Shot Crew or Prescribed Fire Support Module. 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.

Marilee Pospahala
MARILEE POSPAHALA, FF/LEO Retirement Specialist NPS Representative

12/4/98
Date

Richard T. Gale
RICHARD T. GALE, Deputy Chief Ranger, NPS

12-09-98
Date

Marcia L. Scifres
MARCIA L. SCIFRES, DOI Fire & Law Enforcement Team Leader

12/9/98
Date

Lester K. Rosenkrance
LESTER K. ROSENKRANCE, Director, Office of Fire and Aviation (BLM)

12/11/98
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 11-24-98.**

Approval is by DOI Secretary's Designee:

Mari R. Barr
MARI R. BARR, Secretary's Designee

12/17/98
Date

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

CLASSIFICATION TITLE: FIRE MANAGEMENT OFFICER

SERIES AND GRADE: GS-401-11

Introduction

As a staff specialist, this position plans and manages a professional wildland fire management program for a park or group of parks. The park or group of parks has a complicated but not highly complex program that emphasizes either wildland fire suppression or fuels management and prescribed burning, or a combination of both programs characterized by a light to moderate workload and low complexity (e.g., currently 10-29 FIREPRO workload/complexity points). The incumbent is responsible for direct oversight and control of all planned and unplanned ignition wildland fires, dispatch and mobilization operations.

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. This is a professional (administrative) position in the firefighting program of the park.

Major Duties (80-100%)

Develops wildland fire management plans, including the park's wildland fire management plan as well as specific action plans. Coordinates activities necessary to comply with the National Environmental Policy Act and other legal policy requirements. Works closely with the Regional Fire Program Manager to ensure compliance with agency and departmental policy.

Coordinates program activities with various neighboring federal, state, and local government entities/agencies. Serves on interagency committees. Attends interagency policy and procedural development meetings. Contributes to local interagency plans for smoke management and prescribed fire.

Prepares and/or revises annually, cooperative agreements concerning wildfire management, boundary issues, prescribed fire, smoke management, incident mobilization plans, radio frequency use, and cross-agency fiscal matters.

Deals with a variety of technical problems relating to fire weather, smoke management, fire behavior, and computer modeling. Identifies problems, researches precedents, considers alternatives, and selects the most appropriate technique to solve the problem.

For programs with active prescribed fire programs plans and directs surveys for the collection, analysis, and documentation of data relating to fire effects on biotic and abiotic resources. Together with resource managers, analyzes these data to determine whether the prescribed burning program is meeting long-term goals and objectives for fuels management and ecosystem

health. In the absence of a Fuels Management Specialist, serves as the Prescribed Fire Manager for the park. Maintains awareness of technological developments in wildland fire science and related disciplines.

Formulates and directs the budget accountability program for preparedness, hazard fuels operations and emergency fire accounts. Approves all expenditures. Maintains accountable property records.

Deals directly with National Weather Service meteorologists and state Department of Air Quality regulators on complex, public-sensitive technical issues concerning smoke management, air quality, and prescribed burning.

May manage an NPS Hot Shot Crew or Prescribed Fire Support Module.

Supervisory Duties (less than 25% of the time)

Directs and coordinates subordinate staff. Develops and revises, as needed, appropriate position management and organization plans. Hires, counsels, evaluates, and disciplines employees. Makes recommendations for promotion and/or incentive awards.

The incumbent is responsible for furthering the goals of equal employment opportunity by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, the incumbent initiates nondiscriminatory practices and affirmative action for (1) merit promotion of employees and recruitment of hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

Factor 1. Knowledge Required by the Position (Level 1-7, 1250 points)

Professional knowledge of the biological sciences in order to develop and implement an integrated approach to the park's wildland fire management program, and to determine, establish, and apply biological facts, principles, methods, and techniques that are necessary to plan, monitor, control, and study the effects of wildland fire.

Knowledge of the techniques, policies, and practices of fire management as obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This knowledge is a **MANDATORY REQUIREMENT** of the position.

Knowledge of the principles and methodology of the fire science and specialized activities of the fire profession, related sciences, and pertinent natural resources activities.

Knowledge and skill of fire science to advise park management and staff as well as other agency personnel on the fire management aspects of program development and integration.

Knowledge of wildfire suppression strategies and tactics.

Knowledge and skill in conducting studies on impacts of fire suppression and fire use practices on natural and cultural resources, and visitor use infrastructure and experience.

Ability to communicate orally and in writing in order to develop plans, write reports, and advise, meet, and deal with community and other Federal and State agencies, and at times the media, regarding proposed plans and to explain and interpret professional fire management practices to the community.

Knowledge of supervisory techniques to direct and evaluate the work of others, including knowledge of equal opportunity requirements and practices.

Knowledge and skill of the administrative aspects of managing the program, including planning budgets, working with computers, and establishing local policies.

Knowledge of NPS policies and planning practices as they relate to fire management.

Knowledge of the effects of fire on the natural and cultural resources of the park.

Factor 2. Supervisory Controls (Level 2-4, 450 points)

The supervisor makes assignments to the incumbent by explaining the objectives, priorities and completion framework. The incumbent plans, designs, implements, and manages the wildland fire management program with a minimum of direct supervision, independently resolving many problems that arise. Assignments involving circumstances where precedent actions may not be clear, are normally discussed with a Regional specialist to devise a course of action. Completed work is reviewed for consistency, and conformity with fire program goals.

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

Guidelines include Departmental and NPS policies and procedures, regulations, plans, specialized fire information and professional practices, and any additional directions given and defined by the supervisor. Sound judgment must be exercised in the performance of duties and in situations where the guidelines have gaps in specificity.

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

The park fire management program requires integration and interpretation of several professional/specialized fields such as natural and cultural resource management, biology, ecology, and other natural science related practices. The diversity of resource management concerns, variety of vegetation types and fuels, and the number and complexity of wildland fire suppression actions and prescribed burns is relatively low and typical of parks scoring, for example, between 10 and 29 total program workload and complexity points in the current FIREPRO analysis. Actions on planned and unplanned ignitions typically follow straightforward and well established procedures that are adapted through sound reasoning to local conditions, constraints, and variations. If serving a group of parks, the number of parks does not significantly affect the complexity of the work since most have simple suppression or prescribed burning programs.

Complexity of the fire program is low to medium, and typically focuses on either wildland fire suppression or prescribed burning activities, or a low incidence of both programs. Actions on unplanned ignitions typically follow standard suppression procedures, with few large, complex

incidents involving a combination of management strategies including aggressive suppression and long-term monitoring of large fires that achieve resource benefits.

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

The incumbent manages the wildland fire program for a park or group of parks, resolving a variety of conventional problems and situations in conformance with established criteria. The work impacts the safety of employees and others and is significant to critical park resources. For group-park FMO'S, decisions may affect all of the parks in the group. The risks and variety and significance of resources to be protected are not as great as those in parks scoring, for example, above 30 points in the current FIREPRO analysis.

Factor 6. Personal Contacts (Level 6-3, 60 points)

Personal contacts are with employees within the agency and from outside the organization from a wide array of disciplines, such as resources specialists, biologists, foresters, ecologists, and supporting technicians. Maintains routine contacts with regional fire management personnel and local fire management cooperators.

Factor 7. Purpose of Contacts (Level 7-2, 120 points)

The purposes of contacts are to plan, coordinate, and advise on work efforts and to resolve operating problems by influencing others.

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

Much of the work is sedentary, usually performed at a desk. Occasionally requires walking over rough, uneven terrain in any type of weather to direct operations on prescribed burning operations and the suppression or monitoring of unplanned ignitions. Physical exertion is needed while inspecting and evaluating conditions of the fire units.

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

Work is normally performed in an office environment and at times in the field viewing sites. There is exposure to moderate risks and discomforts such as extremes in heat, cold, smoke, and inclement weather when performing on-the-ground inspections. Protective clothing may be required when viewing sites.