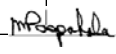


<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input checked="" type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
<b>Standard Position Description</b> <b>Fire Management Program</b>				7. 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			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> 4 Supervisory <input type="checkbox"/> Managerial <input 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 * 4 0 6	
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		<b>FIRE MANAGEMENT OFFICER</b>				<b>GS</b>	<b>0401</b>	<b>12</b>			
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment <b>DEPARTMENT OF THE INTERIOR</b>						c. Third Subdivision					
a. First Subdivision <b>NATIONAL PARK SERVICE</b>						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 <i>(optional)</i>					
20. <b>Supervisory Certification.</b> <i>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</i>						<i>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.</i>					
a. Typed Name and Title of Immediate Supervisor <b>J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER</b>						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature 			Date <b>NOV 24 1998</b>			Signature			Date		
21. <b>Classification/Job Grading Certification.</b> <i>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.</i>						22. Position Classification Standards Used in Classifying/Grading Position  Forestry Series, GS-460, dated January 1980; and Fishery Biology Series/Wildlife Biology Series, GS-482/486, dated January 1991					
Typed Name and Title of Official Taking Action						<b>Information for Employees.</b> 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								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>											
b. Supervisor											
c. Classifier		Department of Interior, FF/LE Retirement Team Specialist 									
24. Remarks This PD has been approved as follows under 5USC 8336(c) and 8412(d): <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary/Supvy Approval Date <b>December 17, 1998</b>						*Agency Use Code should be entered in FPPS as last three spaces of position allocation number.					
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>											

## Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- \*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- \*2. Check one.
  - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
  - "New" means the position has not previously existed.
  - "Reestablishment" means the position previously existed, but had been cancelled.
  - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
  - **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**
3. Check one.
- \*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- \*5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- \*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
  - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
  - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- \*15. Enter classification/job grading action.
  - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
  - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
  - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.**
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- \*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- \*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- \*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- \*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

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

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**CLASSIFICATION TITLE: FIRE MANAGEMENT OFFICER**

**SERIES AND GRADE: GS-401-12**

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**Introduction**

As a staff specialist, this position plans and manages a professional, comprehensive, and complex wildland fire management program for a park or group of parks. The park or group of parks has a highly complex program involving wildland fire suppression, fuels management, and prescribed burning (e.g., currently 30-49 FIREPRO workload/complexity points). The incumbent plans and implements all phases of wildland fire management, and as such, is responsible for direct oversight and control of all planned and unplanned ignition wildland fires, dispatch, and mobilization operations.

Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a **MANDATORY PREREQUISITE** for incumbents of this position. This is a professional (administrative) position in the firefighting program of the park.

**Major Duties (80-100%)**

Develops short and long-range plans for local wildland fire management. Coordinates activities necessary to comply with the National Environmental Policy Act and other legal policy requirements. Works closely with the Regional/Support Office Fire Program Manager to ensure compliance with agency and departmental policy.

Plans and directs surveys for the collection, analysis, and documentation of data relating to fire effects on biotic and abiotic resources. Together with resource managers, analyzes these data to determine whether the prescribed burning program is meeting long-term goals and objectives for fuels management and ecosystem health. In the absence of a Prescribed Fire Specialist, serves as the Prescribed Fire Manager for the park. Maintains awareness of technological developments in wildland fire science and related disciplines.

Coordinates program activities with various neighboring federal, state, and local government entities/agencies. Develops joint, interagency procedures for complex prescribed burning operations and/or management procedures for complex strategies on unplanned ignitions. Serves on interagency committees. Attends interagency policy and procedural development meetings. Develops interagency plans for smoke management and prescribed fire.

Prepares and/or revises annually, cooperative agreements concerning wildfire management, boundary issues, prescribed fire, smoke management, incident mobilization plans, radio frequency use, and cross-agency fiscal matters.

Deals with a variety of complex technical problems relating to fire weather, smoke management, fire behavior, and computer modeling. Identifies problems, researches alternatives, and develops techniques to solve problems.

Formulates and directs the budget accountability program for preparedness, hazard fuels operations and emergency fire accounts. Approves all expenditures. Maintains accountable property records.

Deals directly with National Weather Service meteorologists and state Department of Air Quality regulators on complex, public-sensitive technical issues concerning smoke management, air quality, and prescribed burning.

May manage an NPS Hot Shot Crew or Prescribed Fire Support Module.

Supervisory Duties (less than 25% of the time)

Directs and coordinates subordinate staff and specialists in prescribed fire management, wildland fire management, fire aviation operations, fire equipment management, fire support dispatching activities, fire effects monitoring, fire behavior monitoring, and clerical support personnel.

Develops and revises, as needed, appropriate position management and organization plans. Hires, counsels, evaluates, and disciplines employees. Make recommendations for promotion and/or incentive awards.

The incumbent is responsible for furthering the goals of equal employment opportunity by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, the incumbent initiates nondiscriminatory practices and affirmative action for (1) merit promotion of employees and recruitment of hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

**Factor 1. Knowledge Required by the Position (Level 1-7, 1250 points)**

Professional knowledge of the biological sciences in order to develop and implement an integrated approach to the park's wildland fire management program, and to determine, establish, and apply biological facts, principles, methods, and techniques that are necessary to plan, monitor, control, and study the effects of wildland fire.

Knowledge of the techniques, policies, and practices of fire management as obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting

position outside the Federal government. This knowledge is a **MANDATORY REQUIREMENT** of the position.

Broad knowledge of the principles and methodology of fire science as applied to diverse fire regimes and fuels conditions, resource protection strategies, and multiple management objectives.

Ability to integrate fire science knowledge with pertinent natural and cultural resources programs.

Knowledge and skill of fire science to advise park management and staff as well as other agency personnel on the fire management aspects of program development and integration.

Knowledge of wildfire suppression strategies and tactics.

Knowledge and skill in conducting studies on impacts of fire suppression and fire use practices on natural and cultural resources, and visitor use infrastructure and experience.

Knowledge of supervisory techniques to direct and evaluate the work of others, including knowledge of equal opportunity requirements and practices.

Ability to communicate verbally and in writing in order to develop plans, write reports, and advise, meet, and deal with community and other Federal and State agencies, and at times the media, in proposed fire planning for both control and prescribed management practices, and to explain and interpret professional fire management practices to the community.

Knowledge and skill of the administrative aspects of managing the program, including planning budgets, working with computers, and establishing local policies.

Knowledge of NPS policies and planning practices as they relate to fire management.

Knowledge of the effects of fire on the natural and cultural resources of the park.

**Factor 2. Supervisory Controls (Level 2-4, 450 points)**

The supervisor provides general direction for integrating fire management activities into other park programs and planning activities. The incumbent has broad latitude to develop and implement a complex fire management program in cooperation with interagency partners without

close supervision. Potentially controversial or especially sensitive assignments are discussed with the supervisor, a Regional specialist, and/or the Program Center to devise an appropriate course of action. Completed work is reviewed for achievement of fire program goals.

**Factor 3. Guidelines (Level 3-4, 450 points)**

Guidelines include Departmental and NPS policies and procedures, regulations, plans, specialized fire information, and professional practices Although the guidelines adequately cover many situations, because of the high complexity of the fire program managed, inevitably the guidelines are of limited use for dealing With many complex situations. The incumbent uses

resourcefulness in deviating from traditional methods when such situations are encountered. Because of the complex fire management strategies and inter-park or inter-agency issues that are characteristic of the work of this position, the incumbent often recognizes the need for and recommends new or modified guidelines to the regional or national offices.

**Factor 4. Complexity (Level 4-4, 225 points)**

Complexity of the fire program is high, and includes all types of fire management activities. The work requires making many decisions involving work planning, interpretation of considerable data, and integration of several professional/specialized fields. The diversity of resource management concerns, variety of vegetation types and fuels, and the number and complexity of wildland fire suppression actions and prescribed burns is relatively high and complicates the decision-making process considerably (i.e., typical of parks scoring 30 or more total program workload and complexity points in the FIREPRO analysis). Actions on planned and unplanned ignitions typically involve complicated procedures requiring coordination of several simultaneous operations and the mobilization of many resources. Inter-agency and inter-park operations are common, and may require a high degree of adaptability to local conditions, constraints, and variations. If serving a group of parks, the number of parks may significantly affect the complexity of work since several of the parks may have complex suppression or prescribed burning programs.

**Factor 5. Scope and Effect (Level 5-4, 225 points)**

The purpose of the work is to plan and manage a comprehensive and complex fire management program that includes a number of locations within a broad geographic area. The incumbent works extensively with external contacts (e.g., with managers and technical specialists in outside agencies) as well as the local public to establish cooperative agreements, develop local policies, and resolve complicated issues. Such work affects the work and programs of these external entities. Internal work affects the health of the local ecosystem, the safety of employees and local residents, relationships and agreements with other local agencies, and ultimately influences the acceptability and effectiveness of fire management activities in the area.

**Factor 6. Personal Contacts (Level 6-3, 60 points)**

Personal contacts are with employees within the agency and outside the organization from a wide array of disciplines, such as resources specialists, biologists, foresters, ecologists, and supporting technicians. Maintains routine contact with regional fire management personnel and local fire management cooperators.

**Factor 7. Purposes of Contacts (Level 7-3, 120 points)**

The purposes of contacts are to influence and encourage commitment and to gain advice on fire program/management goals and objectives. There is a need to overcome some reluctance to integrate fire management concepts and theory into fire science programs. The incumbent uses tact and diplomacy to achieve an integrated fire management program.

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

Much of the work is sedentary and performed at a desk. The incumbent is required to walk over

rough, uneven terrain in any type of weather to direct operations on prescribed burns and the suppression or monitoring of unplanned ignitions. Physical exertion is needed while inspecting and evaluating conditions of the fire units.

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

Work is normally performed in an office environment and at times in the field viewing sites. While in the field, the incumbent is exposed to moderate discomforts such as extremes in heat, cold, and inclement weather and moderate risks, which may require safety gear.