

Position Description (Please read Instructions on the Back)							1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Employing Office Location		4. Duty Station		5. OPM Certification No.			
Explanation (Show any positions replaced) New SPD. Fire Management Program		6. 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 One position per Region.			
		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"/> 2. Noncritical Sensitive <input type="checkbox"/> 3. Critical <input type="checkbox"/> 4. Special Sensitive		13. Competitive Level Code	
						14. Agency Use *F02			
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									
First Level Review	REGIONAL FIRE COMMUNICATION AND EDUCATION SPECIALIST				GS	1001	12		
d. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)					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 Regional Office					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					b. Typed Name and Title of Higher-Level Supervisor or Manager (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 GS-1001; GS-025, 11/85; GS-301; GS-1035, 7/81				
Typed Name and Title of Official Taking Action D. Burton Orton, Human Resources Officer					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 in the U.S. Office of Personnel Management.				
Signature <i>D. Burton Orton</i>			Date 3/26/07						
22. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									
Remarks FPL GS-12. This PD 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									
25. Description of Major Duties and Responsibilities (See attached)									

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

CLASSIFICATION TITLE: REGIONAL FIRE COMMUNICATION AND EDUCATION SPECIALIST

SERIES AND GRADE: GS-1001-12

INTRODUCTION

The primary purpose of this position is to provide leadership in and coordinate internal and external fire communication and education programs to present an integrated interdisciplinary fire program within a National Park Service Region. Key components of this include wildland fire management and the role of fire in ecosystems; fire education and fire prevention; hazard fuel reduction programs; wildland-urban interface initiatives, fire preparedness; wildland fire use and response to critical events, issues and initiatives. This position description can only be used for one position per each regional office.

MAJOR DUTIES

Functions as a primary team member with the National Park Service (NPS) Regional Fire Management staff.

Provides regional leadership in the education of internal and external audiences about wildland fire, including its ecosystem benefits, and NPS fire policy and its relation to the NPS mission. Participates in regional and national and interagency work groups, including but not limited to fire management staffs, and interagency prevention and education teams.

Responsible for the wildland fire communication and education program. Participates in regional/national NPS fire communication and education workgroups. Makes recommendations to incorporate wildland fire communication and education program goals into higher level plans, regionally and nationally, and ensure that policies continue to meet evolving programmatic needs. Facilitates effective communications about fire in the parks.

Responsible for the development, coordination, and dissemination of internal and external communication of fire management activities in the form of key messages, fire stories, displays and exhibits, regionally and nationally.

In an effort to educate, mitigate potential threats to communities and to provide and facilitate wildland fire communication and education programs, the incumbent collaborates with public and non-governmental partners, regionally and nationally, to provide and facilitate overall wildland fire communication and education programs and activities for communities, stakeholders, news media, and the general public.

Provides guidance and assistance on wildland fire communication and education programs to the parks. The incumbent is required to determine, develop, and provide program expertise and materials to all supported programs.

Develops and reviews programs and plans to ensure that wildland fire communication and education programs are incorporated into programs in the parks.

Assists with regional budget formulation and execution. Monitors the expenditure of funds to ensure fiscal integrity and correct application of financial standards.

Provides wildland fire communication and education expertise by representing the Region and Agency at local, state, regional and national forums. Incumbent establishes and maintains an active involvement with other cooperating agencies, regionally and nationally, regarding wildland fire communication and education programs.

Participates in local, state, regional and national agency and interagency forums as a Regional and/or Agency representative (including, but not limited to representing: NPS, NPS Regional FMO, and NPS Regional Director), to present key aspects of the NPS wildland fire management program. Develops, presents and monitors regional and national fire education training, curricula, individual courses, exhibits and presentations.

Serves as a regional contact for media interested in wildland fire management programs and activities, responding to, or facilitating requests from national, regional, and local media. May coordinate news conferences, special events, news releases, and facilitate feature stories related to wildland fire communications and education programs.

Works with community stakeholders, tribal, state, and federal agencies within the Region in an effort to educate and mitigate potential threats to communities from wildland fire.

Provides program expertise and materials to assist regional and national cooperators with administering wildland fire education programs and NWCG course curricula.

Responsible for developing regional products and programs for regional and national internal and external audiences, and for the transfer of new fire educational concepts, applications and materials.

Coordinates the integration of fire education and communication programs with other NPS program areas at the regional and national level, including, but not limited to: Interpretation/Education and Resource Management. Increases communications with other NPS program areas to enhance the inter-disciplinary aspects of Fire Management.

Assists in communicating the fire management plan and planning implementation as part of the overall fire management program to affected audiences, internally and externally, both regionally and nationally.

Serves as a public information officer on agency and interagency incident assignments, regionally and nationally.

Recruits, mentors, and supports NWCG Public Information Officers and trainees Service wide.

Responds to unplanned and unscheduled critical request and incident response needs.

FACTORS

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Extensive knowledge of federal, state, local agency and community fire management policies, philosophies and practices including fire management and ecosystem planning and the use and application of wildland fire.

In-depth knowledge and understanding of the National Park Service mission, policies, laws, and procedures relating to interpretation, cultural resource management, and park management.

Ability to communicate effectively with a wide variety of people with special and differing interests in order to articulate information on a wide range of topics and problems concerning fire management issues.

Knowledge of community relations and media relations to effectively communicate fire issues.

An extensive working knowledge of commonly accepted educational principles, systems and current communication technologies and methodologies. Skill in applying these principles and techniques.

Extensive knowledge of communication and outreach methods and ability to use current research and findings to develop and structure solutions to critical, unique and controversial wildland fire educational situations.

Knowledge to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural and cultural resource specialists and wildland fire and land managers in writing and orally.

Skill in establishing and maintaining effective working relationships with educators, community members and leaders.

FACTOR 2 - SUPERVISORY CONTROLS

The Fire Management Officer outlines broad objectives and the incumbent exercises wide latitude in developing and managing long- and short-term program goals. For all other duties and responsibilities, the incumbent also works under the general supervision of the Fire Management Officer or his/her designee. The incumbent is responsible for initiating, planning, organizing, designing, coordinating, and completing assignments. Work is considered to be technically sound and reviewed primarily through progress reports and an annual appraisal evaluation program for results and overall effectiveness in accordance with established goals and objectives.

FACTOR 3 – GUIDELINES

Numerous laws, federal mandates, Departmental guidelines, National Park Service general policies, Director's Orders and Reference Manuals, and fire specific management plans and objectives are available to guide the work. The various guidelines are often in conflict, which the incumbent is expected to recognize and resolve. The incumbent exercises judgment based on experience in applying guidelines to implement programs and stimulate interest in fire activities and programs at the Regional level. The incumbent uses initiative and resourcefulness in devising different approaches and strategies to respond to new and unique issues or situations requiring variations to standard or traditional interpretive and management methods.

FACTOR 4 - COMPLEXITY

Assignments involve a broad range of duties in the interagency field of wildland fire management. The work requires continuous coordination and communication among fire specialists, resource specialists, educational and interpretive specialists, as well as with numerous agencies, groups and stakeholders. The complexity of the work is reflected in the coordination required, the number of people involved, and the communication networks employed. The incumbent must plan and devise appropriate communication and educational programs that will reach a broad range of diverse internal and external audiences and appropriately meet identified goals and objectives.

FACTOR 5 - SCOPE AND EFFECT

The purpose of the work is to develop and implement communication and/or educational programs and cultural resource protection consistent with national fire management priorities, objectives, and standards that enhances local, regional, national and international visitor appreciation and understanding and support for National Park Service resources, as well as to protect and preserve cultural resources.

As the key advisor to the Regional Fire Management Officer and Directorate on fire-related communication, education, and cooperative associations, the incumbent is recognized as a professional authority. The work performed contributes to the efficiency of fire operations and significantly influences the ultimate preservation of resources and the public use and enjoyment of the parks.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with employees at all levels of NPS, staff specialists, fire personnel staff at all levels of the agency, counterparts at the U.S. Forest Service, Fish and Wildlife Service, Bureau of Land Management, Bureau of Indian Affairs, local and state agencies, and others interested in wildland fire ecology including academic institutions and the news media.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are to coordinate fire communication or education programs with local, state and federal governments, the local community and to keep park staff apprised of current programs. Contacts are also required to share wildland fire educational techniques and information effectively with a wide variety of internal and external audiences. Contacts require tact, determination, and persuasion to communicate to the public and various outside organizations the benefits of wildland fire programs.

FACTOR 8 - PHYSICAL DEMANDS

The work is primarily sedentary, although a level of physical fitness is required which will allow for work periods of extended stress and field work when unusual fire situations arise.

FACTOR 9 - WORK ENVIRONMENT

The work is normally performed in an office; however, travel to the field and to various meetings and conferences are required.

EVALUATION STATEMENT

Position Requested: STANDARD POSITION DESCRIPTION

Organization: National Park Service (NPS), Regional Office positions

References: Handbook of Occupational Groups and Families, GS-1001 – General Arts and Information Series, August 2002; Position Classification Standard for Park Ranger Series, GS-0025, TS-75, November 1985; Position Classification Standard for Public Affairs Series, GS-1035, TS-53, July 1981; and Position Classification Flysheet for Miscellaneous Administration and Program Series, TS-34, January 1979.

Background: This is a newly established standard position description and will replace the standard position description developed in March 2001, titled Fire Education, Prevention and Information Specialist, GS-301-11. This position was initially established for use in a regional, cluster, or park setting. **This new position will function only at the Regional Office level.** The need to review and establish this new position is the result of numerous discussions with individuals from the fire community in response to confusion surrounding the IFPM and Fire Management Specialist (Prevention & Mitigation) standard position description. Consequently, discussions were held with several of the incumbents of the standard position description and the chief of the function at the Fire Management Program Center in Boise, Idaho.

This position differs from the DOI standard position description in that NPS utilizes the positions as Education/Information Specialists and the intent of this position is to provide direction and assistance to park staff in the Region. The DOI Standard Position Description utilizes staff as investigators and directing fire duties.

Series and Title Determination: The purpose of this position is to establish and coordinate internal and external fire information, education and prevention programs to present an integrated interdisciplinary fire program within a specific Region. The position will be responsible for developing and reviewing programs and plans on fire education materials; providing technical direction and guidance to park staff on wildland fire communication and education programs.

The **GS-025** series includes work in the conservation and use of Federal park resources. This involves functions such as park conservation; natural, historical, and cultural resource management; and the development and operation of interpretive and recreational programs for the benefit of the visiting public. Duties characteristically include assignments such as: forest and structural fire control; protection of property from natural or visitor-related depredation; dissemination to visitors of general, historical, or scientific information; folk art and craft demonstrations; control of traffic and visitor use of facilities; enforcement of laws and regulations; investigation of violations, complaints, trespass/encroachment, and accidents; search and rescue missions; and management activities related to resources such as wildlife, lakeshores, seashores, forests, historic buildings, battlefields, archeological properties, and recreation areas.

The series further defines the interpretation function as:

“...this involves interpretation of the natural, historical, archeological, or other features of the particular resource and area to enrich the visitors' experience

through activities such as talks, guided or self-guided walks, campfire presentations, demonstrations, and environmental education programs both in the park and in community centers, schools, or other related "non-park" locations."

The work of this position does superficially appear to meet the intent of this series; however, the "interpretive" work performed does not involve interpretation of the natural, historical, archeological, or other features of the particular resource and area to enrich the visitors' experience; therefore GS-025 is not considered appropriate for placement.

The **GS-301** series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The purpose of this series is, to cover two-grade interval work which is not elsewhere classifiable. The essential criteria for classifying positions in this series are: (1) that the primary work of the position is of an administrative, two-grade interval nature; and (2) that the primary work of the position is not classifiable in any other series. Positions classified in the Miscellaneous Administration and Program Series, GS-0301, involve *specialized* work for which no appropriate occupational series has been established. Typically, positions in this series are too few of a kind to have been recognized as separate lines of work. Some positions involve new or emerging work or, more rarely, mixtures of work that cannot be identified with an established series.

The GS-301 series is not appropriate for placement of this position. The primary work of the position is of an administrative, two-grade interval nature; but is more identifiable with work in the GS-1000 group. The GS-301 series is for positions that cannot be identified with an established series.

The **GS-1000 – Information and Arts Group** includes positions that involve professional, artistic, technical, or clerical work in: (1) the communication of information and ideas through verbal, visual, or pictorial means; (2) the collection, custody, presentation, display, and interpretation of art works, cultural objects, and other artifacts; or (3) a branch of fine or applied arts such as industrial design, interior design, or musical composition. Positions in this group require writing, editing, and language ability; artistic skill and ability; and the ability to evaluate and interpret informational and cultural materials.

The position works on the fire communications and education program. The purpose of this position is to improve communication/public affairs for the National Fire Plan for NPS at the assigned park(s). The position is responsible for providing direction for communications, public affairs, and education, interpretation and information programs, throughout a region.

The position will be responsible for facilitating implementation and coordination of the program among the many bureaus/agencies involved in the effort. The role of the position is concerned with public relations and involves writing and disseminating press releases/reports, writing media kits, administering contracts for printing/reproduction of brochures and other publications, etc. The position has a mixture of duties in the 1000 group (public affairs, writing and editing, and visual information). Because of this mix, the position is properly classified to the GS-1001 series which includes: (1)any

combination of work characteristic of two or more series in this group where: (a) no one type of work is series controlling; (b) the paramount qualification requirements are not characteristic of another series in the group; and (c) the combination of work is not specifically provided for in another series, or (2) other work typical of this group for which no other series has been established.

The position is placed in the GS-1001 series and titled Regional Fire Communication and Education Specialist. **Note: This position is being established for only one incumbent per position for each Regional Office.** If a region has a need to establish more than one position and function as a cluster, the GS-11 SPD must be utilized.

Grade Level Determination: The GS-1035 series is referenced for grading criteria.

Evaluation Factors	Level Assigned	Points Assigned
1. Knowledge Required by the Position	1-7	1250
<p>Comments: <i>Level 1-7: Knowledge applicable to a wide range of duties involving oral and written communication principles, practices, techniques and methods; analytical methods; and interpersonal relations practices. Skill in applying such knowledge in the modification of standard methods and adaptation of approaches in developing new information materials aimed at enhancing the understanding of groups or individuals of the significant issues of an agency's program. Knowledge applicable to and skill in assessing public reaction and identifying extent of understanding achieved to evaluate effectiveness of information programs.</i></p> <p>This position requires extensive knowledge of communication and outreach methods and ability to use current research and findings to develop and structure solutions to critical, unique and controversial wildland fire education situations. The incumbent is responsible for developing programs and plans pertaining to wildland fire communication and the dissemination of new fire education and prevention concepts, applications and materials. Additionally, this position is responsible for the region-wide program, providing direction, guidance and technical assistance as needed to park specialists. This meets Level 1-7.</p>		
2. Supervisory Controls	2-4	450
<p>Comments: The supervisor determines the overall objectives and resources available for the work. The specialist and supervisor jointly develop deadlines, projects and nature of the planned assignments. The incumbent is responsible for the daily planning and implementation of assignments in accordance with established objectives and ensuring assignments are completed within designated timeframes. They are responsible for independently performing the duties of the position and resolving issues and/or concerns with limited oversight and input from the supervisor. Completed work is reviewed to ensure general guidelines and procedures have been followed. The work is considered technically sound. This meets Level 2-4.</p>		
3. Guidelines	3-4	450
<p>Comments: The incumbent relies on numerous laws, federal mandates, Department guidelines, National Park Service general policies, Director's orders and reference manuals and fire-specific management plans to implement programs and stimulate interest in fire activities and programs at the Regional level. Although such guidelines normally meet most work situations encountered, they are not always applicable to specific work assignments. The incumbent is required to use initiative and resourcefulness in developing appropriate strategies in response to new and/or unique issues or situations when standard rules or guidelines are not applicable. This meets Level 3-4.</p>		
4. Complexity	4-5	325
<p>Comments: The work includes the development of new methods, strategies and</p>		

<p>communication plans covering fire communication and education programs for a region which includes wildland fire management and the role of fire in ecosystems; fire education and fire prevention; hazard fuel reduction programs; wildland-urban interface initiatives, fire preparedness; wildland fire use and response to critical events, issues and initiatives. The work requires continuous coordination and communication among fire specialists, resource specialists, educational and interpretive specialists, as well as with numerous federal, local, and state agencies, news media, the general public and stakeholders. The complexity of the work is reflected in the coordination required, the diverse variety of individuals involved, and the communication networks employed. Information presented covers a wide variety of subjects and the incumbent must establish and maintain effective working relationships with individuals when making recommendations regarding NPS policy and/or procedures on such topics. This meets Level 4-5.</p>		
5. Scope and Effect	5-4	225
<p>Comments: The purpose of this position is to design and develop effective wildland fire information and educational programs and to efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. The work influences the effectiveness of the wildland fire program operations throughout the Region and significantly influences the preservation of resources and the use and enjoyment of parks by the general public. This meets Level 5-4.</p>		
6. Personal Contacts	6-3	60
<p>Comments: Contacts are with employees, supervisors and managers in the region, parks, other federal, state and local agency staff, and FPMC employees, academic institutions and the news media.</p>		
7. Purpose of Contacts	7-3	120
<p>Comments: The purpose of the contacts is to provide information to others, coordinate and advise on work efforts and secure cooperation between all concerned. The incumbent is responsible for collecting and analyzing opinions and views from the public, media, special interest groups, other Federal agencies, State and local governments, native organizations, etc. in stimulating interest in the park's programs and activities and must maintain a cooperative attitude with such groups when conflicts arise between the Region and parks, and their constituents. This sometimes involves influencing others to come to consensus on issues that otherwise conflict due to organizational conflict, competing interests or resource problems. This meets Level 7-3.</p>		
8. Physical Demands	8-1	5
<p>Comments: The work is primarily sedentary</p>		
9. Work Environment	9-1	5
<p>Comments: The work is primarily conducted in an office setting with occasional travel to the field.</p>		
<p>Total Points: 2890</p>		
<p>Final Grade Allocation: GS-12</p>		

CLASSIFICATION DECISION: The position is properly classified as Regional Fire Communication and Education Specialist, GS-1001-12.

FLSA DETERMINATION:

This position meets the criteria found in 5 CFR 551 and is determined to be exempt of the overtime provisions of the Fair Labor Standards Act.