

<b>Position Description</b> (Please read Instructions on the Back)							1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other			3. Employing Office Location		4. Duty Station		5. OPM Certification No.		
Explanation (Show any positions replaced) <b>New SPD.</b> <b>Replaces NPS Standard Position Description Fire Management Program dtd 3/6/2001</b>			6. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
			10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1. Non Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 3. Critical <input type="checkbox"/> 4. Special Sensitive		13. Competitive Level Code
15. Classified -Graded By	Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
First Level Review	FIRE COMMUNICATION AND EDUCATION SPECIALIST				GS	1001	11		
d. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify)				
18. Department, Agency, or Establishment Department of the Interior					c. Third Subdivision				
a. First Subdivision National Park Service					d. Fourth Subdivision				
b. Second Subdivision					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. <b>Supervisory Certification.</b> 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. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position GS-1001; GS-025, 11/85; GS-301; GS-1035, 7/81				
Typed Name and Title of Official Taking Action D. Burton Orton, Human Resources Officer					<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 in the U.S. Office of Personnel Management.				
Signature D. Burton Orton			Date 3/26/07						
22. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									
Remarks FPL GS-11. This PD was NOT recommended for firefighter retirement coverage because it does not contain duties directly connected with controlling and extinguishing fires. Incumbents of this PD CANNOT be given primary firefighter duties on a regular and recurring basis. <b>*agency use code should be entered in FPPS as last three spaces of position allocation</b>									
25. Description of Major Duties and Responsibilities (See attached)									

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

**CLASSIFICATION TITLE: FIRE COMMUNICATION AND EDUCATION SPECIALIST**

**SERIES AND GRADE: GS-1001-11.** Note: This will replace the currently classified Standard Position Description dated March 6, 2001.

**INTRODUCTION**

The primary purpose of this position is to establish and coordinate internal and external fire information, education and prevention programs in order to present an integrated interdisciplinary fire program within National Park Units (i.e., park or cluster). Key components of this include wildland fire management and the role of fire in the ecosystem; fire education and fire prevention; fire suppression actions; hazard fuel reduction programs; wildland-urban interface initiatives, fire preparedness; wildland fire use and response to critical events, issues and initiatives.

**MAJOR DUTIES**

Represents the NPS on behalf of fire communication and education activities. Communicates to various publics about the benefits of wildland fire and its relation to the mission of the National Park Service.

Responsible for the development, coordination, and dissemination of internal and external communication of fire management activities. Provides and/or facilitates overall fire education, prevention and information programs and activities for the local community, the news media and the general public in the form of meetings, newsletters, events, programs, and posting in community facilities. Assists with notifying park staff and other affected parties of fire activities that effect the operation of the park/cluster.

Facilitates communications or works with local homeowners, community stakeholders, school districts, and various local, state and federal agencies and park employees in an effort to educate as to the natural ecology of fire and to mitigate potential threats to these communities.

Coordinates the integration of the fire communications and education program with other NPS program areas, including, but not limited to: the education, interpretation, and information programs of the park. Increases communications with other NPS program areas to enhance the inter-disciplinary aspects of Fire Management.

Responsible for developing and/or distributing products and programs and the transfer of new fire educational concepts, applications and materials, working individually or as a member of a designated task group.

Participates in agency and interagency workshops to present key aspects of the NPS wildland fire management program. Develops, presents and monitors fire education training, curricula, individual courses, exhibits and presentations.

Communicates the fire management plan and planning implementation as part of the overall fire management program to affected audiences both internally and externally.

Coordinates educational outreach through the park interpretation and education staff.

Serves as information officer on interagency incident assignments.

## **FACTORS**

### **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

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

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

Knowledge of commonly accepted educational principles, systems and of the current communication technologies and methodologies. Skill in applying these principles and techniques.

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

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

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

Skill in using current electronic and graphic publication standards.

### **FACTOR 2 - SUPERVISORY CONTROLS**

The supervisor makes assignments to the incumbent by explaining the objectives, priorities and completion framework. The incumbent plans, designs, implements and manages the program with a minimum of direct supervision. Resolves problems that arise. Assignments involving circumstances where precedent actions may not be clear are normally discussed with the supervisor. Work is reviewed for consistency and conformity with goals.

### **FACTOR 3 - GUIDELINES**

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

## **FACTOR 4 - COMPLEXITY**

Assignments involve a broad range of duties in the interagency field of wildland fire management. The work requires continuous coordination and communication among fire specialists, resource specialists, educational and interpretive specialists, as well as with numerous agencies, groups and stakeholders. The complexity of the work is reflected in the coordination required, the number of people involved, and the communication networks employed. The incumbent must be effective in determining effective communication and educational systems that reach a broad range of specific -internal and external audiences.

## **FACTOR 5 - SCOPE AND EFFECT**

The purpose of the work is to design, create and guide effective wildland fire information and educational programs and to efficiently coordinate these programs with other parks, agencies, cooperators, stakeholders, partners and institutions.

The results of the work performed have influence on the effectiveness of the interagency wildland fire program the relationship with the community and involved stakeholders.

## **FACTOR 6 - PERSONAL CONTACTS**

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

## **FACTOR 7 - PURPOSE OF CONTACTS**

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

## **FACTOR 8 - PHYSICAL DEMANDS**

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

## **FACTOR 9 - WORK ENVIRONMENT**

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

## EVALUATION STATEMENT

### Position Requested: STANDARD POSITION DESCRIPTION

**Organization:** National Park Service (NPS), Park-wide positions

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

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

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

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

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

The series further defines the interpretation function as:

“...this involves interpretation of the natural, historical, archeological, or other features of the particular resource and area to enrich the visitors' experience through activities such as talks, guided or self-guided walks, campfire presentations, demonstrations, and environmental education programs both in the park and in community centers, schools, or other related "non-park" locations.”

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

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

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

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

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

The position will be responsible for facilitating implementation and coordination of the program among the many bureaus/agencies involved in the effort. The role of the position is concerned with public relations and involves writing and disseminating press releases/reports, writing media kits, administering contracts for printing/reproduction of brochures and other publications, etc. The position has a mixture of duties in the 1000 group (public affairs, writing and editing, and visual information). Because of this mix, the position is properly classified to the GS-1001 series which includes: (1) any combination of work characteristic of two or more series in this group where: (a) no one type of work is series controlling; (b) the paramount qualification requirements are not characteristic of another series in the group; and (c) the combination of work is not specifically provided for in another series, or (2) other work typical of this group for which no other series has been established.

The position is placed in the GS-1001 series and titled Fire Communication and Education Specialist. **Note: Current park-level incumbents of the GS-0301-11 standard position description should be reassigned to this new position description.**

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

Evaluation Factors	Level Assigned	Points Assigned
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<b>1. Knowledge Required by the Position</b>	1-7	1250
<p><b>Comments:</b> <i>Level 1-: Knowledge applicable to a wide range of duties involving oral and written communication principles, practices, techniques and methods; analytical methods; and interpersonal relations practices. Skill in applying such knowledge in the modification of standard methods and adaptation of approaches in developing new information materials aimed at enhancing the understanding of groups or individuals of the significant issues of an agency's program. Knowledge applicable to and skill in assessing public reaction and identifying extent of understanding achieved to evaluate effectiveness of information programs.</i></p> <p>This position requires knowledge of communication and outreach methods and ability to use current research and findings to develop and structure solutions to critical, unique and controversial wildland fire education situations. The incumbent is responsible for developing products and programs and disseminating new fire education and prevention concepts, applications and materials. This meets Level 1-7.</p>		
<b>2. Supervisory Controls</b>	2-4	450
<p><b>Comments:</b> The supervisor determines the overall objectives and resources available for the work. The specialist and supervisor jointly develop deadlines, projects and nature of the planned assignments. The incumbent performs independently in performing the duties of the position in determining solutions and resolving problems. Completed work is reviewed to ensure general guidelines and procedures have been adhered to. This meets Level 2-4.</p>		
<b>3. Guidelines</b>	3-3	275
<p><b>Comments:</b> The incumbent works independently using judgment in interpreting and adapting materials and in dealing with the public and the other governmental agencies. The work requires original development and revision of materials and methods. They incumbent regularly adapts standard guides, methods, principles, and procedures in carrying out the duties. This meets Level 3-3.</p>		
<b>4. Complexity</b>	4-4	225
<p><b>Comments:</b> The work consists of a wide variety of diverse and complex assignments. The work involves education planning and requires continuous coordination and development of communication networks for transfer of information to fire, resource, education and interpretive specialists, and other Federal, state, and local agencies. The position is involved in gathering information, identifying and analyzing issues and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in the park or cluster. This meets Level 4-4.</p>		
<b>5. Scope and Effect</b>	5-4	225
<p><b>Comments:</b> The purpose of this position is to design, create and guide effective wildland fire information and educations programs and efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. The work influences the effectiveness of the wildland fire program. This meets Level 5-4.</p>		
<b>6. Personal Contacts</b>	6-3	60
<p><b>Comments:</b> Contacts are with employees, supervisors and managers in the park, other federal, state and local agency staff, regional and FPMC employees, academic institutions and the news media.</p>		
<b>7. Purpose of Contacts</b>	7-3	120
<p><b>Comments:</b> The purpose of the contacts is to provide information to others, coordinate and advise on work efforts, secure cooperation between all concerned. This sometimes involves influencing others to come to consensus on issues that otherwise conflict due to organizational conflict, competing interests or resource problems. This meets Level 7-3.</p>		
<b>8. Physical Demands</b>	8-1	5
<p><b>Comments:</b> The work is primarily sedentary</p>		
<b>9. Work Environment</b>	9-1	5
<p><b>Comments:</b> The work is primarily conducted in an office setting.</p>		
<b>Total Points: 2615</b>		
<b>Final Grade Allocation: GS-11</b>		

**CLASSIFICATION DECISION:** The position is properly classified as Fire Communication and Education Specialist, GS-1001-11.

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