

1. Agency Position No.

2. Reason for Submission: Redescription, Reestablishment, New, Hdqtrs., Field

3. Service: Hdqtrs., Field
4. Employing Office Location
5. Duty Station
6. OPM Certification No.
7. Fair Labor Standards Act: Exempt, Nonexempt
8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interests
9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify in Remarks), SES (Gen.), SES (CR)
11. Position Is: Supervisory, Managerial, 8 Neither
12. Sensitivity: 1-Non-Sensitive, 2-Noncritical Sensitive, 3-Critical Sensitive, 4-Special Sensitive
13. Competitive Level Code
14. Agency Use: *429

NPS Standard Position Description
Fire Management Program

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	FIRE PROGRAM ASSISTANT (OA)	GS	0303	05		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title): **PARK FIRE PROGRAM ASSISTANT**
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

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 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 Assistant Series, GS-303, TS-34, dated 01/79; Grade Level Guide for Clerical and Assistance Work, TS-91, dated 06/89; and Office Automation Grade Evaluation Guide, TS-100; dated 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.
Signature: *J. Lynn Smith* Date: *10/13/00*

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

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 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 number.

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

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

CLASSIFICATION TITLE: FIRE PROGRAM ASSISTANT (OA)

SERIES AND GRADE: GS-303-05

Introduction

The purpose of this position is to provide a variety of administrative, operational and technical functions in support of fire management activities. The position may function in a fire management program ranging in workload and complexity from an average wildland fire operation, to a very complex large fire organization. The incumbent will, as needed, perform some fire incident or expanded dispatch functions. Work will encompass at least 80 percent of time spent on related FIREPRO administrative work.

Major Duties (80 – 100%)

Assists with the budget needs analysis and prepares the final budget on appropriate forms based on input from program managers. Monitors expenditures and tracks presuppression and suppression budgets ensuring that expenditures are within budget, fiscally appropriate for individual accounts, and funds are fully utilized.

Responsible for reviewing and processing obligations and actual expenditures and maintaining an accurate record of expenditures and status of funds for all accounts. Reconciles inconsistencies and regularly provides budget status reports to the Fire Management Officer. When necessary, makes adjustments resulting from program changes.

Serves as subject matter expert on emergency fire administration procedures including fire timekeeping, cost analysis, procurement procedures, injury claims, and compensation procedures.

Maintains records on all fire management procurement actions. Ensures all requisitions are within programmed budget and are complete, accurate, and comply with NPS procurement regulations. Instructs employees, as needed, on requisition procedures. Maintains vendor catalog library.

Maintains fire qualifications systems records. Processes all fire qualification records through the Shared Application Computer System. Maintains fire qualification records and issues red card certificates to qualifying employees upon approval by the Fire Management Officer.

Tracks and controls the flow of correspondence in the fire management office. Ensures that deadlines are met for reports and reply due memoranda. Maintains fire management correspondence files and records.

Utilizes automated equipment and software to develop various material and documents such as internal letters, memoranda, and reports for fire staff specialists and other fire staff. Prepares draft and final documents. Proofs all correspondence for grammatical, typographical, punctuation, error, etc. and prepares for signature.

Recommends formulation and modifications of operational guidelines and standards for fire program administration tasks.

Maintains time and attendance reports for fire management staff. Utilizes Federal Personnel/Payroll System (FPPS) to input records electronically. Coordinates and prepares tours of duty for fire management staff.

Prepares required personnel forms for hiring and terminating fire management temporary employees. Establishes and oversees the maintenance of AD emergency firefighter rosters.

Prepares travel authorizations and vouchers for fire management staff. Makes travel arrangements for emergency fire fighters traveling to other states.

Records monthly motor vehicle mileage reports for all fire vehicles and equipment. Reports required motor vehicle and equipment use reports to appropriate office(s).

Maintains capitalized property inventory records, minor control property inventory, and general stock supplies.

Prepares and processes fire resource orders for routine and emergency incidents.

Operates dispatch function radio communication equipment.

Factor 1. Knowledge Required by the Position

Knowledge of NPS fire budget and accounting processing procedures in order to prepare annual operating budgets needs, final budget, and track financial documents and account numbers. Ability to perform accurate data entry and mathematical computations.

Knowledge and ability to carry out administrative procedures relating to the FPPS; personnel action requests; financial programs and budget processes; fire timekeeping; travel regulations and related forms.

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

Knowledge of fire administration policies and procedures. Ability to determine needs and acquire necessary resources to aid in emergency suppression efforts.

Ability to communicate both orally and in writing. Knowledge of correct grammar, spelling, punctuation, capitalization and formats for various types of correspondence, reports, and documents. Knowledge of agency correspondence guidelines.

Ability to operate various computer programs and utilize the computer for various record maintenance duties and inputting data.

Skill in typing and ability to operate standard office equipment such as calculators, copiers, and computers.

Knowledge of radio systems, radio procedures, basic firefighting operations, and dispatch functions.

Factor 2. Supervisory Controls

Incumbent works under the general supervision of the park's Fire Management Officer, who assigns work in terms of objectives, basic priorities, and specific assignments. Incumbent carries out the projects, selecting the methods to be used and performing independently the majority of the work. Work may be spot-checked by supervisor. Work is evaluated for technical soundness, accuracy, and quality compliance with standards and effectiveness.

Factor 3. Guidelines

Guidelines include departmental manuals; NPS policies, guidelines and manuals; park standard operating procedures and instructions; and oral and written instructions from the supervisor. Instances may occur, however, where these guidelines are inadequate and the incumbent is expected to exercise judgement in identifying problems and taking proper actions.

Factor 4. Complexity

The work involves a variety of administrative specialized support functions, each of which involves numerous procedures and operating requirements. However, in view of the nature of fire management work, many emergency and unusual situations do arise with accompanying administrative problems. Often, assignments are varied and require ingenuity and the decisions regarding what needs to be done depend upon the issues involved in each assignment. The incumbent may have to react quickly and perform multiple, unrelated assignments along with other competing demands in the work environment.

Factor 5. Scope and Effect

The work contributes to the effective performance of the park's fire management program. Duties and support functions have a significant impact on daily fire management operations and efficiency of the program.

Factor 6. Personal Contacts

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

Factor 7. Purpose of Contacts

The purposes of 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 facilitate operations.

Factor 8. Physical Demands

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 Assistant (OA), GS-303-05

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, 06/89; 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 administrative functions in support of fire management activities in a park area. These functions include budget, correspondence, fire timekeeping, procurement, personnel actions, travel authorizations and vouchers, maintaining property records, and operating radio communications equipment.

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 Assistant 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 Assistant (CA), GS-303.

Grade Level Determination

Evaluation of the Administrative/Clerical Work

The Grade Level Guide for Clerical and Assistance Work provides criteria for evaluating the grade level of clerical and assistance work primarily concerned with performing technical work to support the administration or operation of the programs of an organizational unit. This work requires a working knowledge of the work processes and procedures of an administrative field

(e.g. fire management program) and the mission operational requirements of the unit. The 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.

The Law: At the GS-5 level, The Law states that the incumbent will “perform, under general supervision, difficult and responsible work in office, business, or fiscal administration requiring...(i) considerable training and supervisory or other experience; (ii) broad working knowledge of a special subject matter or of office...procedure and practice; and (iii) the exercise of independent judgment in a limited field....”

The incumbent works under the general supervision of the Fire Management Officer (FMO) and is responsible for providing administrative and technical support of fire management activities. The incumbent performs a variety of administrative, operational, and technical fire management activities as furnished by the FMO or program staff in accordance with established procedures. In performing the duties of this position, the incumbent must exercise independent judgement.

This position exceeds the GS-4 level on this factor because at that level the incumbent has limited working knowledge of the subject matter. The position does not meet the GS-6 level since at that level the incumbent has a broad working knowledge of special and complex subject matter. Therefore the subject position equates to the GS-5 level for this factor.

Nature of Assignment: At the GS-5 level, the nature of assignment consists of difficult and responsible work. This requires significant amount of training and a broad working knowledge of the subject matter in which the employee must exercise independent judgement in a limited field. The work consists of a full range of standard and nonstandard clerical assignments and resolving a variety of non-recurring problems. The work consists of unrelated steps, processes and methods where the incumbent must identify and understand the issues involved in each assignment and determine what steps and procedures are necessary and the order of their performance.

The position meets the GS-5 level description of the nature of assignment as described in the standard. The incumbent performs a full range of standard (such as preparing travel orders; maintaining and updating fire qualification records; and records monthly motor vehicle mileage for all fire vehicles and equipment) and non-standard assignments (such as answering questions from other fire staff in the field). The work process involved in the performance of standard assignments consists of related steps where the same steps and methods can be applied in almost all the cases. On the other hand, emergency and unusual situations arise with administrative problems which require the incumbent to react quickly and perform multiple, unrelated assignments. This requires understanding what the question is and identifying what needs to be done and then assessing in what order to perform the steps required to answer the question.

The nature of assignments exceeds the GS-4 level because the assignments at that level typically consist of performing a full range of standard clerical assignments and resolving recurring problems. This position does not meet the GS-6 level since the work does not require considerable training nor is a broad working knowledge of a special and complex subject matter is required. Although it is likely that a new employee will require training in order to perform the

duties of this position, a broad working knowledge of a special and complex subject matter is **not** necessary in order to perform the duties of this position. Moreover, to meet the conditions set forth in the guide, the position must process more than one type of functional specialization where the transactions processed must be unusually difficult and complicated that the employee has to interpret and apply regulatory and procedural requirements. In this position, the incumbent is responsible for a variety of specialized administrative functions, however, the duties associated with this position does not meet the above requirements. The difficulty found in the nature of assignments performed by the incumbent is in the volume of work and not in the complexity of the actual duties being performed. Therefore the subject position equates to the GS-5 level for this factor.

Level of Responsibility: At the GS-5 level, the supervisor assigns the work by defining objectives, priorities and deadlines and provides guidance on assignments that do not have clear precedents. The employee works in accordance with accepted practices and completed work is reviewed for technical soundness, appropriateness, and effectiveness in meeting goals. Extensive guides are available to the employee where he/she must be able to use judgement in selecting and adapting the most appropriate guidelines. Contacts made at this level are with a variety of people within and outside the agency. The purposes of these contacts are for receiving or providing information related to the work or for resolving operating problems in connection with recurring responsibilities.

The position meets the GS-5 level of responsibility. The supervisor assigns work in terms of objectives, basic priorities, and specific assignments. Work is evaluated for technical soundness, accuracy, and quality compliance with standards and effectiveness. Extensive guides apply to the work of this position, including departmental manuals; NPS policies, guidelines, and manuals; park standard operating procedures and instructions; and oral and written instructions. The incumbent is expected to use judgement in identifying problems and selecting the most appropriate guidelines. Contacts are with a variety of individuals within and outside the park and agency to receive and give information, coordinate efforts, and ensure cooperation.

The level of responsibility exceeds the GS-4 level because at that level the supervisor provides little assistance in recurring assignments and completed work may be reviewed more closely. The position does not meet the GS-6 level of responsibility because at that level the employee is recognized as an authority on processing transactions or completing assignments within a complicated framework of established procedures and guidelines, often with no clear precedents. At the GS-6 level, guidelines are numerous and varied and often do not apply directly, requiring the employee to deviate from established procedures. Therefore the subject position equates to the GS-5 level for this factor.

Since the above factors equate to the GS-5 level, the overall evaluation of the clerical and administrative support functions is GS-5.

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	275	2-3
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	890	
Grade	GS-05	

(GS-05 range is 855-1100)

This total converts to grade GS-05 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 Assistant (OA), GS-303-05.