

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced) NPS Standard Position Description Fire Management Program		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.		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 Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use *408							

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	Fuels Management Specialist	GS	0401	07		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

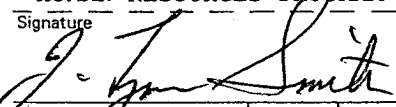
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision National Park Service		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth 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 _____

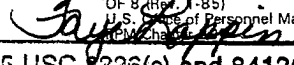
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position Forestry Series, GS-460, TS-39, dated 12/79	
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 12/5/02			

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

24. Remarks
Designated as a Statement of Difference to the GS-9 level.

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

NSN 7540-00-634-4265 Previous Edition Usable 5008-106

Department of the Interior, FLERT Specialist 

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

Firefighter Law Enforcement

Primary Secondary/Administrative Sec/Supvy

Approval Date January 22, 2003

UNITED STATES DEPARTMENT OF THE INTERIOR

Office of the Secretary
Firefighter/Law Enforcement Retirement Team
300 E. Mallard Drive, Suite 170
Boise, ID 83706-6648

RECEIVED

MAR 28 2003

March 20, 2003

National Park Service

Memorandum

To: Deborah Thompson, Chief, Staffing, Classification, and Pay Policy, National Park Service (NPS), Department of the Interior (DOI)

From: Marilee Pospahala, DOI FF/LE Retirement Specialist

Subject: Approval of Standard Fire Bureau-wide Position Description For Firefighter Retirement

Attached is a copy of the position description and approval for the following Standard-Bureauwide position description:

#408 Fuels Management Specialist, GS-401-07/09
classified: 12/05/2002

The entire PD (with the annotated OF-8's and approval form) should be distributed as the official position description.

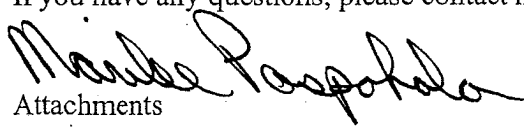
These PD's are tracked according to the standard position description number assigned by your office. The standard PD number (408) that appears in Block #14, "Agency Use" on the OF-8 cover sheet also appears on the special retirement approval form.

This number **must be entered in FPPS** in the last three spaces of the position allocation number field on the Position SF-52/50 Information Screen when this or any standard Fire PD is used. By inserting the number in this field, it will appear on the employee's Notification of Personnel Action (SF-50) and eliminate the need for the Servicing Personnel Office (SPO) to submit the position description to the Firefighter and Law Enforcement Retirement Team for a coverage determination.

In addition, since service in this position may affect the employee's retirement benefits, this PD **must** be treated as a permanent record and filed on the RIGHT SIDE of the employee's Official Personnel Folder (OPF).

I have attached general information to use when filling positions covered under the firefighter retirement system and ask that this information be distributed along with this new Standard PD.

If you have any questions, please contact me at (208) 334-1553.


Attachments

cc: Cynthia Steinheimer, APC-Human Resource Franchise, NPS

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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, TS-39, dated 12/79			
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 12/5/02					

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

24. Remarks
*Agency Use Code should be entered in FPPS as last three spaces of position allocation no.

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

NSN 7540-00-634-4265 Previous Edition Usable 5008-106

Department of the Interior, FLERT Specialist *Joy L. Smith*

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

Firefighter Law Enforcement

Primary Secondary/Administrative Sec/Supvy

Approval Date *January 22, 2003*

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPMR Chapter 295



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, Bureau-wide

Classification Title: Fuels Management Specialist

Occupation Series and Grade: GS-0401-07/09

NPS Standard Position Description Number: 408

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This is a professional position in an organization with a firefighting mission. The incumbent serves as the park's fuels management specialist and is responsible for the implementation of the fuels management program. The park has a fire management program which includes fuels management and prescribed burning. As a supervisor, assigns, directs, and reviews the work of subordinate staff. The primary duties are professional and administrative and directly connected with the control and extinguishment of fires. **Prior experience as a primary firefighter in the Federal Government, or equivalent experience outside the Federal Government is a MANDATORY PREREQUISITE for incumbents of this position. The position is clearly in an established career path of the firefighting field.**

SUE VAP, National Fire Management Officer, NPS

12/31/02
Date

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

01/03/2003
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 12/05/2002. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/22/03
Date

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

CLASSIFICATION TITLE: FUELS MANAGEMENT SPECIALIST

SERIES AND GRADE: GS-401-09

Introduction

The incumbent serves as the park's fuels management specialist and is responsible for the implementation of the fuels management program. The park has a fire management program which includes fuels management and prescribed burning. The incumbent collects information for the documentation, analysis, and prediction of fire behavior and effects. This information is used by the Fire Management Officer in the development, execution, and evaluation of the fire management plan.

Prior firefighting experience, as gained by substantial service in a primary firefighting (6c) position or equivalent experience outside the Federal government, is a **MANDATORY PREREQUISITE** for incumbents of this position.

Major Duties (80-100%)

Plans and develops a program which collects information on the effects and behavior of prescribed fire. Uses this information to assist the Fire Management Officer in the development, implementation, and evaluation of the fire management plan.

Following established procedures, plans and directs studies which monitor and analyze fire behavior parameters which include rate of spread, fire intensity, and fire weather for prescribed fires and wildfires. Prepares reports on data obtained, and participates in the analysis, interpretation, and evaluation of the data and provides input into the development of the fire plans.

Plans and directs surveys for the collection, analysis, and documentation of data relating to fire effects on biotic and abiotic resources.

Assists in planning a comprehensive fuels treatment program which deals with fuel reduction projects in developed areas, planned ignition in both developed and natural areas and management of prescribed unplanned- ignitions. Fuel reduction projects often utilize a variety of mechanical treatments prior to finalizing the project using prescribed burning. Oversees fuels treatment operations to insure that both fire management and resource management objectives are being achieved. Prepares burn unit plans and post burn reports to document results. Prepares annual fire pro fuels project budget submissions.

Conducts fuels management surveys to document presence or absence of hazardous amounts of fuel and makes recommendations on priorities of prescribed burns and identifies natural fire zone boundaries.

Provides direction and training for prescribed unplanned ignitions monitors and fire effects monitor leader and crewmembers involved in fire effects monitoring plot installation, collection of resource information and management of natural fires.

Provides input on areas of fire management requiring research. Assists Research Scientists in the development of project statements to accomplish this research.

When necessary, and at the discretion of park management, the incumbent may serve as the Assistant Fire Management Officer.

Supervisory Duties (Less than 25% of the time)

As a supervisor assigns, directs, and reviews the work of subordinate staff. Plans and carries out the training and development of employees. Evaluates employees work performance. Recommends selections, promotions, status changes, awards, disciplinary actions, and separations. Plans, schedules and coordinates work operations. Solves problems related to the work supervised.

As a supervisor, incumbent is responsible for insuring equal opportunity for all employees supervised in the selection of employees for training, promotions, awards and recognition, and other career development opportunities. Insures fair and unprejudiced employment practices in the recruitment and selection of candidates for appointments to the positions supervised.

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

Professional knowledge of the effects of fire on natural resources, knowledge of fire ecology principles as they apply to local fuel and vegetation types, fire research methods and procedures, and fire behavior and weather relationships. This knowledge is required to perform recurring assignments and where established methods and techniques are utilized.

Knowledge of the techniques, policies, and practices of firefighting 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, limitations, uses, and development of prescriptions for prescribed burns, and burning techniques.

Thorough knowledge of fire behavior monitoring and documentation techniques, and the ability to work safely around all fire situations and in unfamiliar terrain.

General knowledge of the methods of fire behavior modeling, including the development of fuel models, the generation of fire behavior predictions, and the methods of integrating fire behavior predictions into the fire planning process.

Knowledge of methods for the collection, storage, retrieval, and analysis of results from fire effects monitoring activities.

Knowledge of related disciplines sufficient enough to recognize interrelationship of issues and other specialized issues.

Technical knowledge of how to plan and carry out planned ignition operations and knowledge of wildland fire suppression operational strategies and tactics.

Knowledge of supervisory techniques to direct and evaluate others in accomplishment of projects, including knowledge of equal opportunity requirements and practices.

Factor 2, Supervisory Controls

(Level 2-3 275 points)

The supervisor specifies the immediate objectives, scope of the assignment, deadlines to be met, and resources available, and assists in unusual situations that lack clear precedents.

The incumbent plans and carries out the assignment independently in accordance with proven fuels management techniques, methods, practices, and previous experience.

Programs are reviewed to determine that objectives are being met and that methods and results are sensitive to other programs and political considerations. Supervisor periodically checks for technical accuracy and is available for assisting in the more unique or controversial situations.

Factor 3, Guidelines

(Level 3-3 275 points)

Guidelines include laws such as the Organic Act of 1916, the Clean Air Act, Threatened and Endangered Species Act, Wilderness Act, Agency regulations and directives, and the Parks' Natural Resources Management and Fire Management Plans. Professional judgment is used in following and interpreting these guidelines to solve operational problems or to facilitate a favorable working relationship with adjacent landowners and local agencies.

The employee determines when problems require additional guidance.

Factor 4, Complexity

(Level 4-3 150 points)

The assignment involves various duties concerned with assessing the effects of fire and air quality on the natural resources, implementation of a prescribed burn program, and development of action plans as well as the execution, monitoring, and refinement of such plans.

The work is characterized by analyses and evaluations of environmental conditions, characteristics, and values, and the interrelationship of the resources. Decisions regarding what

needs to be done depend on the variables involved in each assignment (vegetation types, conflicts with resource users, etc.), and the course of action is selected from many alternatives.

Factor 5, Scope and Effect

(Level 5-3 150 points)

The purposes of the work are to 1) investigate and analyze conventional environmental conditions to recommend and implement fuels treatment program in the parks in accordance with resource management objectives; and 2) ensure the effective protection of the park's natural resources through effective fuels management. The work requires the employee to identify conventional problems and to devise plans or recommend procedures to alleviate the problems.

The work affects the efficient protection of the resources involved, and the direction of fire management programs in the parks.

Factor 6, Personal Contacts

(Level 6-2 25 points)

Contacts are with coworkers, professionals, and technicians involved in fire management and fire research, such as the U.S. Forest Service, Bureau of Land Management, California Department of Forestry, Environmental Protection Agency, and Air Pollution Control Districts. Other contacts are with researchers and scientists doing research on fire in the Parks, conservation organizations, the media, local citizens and contractors, and with Park personnel at all levels. Contacts are performed as formal presentations, interviews, informal exchanges, and written reports, and correspondence.

Factor 7, Purpose of Contacts

(Level 7-1 20 points)

Contacts are for data gathering and analysis, information exchange, training, coordinating projects with other resource areas, promote fuels treatment programs, formulation of new projects, and explanation of programs. Contacts may take place under adversarial conditions. Contacts are often oriented toward information gathering for the development or refinement of various kinds of resource management programs, at the Park level.

Factor 8, Physical Demands

(Level 8-2 20 points)

The work requires the ability to travel into the backcountry or front country on foot or by stock under a wide variety of climatic conditions and elevations. Also requires the ability to travel over extremely rough terrain during fire management operations. At times travel by light fixed-wing aircraft or helicopter is required.

Factor 9, Work Environment

(Level 9-2 20 points)

Much of the work is performed in an office setting, but as mentioned above, it also involves exposure to a variety of climatic conditions and elevations ranging from 1,000 feet to over 14,000 feet above sea level. Fire management work involves an exposure to smoke and intense heat.

CLASSIFICATION EVALUATION

Classification Allocation: GS-401-09, FUELS MANAGEMENT SPECIALIST

Position Classification

Standards Used: Forestry Series, GS-460, TS-39, 12/79;

BACKGROUND:

This position description was developed as a standard position description for use in the National Park Service Fire Management Program.

TITLE AND SERIES DETERMINATION:

The primary purpose of this position is to assist in planning and to implement the fuels treatment program. The work requires professional knowledge of fire ecology, fire behavior, fire research methods and procedures, the relationship of weather and fire, and the effects of fire on natural resources. This position is being placed in the GS-401 series. This series covers positions that involve professional work in biology, agriculture or related natural resource management when there is no more appropriate series.

This series does not prescribe a title therefore, in accordance with OPM guidance; the position will be given a title that is descriptive of the duties performed. This position is titled Fuels Management Specialist, GS-401-09.

GRADE DETERMINATION

The GS-401 series does not contain grade level criteria, therefore the GS-460, Forestry Series will be used to determine the grade of the position.

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

Level 1-6 requires a professional knowledge of established methods and techniques which would enable the employee to perform recurring assignments.

This position meets Level 1-6. The specialist participates in the development, implementation, and evaluation of fuels treatment plans and participates in the gathering, analysis, interpretation, and evaluation of monitoring data to determine if management objectives are being met.

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

Level 2-3 states that the supervisor will specify the scope of the assignments, immediate objectives and deadlines necessary to meet objectives. The employee is expected to plan and carry out assignments independently in accordance with proven techniques, practices and previous experience. Completed work is reviewed for adequacy, technical soundness and accomplishment of objectives.

This position meets Level 2-3. The supervisor specifies the immediate objectives, scope of the assignment, and deadlines to be met, resources available, and assists in unusual situations that lack clear precedents. The supervisor periodically checks for technical accuracy and is available for assisting in the more unique or controversial situations.

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

Level 3-3 includes action plans, manuals of standard practices and procedures, and other literature. Assignments frequently require adaptation and interpretation of existing methods to carry out activities, ensure coordination with other resources, and solve the more complex problems.

This position meets the above criteria. Guidelines available to the incumbent include the Park's Natural Resources Management and Fire Management Plans. Such guidance typically outlines preferred outcomes and acceptable strategies; however, fire is a dynamic process, often requiring split-second decision-making based on changing conditions. Decisions and recommendations may run counter to guidelines, requiring adaptation and modification.

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

The Complexity factor is made up of three sub-elements.

The first sub-element covers “the nature, number, variety, and intricacy of tasks, steps, processes, and methods in the work performed.” At Level 4-3, assignments usually consist of a variety of traditional aspects or features such as analyzing a given resource to determine its current condition; drafting conventional management plans; providing well-documented advice to landowners. This describes this position.

The second sub-element covers the “difficulty in identifying what needs to be done.” At Level 4-3, the work is characterized by analyses and evaluation of environmental conditions, characteristics, and values and the interrelationship of resources which involve consideration such as the need to choose from among techniques or solutions and coordination problems caused by interference or conflicts with other resource uses or functions. This describes this position.

The third sub-element is “the difficulty and originality involved in performing the work.” At Level 4-3, the problems encountered are such that assignments are carried out without substantial adaptation or modification of precedents. This position meets this level. The employee performs the routine, recurring duties in accordance with established methods and procedures. Assistance is obtained from the supervisor, when problems are encountered.

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

This factor consists of two sub-elements, which cover “the relationship between the nature of the work and the effect of work products or services both within and outside the organization.”

The first sub-element deals with “the purpose, breadth, and depth of the assignment.” Level 5-3 states that the purpose of the work is to investigate and analyze a variety of conventional resource problems and environmental conditions and to recommend and/or implement solutions to overcome them to meet resource management objectives.

This position meets Level 5-3. The purpose of this position is to assist in planning and overseeing the implementation of the fire use and fuels management program for a park.

The second sub-element deals with ‘effect’. Level 5-3 describes work, which affects the efficient development, protection, and use of a particular resource, the public’s impression of the adequacy of the management of the particular resource and the other resources it impacts upon, and the socio-economic welfare of dependent communities. This position meets this level. The incumbent is responsible for participating in the development, management, and implementation of the resource area fuels management program and for ensuring these programs are integrated with all other park(s) programs.

Factor 6. Personal Contacts (Level 6-2, 25 points)

Level.6-2 states that the incumbents regularly deal with employees in the agency, inside and outside the immediate organization, resource persons from State or local forestry units; and with the general public.

This position meets Level 6-2. Personal contacts are with subordinates, co-workers, professionals, and technicians involved in fire management and fire research within and outside the agency; with State and County officials, as well as the media.

Factor 7. Purpose of Contacts (Level 7-1, 20 points)

Level 7-1 states that contacts are to obtain information concerning assigned activities or to provide factual information and to provide information on rules and procedures, etc.

This position meets Level 7-1. Contacts are for data gathering and analysis, information exchange, training, coordinating projects with other resource areas, promote fuels treatment programs, formulation of new projects and explanation of programs.

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

The work requires the ability to travel into the backcountry or front country on foot or by stock under a wide variety of climatic conditions and elevations. Also requires the ability to travel over extremely rough terrain during fire management operations. At times travel by light fixed-wing aircraft or helicopter is required. This is consistent with the definition of Level 8-2 which requires some physical exertion such as long periods of walking, standing, crouching, or riding stock over rough, uneven, swampy, or rocky terrain

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

Work is performed indoors and outdoors subject to weather and terrain variances, and exposure to smoke and intense heat. The employee is required to wear protective clothing when involved in fire related duties. This meets the definition of Level 9-2.

SUMMARY

Factor 1-6	950
Factor 2-3	275
Factor 3-3	275
Factor 4-3	150
Factor 5-3	150
Factor 6-2	25
Factor 7-1	20
Factor 8-2	20
Factor 9-2	20
Total Points =	1885

Point Range 1855-2100 = GS-9

CONCLUSION

This position is properly classified as a GS-401-09, Fuels Management Specialist

FLSA DETERMINATION

The position description was found to meet the professional exemption criteria in 5 CFR 551.206. This position description is exempt under FLSA.