

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
NPS Standard Position Description Fire Management Program		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		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		14. Agency Use *431	

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 PROGRAM CLERK (OA)		GS	0303	04		
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

a. First Subdivision
National Park Service

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. 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 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
Miscellaneous Clerk and Assistance Series, GS-303,1/79; Grade Level Guide for Clerical & Assistance Work, 6/89; & Office Automation Grade Evaluation Guide, 11/90

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.

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

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

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

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

CLASSIFICATION TITLE: FIRE PROGRAM CLERK (OA)

SERIES AND GRADE: GS-0303-04

INTRODUCTION

The purpose of this position is to provide a variety of clerical and administrative functions in support of fire management activities.

MAJOR DUTIES

Produces a variety of written documents utilizing varied and advanced word processing software functions, working from hand written draft, edited copy, or electronic files created by another staff member. Final copy may be in one of several formats, each requiring the use of advanced functions to perform extensive editing functions.

Operates a variety of office machines including calculators, copiers, telefax machine, computers, modems, and typewriters.

Assist with tracking and controlling the flow of correspondence. Follows up to ensure deadlines are met for reports and reply due memoranda.

Performs filing including the maintenance of files and retrieving documents from files. Maintains fire management correspondence files and records.

Maintains records on all fire management procurement actions ensuring requisitions are properly completed. Provides assistance with the maintenance of capitalized property inventory records, minor control property inventory, and general stock inventory supplies.

As required, retrieves and inputs information into appropriate database or files. This may include recording monthly motor vehicle mileage reports for all fire vehicles and equipment; completing fire reports; and/or maintaining records of all fire management.

Receives and processes all fire qualification records through the National Fire Management Computer System. Assist with issuance of red card certificates to qualifying employees as instructed and approved by the Fire Management Officer. As instructed, prepares and processes fire resource orders for routine and emergency incidents.

Prepares travel authorizations and vouchers for the staff. Makes travel arrangements for routine traveling and for emergency firefighter traveling to other states.

Keeps time and attendance reports for the staff. Provides assistance to employees with resolving payroll questions and concerns pertaining to leave, quarter deductions, tax withholding, etc.

Submits physical exams and employee medical history reports to the Department of Interior Medical Examiner for review. Prepares the required forms to implement the hiring and termination of Fire Management temporary employees.

When necessary, assist with the budget needs analysis by work unit and prepares the final budget on appropriate forms based on input from program manager. Checks expenditures and tracks presuppression and suppression budgets.

Maintains fire qualifications system records. Processes all fire qualification records through National Fire Management Computer System. Maintain fire qualification records, issues red card certificates to qualifying employees upon approval by the Fire Management Officer.

Observes fire weather indices via computerized weather station system and the AFFIRMS network. Assists fire staff with daily manning guide analyses required to initiate emergency standby pay and extended tours of duty.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Practical knowledge of weather information and use of weather instruments.

Knowledge of and ability to carry out clerical and administrative functions relating to inputting data into computer systems, timekeeping, travel, and other related office procedures.

Knowledge of agency correspondence guidelines.

Knowledge of office needs relative to special equipment, e.g., typewriters, calculators, copiers, and computer terminals.

Skill in operating a typewriter and wordprocessor.

Practical knowledge of NPS ordering processes, property management, personnel actions, and organization as related to fire management operations.

Ability to communicate both orally and in writing.

Knowledge of English grammar, spelling and punctuation, and required formats to prepare and proofread documents.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor assigns work in general terms, without explicit instructions on the techniques. The incumbent carries out projects independently for the majority of work. Specific instructions are provided when needed on nonroutine assignments. Completed work is reviewed for technical

correctness, accuracy, acceptability, and compliance with office policies and procedures. Work may be spot checked in progress.

FACTOR 3. GUIDELINES

Guidelines come from Departmental Manuals, NPS policies, guidelines and manuals, park standard procedures and operating instructions, and oral and written instructions from the supervisor. The incumbent is responsible for using judgement in locating and selecting the appropriate guidelines, references, and procedures. Additional assistance is available from the supervisor or requestor of the work when guidelines are not available.

FACTOR 4. COMPLEXITY

The work involves a variety of clerical and administrative support functions, each of which involves numerous procedures and operating requirements. Once learned, most of these functions are generally routine and are performed repetitively, however, they are distinctly different processes. In view of fire management work, many emergency and unusual situations do arise with accompanying administrative problems and decisions regarding what needs to be done involves choosing from a variety of alternatives.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is provide clerical support to the park's fire management program. Duties and support functions have a significant impact on daily fire management operations and the entire efficiency of the program.

FACTOR 6. PERSONAL CONTACTS

Primary contacts are with coworkers, personnel from other divisions within the Park, personnel from other Federal and State land management agencies and private parties.

FACTOR 7. PURPOSE OF CONTACTS

The purposes of the contacts between agencies are to receive and impart information, coordinate efforts, and ensure cooperation. Contacts with coworkers and other personnel are to improve work efforts, insure proper reporting procedures, fire payroll and to facilitate operations.

FACTOR 8. PHYSICAL DEMANDS

Most work is sedentary; standing and walking will be required for some duties.

FACTOR 9. WORK ENVIRONMENT

Work is performed primarily in an office setting.

CLASSIFICATION EVALUATION

Classification Allocation: Fire Program Clerk (OA), GS-303-04

Position Classification Standards Used:

Miscellaneous Clerk and Assistant Series, GS-303, TS-34, 01/79; Grade Level Guide for Clerical and Assistance Work, TS-91, 6/89; and Office Automation Grade Evaluation Guide, TS-100, 11/90.

Background

This position is located in a National Park Service organization. The purpose of the position is to perform a variety of clerical and administrative functions in support of fire management activities. These functions include performing clerical work such as word processing, filing, in putting data through personal computers, timekeeping, general correspondence, travel, and a variety of specialized clerical tasks related to fire management activities.

Title and Series Determination

The Miscellaneous Clerk and Assistance Series, GS-303, is applied in the classification of the subject position. This standard covers work that requires knowledge of the methods and procedures that are part of, or subordinate to, an administrative or program area. Work performed in this series require specific procedures and application of established methods. The standard recommends that mixed (series) positions should be “classified in the series appropriate for the paramount qualifications required.” Since the subject position requires paramount knowledge of fire program-related activities in order to perform the work, and there is no current series that cover this program area, the position is best classified under the GS-303 standard.

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

Grade Level Determination

Evaluation of Clerical/Administrative Work

The GS-303 series does not contain grade level criteria, therefore the Grade Level Guide for Clerical and Assistance Work will be used to determine the grade of the position. This guide describes the general characteristics of each grade level in a three part format; 1) The Law; 2) Nature of Assignment; and 3) Level of Responsibility. 1. The Law

At the GS-4 level the incumbent will perform, under immediate or general supervision, moderately difficult and responsible work in office, business, or fiscal operations ... requiring... (i) a moderate amount of training and minor supervisory or other experience; (ii) good working knowledge of a special subject matter or a limited field of office procedure and practice; and (iii) the exercise of independent judgment in accordance with well-established policies, procedures and techniques....

The incumbent is responsible for providing clerical and administrative support for fire management activities. The work of this position requires knowledge of a variety of clerical and administrative functions such as word processing, filing, inputting data through personal computers, timekeeping, general correspondence, travel, and a variety of specialized clerical tasks related to fire management activities. The incumbent works under general supervision and is responsible for using independent judgement to apply the policies, procedures and techniques of the subject areas to the work.

This position does not meet the GS-5 level because at that level the incumbent has a broad working knowledge of a special subject matter and considerable training. Therefore, the subject position equates to the GS-4 level for this factor.

2. Nature of Assignment

At the GS-4 level the work consists of performing a full range of standard clerical assignments and resolving recurring problems. Work consists of related steps, processes, or methods, which require the employee to identify and recognize differences among a variety of recurring situations. Actions to be taken or responses to be made differ in nature and sequence because of differences in the particular characteristics of each case or transaction. In addition to knowledge of how to carry out procedures, the work requires some subject-matter knowledge of an organization's programs and operations; or of a type of business practice such as maintaining inventory records and replenishing supplies; or of a body of standardized rules, processes, or operations. These knowledges are needed to determine what is being done, why the action is being taken, and how it must be accomplished.

The incumbent performs a variety of clerical functions such as preparing documents; preparing travel orders; maintaining files; inputting data into appropriate databases; etc.

The work process involved in the performance of assignments consist of recurring and related steps, processes, and methods that requires the incumbent to identify and recognize differences in a variety of recurring situations. On occasion, the incumbent is frequently required to perform unrelated assignments in short time frames due to the emergency nature of fire assignments.

This position does not meet the GS-5 level description of the nature of assignment since the work does not require extensive knowledge of rules, operations, or business practices. The position meets the GS-4 level of the standard.

3. Level of Responsibility

At the GS-4 level the supervisor provides little assistance with recurring assignments. The employee uses initiative to complete work in accordance with accepted practices. Unusual situations may require the assistance of the supervisor or a higher level employee, and the completed work may be reviewed more closely. Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures. The employee makes minor deviations to adapt the guidelines in specific cases. The employee has contact with co-workers and those outside the organization to exchange information, and in some cases to resolve problems in connection with the immediate assignment.

This position meets the GS-4 level of the standard. The incumbent is expected to carry out the majority of work independently. When unusual circumstances occur, the supervisor provides specific instructions. Guidelines exist for the majority of the work, however the incumbent is required to use judgement in recognizing when deviations are necessary and referring to situation to the supervisor. Contacts are with coworkers, personnel from other divisions within the Park and personnel from other agencies for the purpose of exchanging information.

Evaluation of the Office Automation Work

The office automation work is evaluated against the Office Automation Grade Evaluation Guide, which is written in the FES format. These duties are incidental to the administrative/clerical work performed but are deemed necessary to perform the duties of the position. Therefore, a summary evaluation follows:

FACTORS	POINTS	LEVEL
1. Knowledge Required by the Position	350	1-3
2. Supervisory Controls	125	2-2
3. Guidelines	125	3-2
4. Complexity	75	4-2
5. Scope and Effect	25	5-1
6. Personal Contacts	---	1
7. Purpose of Contacts	30	A
8. Physical Demands	5	8-1
9. Work Environment	5	9-1
TOTAL POINTS	740	
Grade	GS-04	

(GS-04 range is 655-850)

This total converts to grade GS-04 for Office Automation Work.

Conclusion

Based on the preceding analysis applying the grade level criteria in the Grade Level Guide for Clerical and Assistance Work and the Office Automation Grade Evaluation Guide, this position is appropriately classified as Fire Program Clerk (OA), GS-303-04.