

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 New <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/>		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 (Specify in Remarks)		11. Position Is: 4 Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/>		13. Competitive Level Code		14. Agency Use *#402		15. Classified/Graded		16. Organizational Title of Position (if different from official title) REGIONAL FIRE MANAGER	

**NPS Standard Position Description
Fire Management Program**

a. U.S. Office of Personnel Management	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
b. Department, Agency or Establishment						
c. Second Level Review	FIRE PROGRAM MANAGER	GS	0401	12		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

17. Name of Employee (if vacant, specify)	
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
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 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 J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER		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		
<i>J. Lynn Smith</i>	NOV 24 1998		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Department of Interior, FF/LE Retirement Team Specialist *M. Pappalardo*
 This PD has been approved as follows under SUSC 8336(c) and 8412(d):
 Firefighter Law Enforcement
 Primary Secondary/Administrative Secondary/Supvy
 Approval Date December 17, 1998

*Agency Use Code should be entered in FPPS as last three spaces of position allocation number.



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 PROGRAM MANAGER

Organization Title: Regional Fire Manager

Series and Grade: GS-0401-12

Fire Management Program Standard Position Description number: 402

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary-Administrative coverage is recommended under both CSRS and FERS.

The purpose of this position is to oversee and manage the Region's fire management program. Responsibilities include management of the Regional wildland fire management program, coordination of national fire program initiatives at the regional level, maintaining awareness of fire program initiatives, developments and practices of wildland fire science, and maintaining a Regional fire training program, assuring that all qualifications for the profession are met by fire specialty personnel. Provides advice and technical expertise to parks regarding their fire management programs. Oversees planning and operational reviews of park fire management programs within the Region. 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

12-04-98
Date

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

12/9/98
Date

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

12/10/98
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 PROGRAM MANAGER

SERIES AND GRADE: GS-401-12

Introduction:

This position is located in a Regional or Support Office. The purpose of the position is to oversee and manage the Region's fire management program. Responsibilities include program review, inter-park and interagency coordination, and overall leadership of the Region's fire management program. The Region/SO served by this position is classified as low/medium complexity (e.g., currently 10-29 workload/complexity points calculated by the FIREPRO analysis). The makeup of the parks and park groups served by this position are almost exclusively Complexity Level I (e.g., currently 1-29 FIREPRO workload/complexity points) and Level 11 (e.g., currently 30-49 FIREPRO workload/complexity points). Because of the relatively low complexity of Regional park fire programs, fewer technical specialists are necessary at the Regional level. As a result, although this position may supervise one or two employees, supervision is not a major component of this position.

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.

Major Duties (80-100%):

Manages the Regional wildland fire management program. Advises the Regional Director and SO Superintendent on any sensitive, controversial, or novel fire management issues; decisions and commitments made affect the overall fire management program in the Region. Provides advice and technical expertise to parks regarding their fire management programs. Oversees planning and operational reviews of park fire management programs within the Region. Reviews park plans, budgets, and requests. Oversees regular inspections/program reviews of park fire management activities. Ensures consistent application of national and regional fire management policy and guidelines and ensures appropriate and correct reporting.

Coordinates national fire program initiatives at the regional level, and offers recommendations regarding the development of implementation strategies for such initiatives. Reviews fire program planning analyses for each NPS unit within the Region and ensures that park databases and workload/complexity statistics are correct. Provides feedback to the National Fire Management Program Center concerning deficiencies in program planning analyses. Coordinates the submission of supplemental budget requests for all park units in the region. Sets regional priorities for capital equipment requests, and approves funding for hazard fuels reduction/ resources management prescribed burning projects. Provides input on NPS Servicewide policy decisions and guidelines. Oversees implementation of specialized fire management computer applications at the regional and park levels.

As the Regional NPS representative, coordinates and confers with other regions and cooperating fire management agencies, such as the U.S. Forest Service, the Bureau of Land Management, the Bureau of Indian Affairs, the Fish and Wildlife Service, states, and private land managers. Routinely deals with cooperators that have large and complex fire organizations, such as several U.S. Forest Service regions, several state BLM offices, and Tribal entities. Ensures continuity and coordination with these entities so that local fire management plans, agreements, and decision criteria between agencies are compatible with NPS policy. Serves as the interagency liaison expert. Serves as technical specialist, representing and speaking for the NPS at professional meetings and symposia.

Maintains awareness of fire program initiatives, developments and practices of wildland fire science, transmitting results to the field as appropriate. Establishes and maintains a Regional fire training program, assuring that all qualifications for the profession are met by fire specialty personnel. Coordinates with other agencies as needed to plan and conduct training.

Supervisory Duties (less than 25% of the time)

May supervise one or two employees, including planning, assigning, and evaluating the work of subordinates. Ensures that assignments are carried out efficiently and effectively, and that the overall services provided are sufficient to meet the needs of the Regional or Support Office.

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 region'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 position outside the Federal government. This knowledge is a **MANDATORY REQUIREMENT** to perform the fire program management duties of this position.

Knowledge of fire science and management concepts, i.e., fire ecology, fire behavior, hazard fuel assessment, smoke management, fire meteorology principles, laws, programs and precedents sufficient to develop, propose, and recommend substantial Regional/SO program innovations, significant program changes, or alternate courses of critical fire management action.

Knowledge of other agency practices and procedures in fire science to interface fire plans with neighboring fire programs, i.e., Forest Service, state forests, BLM, BIA, Fish and Wildlife Service, etc.

Skill in developing fire management plans throughout a multi-state and multi-park area. Skill in designing, reviewing, and advising on plans and ability to design variable and alternative plans and approaches to fire planning in widely diverse parks.

Ability to provide leadership and accomplish goals working with interdisciplinary and interagency teams and with counterparts from other agencies, and state and private representatives. Includes ability to clearly define problems, conduct meetings, and guide people who may have conflicting agendas toward a common goal.

Knowledge of cost-effectiveness management analysis for integrated suppression, fuels management, and ecosystem prescribed burning for individual parks and broader interagency geographic areas.

Knowledge of requirements imposed by legislation and regulations such as NEPA, National Historic Preservation Act, the Endangered Species Act, the Clean Air Act, the Wilderness Act, etc.

Knowledge of supervisory Techniques to manage and direct others in accomplishment of assignments, including knowledge of equal opportunity requirements and practices.

Ability to manage budgets, including auditing the financial programs of park-level fire programs.

Ability to communicate orally and in writing in order to develop plans, write reports, provide advice and technical expertise to regional parks, and work effectively with employees of other agencies.

Factor 2. Supervisory Controls

Level 2-4, 450 points

The supervisor and the Fire Management Program Center provide overall objectives and resources available. The incumbent exercises initiative and provides overall leadership for the Regional fire management program, independently planning, carrying out, and coordinating the work and resolving most conflicts that arise. Review of work is typically focused on Regional fire program achievement, affect of advice given, achievement of program objectives, and contribution to the field of fire management and fire science.

Factor 3. Guidelines

Level 3-4, 450 points

Guidelines exist in the form of national legislation, NPS Management Policies, Director's Orders, procedural reference manuals, incident, business management handbooks, interagency agreements, and annual financial management directives. Guidelines must be interpreted in the context of the planning objectives of top-level management policy. The incumbent uses initiative and resourcefulness to research trends and patterns to develop new methods, criteria, or proposed new policy.

Factor 4. Complexity

Level 4-4, 225 points

The work includes a variety of fire management duties requiring many different and unrelated processes and methods relating to the fire technology field. Determinations are based on sensitivity and understanding of current fire science trends, study results, and proposed,

substantive changes in fire management planning. Decisions made must take into consideration the diversity of land forms, vegetation types, ecosystems, fire regimes and fire program objectives in parks, as well as variations in policy interpretation between various federal and state agencies. The work requires making many decisions concerning interpretation of considerable fire data, planning of the fire program, and/or the refining of fire program and management program methods and techniques to be used.

Factor 5. Scope and Effect

Level 5-4, 225 points

This position significantly impacts the full scope of fire management activities through the Region. Certain programs and areas of responsibility may influence Servicewide fire management programs, policies, and control techniques. The work will often directly interrelate with other resources and operation divisions as well as with other state, federal and private groups and individuals in order to achieve long-range fire management goals, objectives, and operations throughout the area. Decisions made could have far-reaching implications to life and property loss and to fire suppression costs.

Factor 6. Personal Contacts

Level 6-3, 60 points

Contacts are frequently non-routine and are made with professional and highly technical personnel and managers throughout the NPS and in other Federal agencies and State agencies. Contacts also include legal personnel; members of concerned private organizations; press, radio, and television personnel; university personnel; and other environmental fire organizations.

Factor 7. Purpose of Contacts

Level 7-3, 120 points

Contacts are initiated to resolve significant fire management problems both within the NPS and with other agencies, organizations, and individuals. Contacts are also established to coordinate interagency mobilizations and operational activities on wildland fires and prescribed burns, to establish interagency agreements and mutual air assistance, and to provide for multi-disciplinary cooperation and coordination among other NPS program areas.

Factor 8. Physical Demands

Level 8-2, 20 points

Much of the work is sedentary and performed at a desk. The incumbent is required to walk over rough, uneven terrain in any type of weather to inspect and evaluate the conditions of fire sites and overall ground programs.

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 discomforts such as extreme heat, cold, and inclement weather when performing on-the-ground inspections. Safety gear may be required when in the field.

Classification Evaluation

Classification Allocation: Fire Program Manager, GS-401-12 Position Classification

Standards Used: Forestry Series, GS-460, 1/80
Fishery Biology Series/Wildlife Biology Series, GS-482/486, 1/91

Background

This position is located in a Regional Office (or, depending on its organizational location, a Support Office). The position oversees the Regional or Support Office/Park Cluster fire management program.

Title and Series Determination

This position serves as the Fire Program Manager for a Region or Support Office/Park Cluster. The work requires professional-level knowledge of the biological sciences in order to develop and implement an integrated approach to the Region's fire management program, and to determine, establish, and to apply biological facts, principles, methods, and techniques that are necessary to plan for, monitor, control, and study the effects of wildland fire. As no series is specifically designated for positions that deal with the science of fire, and a general rather than specialized knowledge of biology is required in order to effectively operate the program, the most appropriate series for this position is the General Biological Series, GS-401. The title Fire Program Manager is considered most descriptive of the type of duties the incumbent will be required to perform, since no titles are specified for positions in the General Biological Series, GS-401. Therefore, the proper title and series are Fire Program Manager, GS-401.

Grade Level Determination

This position is evaluated against the Forestry Series, GS-460, and cross-referenced against the Fishery Biology Series/Wildlife Biology Series, GS-482/486. Both standards are organized into a nine-factor system.

Factor 1. Knowledge Required by the Position

Level 1-7, 1250 12 pts.

This position requires professional knowledge of biology as it relates to a variety of park fire management programs. Knowledge and skill are used to plan, coordinate, implement, and evaluate a comprehensive Regional fire management program. As such, the incumbent assesses, selects, and applies precedents; devises strategies and plans to overcome significant resource problems; and modifies or adapts standard techniques, processes, and procedures to fit specific situations. The position requires a high level of skill and resourcefulness to achieve program and project objectives while reducing potential negative affects on other resources, and minimizing negative impacts to neighboring landowners. Such characteristics are typical of Level 1-7.

The position does not meet Level 1-8, where the work requires employees to apply new scientific findings, developments, and advances to the solution of critical problems of a particularly unique, novel, or highly controversial nature. Critical fire-related problems of this nature are not a regular characteristic of parks in this Region. Also, while this position certainly

makes recommendations to the National Fire Program Management Center regarding proposed policies and procedures, it would be overstating the role of the position to say that decisions made by this position significantly change important public policies or programs.

Factor 2. Supervisory Controls

Level 2-4, 450 pts.

The incumbent's supervisor establishes overall goals within the context of other Regional programs and planning activities. The Fire Management Program Center establishes overall resources available. Within this framework, the incumbent independently plans and executes an overall fire management program, coordinates the work with others both within and outside of the organization, and resolves most of the problems that arise. Completed work-in the form of plans, local policies, agreements, and recommendations-are reviewed for achievement of program goals and objectives. This meets Level 2-4.

The position does not meet all aspects of Level 2-5, where employees operate within the context and constraints of national legislation and work is reviewed in relation to broad policy requirements and administrative controls. Although this position operates with a great deal of independence, it is subject to closer controls than Level 2-5. Budgets must be approved at Program Center level; other plans must be reviewed and approved at the Regional and/or Program Center levels. With such controls on the position, it does not meet Level 2-5.

Factor 3. Guidelines

Level 3-4, 450 pts

Guidelines for this position exist in the form of national legislation (e.g., the Clean Air Act, the Endangered Species Protection Act, the Organic Act, the Wilderness Act, etc.), NPS-18, local fire management plans, specialized fire techniques and information, and professional practices. While the guidelines provide a good framework for the goals, objectives, and approved practices of the program, they are typically inadequate for dealing with complex and/or controversial situations. In addition, they are also typically inadequate for dealing with the vast array of cooperators and area organizations that the incumbent must regularly work with. In such situations, the incumbent regularly extends traditional methods and practices or at times develops new techniques. This meets Level 3-4.

While the position does appear to exceed certain aspects of Level 3-4, it does not meet all of the criteria for Level 3-5. At that level, guidelines are broadly stated and nonspecific, and the employee must use judgment and ingenuity in interpreting their intent and developing applications to specific areas of work. Guidelines to cover the business and science of fire management are plentiful and more specific than those characteristic of Level 3-5.

Factor 4. Complexity

Level 4-4, 225 pts

The incumbent oversees a complex Regional fire management program; park fire programs in this Region vary in terms of size, complexity, terrain, types of external issues, and other complicating factors. Like Level 4-4 criteria, the work requires flexibility and judgment in approaching problems and applying methodologies and practices to obtain an optimum balance between program requirements and policies, differences in the missions of cooperators and agencies (e.g., USFS, BLM, state organizations, etc.), and the demands of a variety of interest groups (e.g., local publics, environmental groups, researchers, etc.). Because of the complexity of the program, and often the lack of directly applicable guidelines to cover unusual situations,

the incumbent is frequently required to draw on precedent situations for guidance and in many cases, to improve existing or develop new techniques. This meets Level 4-4.

The position does not meet Level 4-5, where incumbents must solve problems concerned with novel, undeveloped, or controversial aspects of fire management and where problems are complex or difficult due to such characteristics as the abstract nature of the concepts, or existence of serious conflicts among scientific requirements, program direction, and administrative requirements. While this position may have to deal with controversial situations, the complexity of the program is not such that the other critical components of Level 4-5 noted above are present in the position on a regular and recurring basis.

Factor 5. Scope and Effect

Level 5-4, 225 pts.

The purpose of the work is to plan and manage a comprehensive and complex fire management program. Like the Level 5-4 criteria, the incumbent is concerned with problems which occur at a number of locations within a broad geographic area. Because of the difficulty of many of the problems encountered, the incumbent frequently improves existing techniques or develops new approaches to resolve specific situations. The scope of the work meets Level 5-4. The incumbent works extensively with external contacts (e.g., with managers and technical specialists in outside agencies as well as with local publics) to establish cooperative agreements, develop local policies, and resolve complicated issues. Such work affects the work and programs of these external entities. Internal work affects the effectiveness of the Regional fire management program overall, and individual park programs. The effect of the position also meets Level 5-4.

The position does not meet Level 5-5, where the purpose of the work is to isolate and define unknown conditions, resolve critical problems, and develop new approaches and guides; and where the work affects top-level agency administrators and the development and/or effectiveness of the policies, programs, and actions of the agency in a number of program areas in one or more states. Although the position has considerable impact on fire management activities in the Region, and certainly the incumbent may contribute recommendations, etc. to national-level debates, this position simply does not, on a regular and recurring basis, meet the broad scope and effect intended at this level.

Factor 6. Personal Contacts

Level 6-3, 60 pts.

Contacts include NPS employees involved in the fire program throughout the organization; managers and technical specialists from a variety of external organizations (e.g., USFS, BLM, state departments, public interest groups, etc.); and the general public. This meets Level 6-3.

The position does not meet Level 6-4, where employees have regular contacts with high-ranking officials from outside the agency at national or international levels in highly unstructured settings.

Factor 7. Purpose of Contacts

Level 7-3, 120 pts.

The purposes of the contacts are to exchange information; coordinate work efforts; and influence and motivate both internal and external contacts. In some cases the incumbent must try to convince others to integrate fire management concepts and theory into broader resource programs. In other cases, the incumbent must try to persuade others to accept and adopt

research conclusions, NPS strategy, and unpopular proposals. Contacts are often skeptical and at times fearful. This meets Level 7-3. The position does not meet Level 7-4, where employees regularly negotiate, justify, or resolve highly important or controversial matters involving significant issues; this usually involves active participation in hearings or conferences involving issues of considerable consequence or importance. The contacts described in Level 7-4 are typical of positions at higher levels in the organization.

Factor 8. Physical Demands

Level 8-2, 20 pts.

Administrative work is typically sedentary. However, the work does require some physical exertion in the form of walking over rough, muddy, and uneven terrain; bending, stooping, and crouching; and lifting moderately heavy items when the incumbent visits fire camps, and/or makes field assessments. This meets Level 8-2.

Factor 9. Work Environment

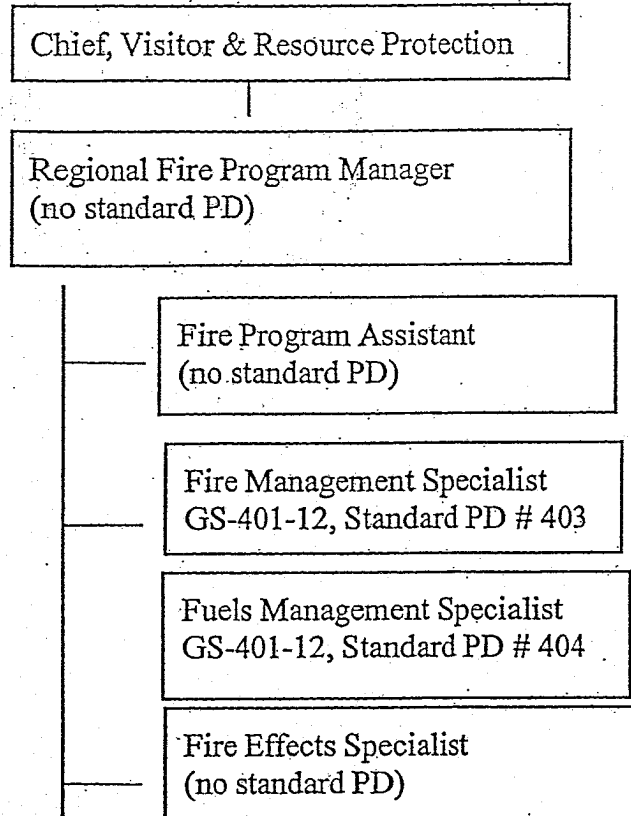
Level 9-2, 20 pts.

Although administrative work is typically performed in an office setting, visits to the field involve exposure to moderate risks such as flying in aircraft, exposure to extreme temperatures, and a variety of fire hazards as described at Level 9-2. Protective clothing and special precautions are also required. Level 9-2 is credited.

Conclusion

The total points allocated to this position equal 2820, which falls within the GS-12 range of 2755-3150. The appropriate classification of this position is Fire Program Manager, GS-401-12.

Example of a Regional Level Fire Management Organization Chart (Highly Complex)



Example of a Regional Level Fire Management Organizational Chart (Low/Medium Complexity)

