



**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: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

Classification Title: Logistics Management Specialist

Organization Title: Dispatch Center Manager

Standard Position Number: FDI0215 Series and Grade: GS-0346-11

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

The incumbent provides logistical planning, initial attack, extended attack, intelligence and program direction, coordination and evaluation of the interagency logistics dispatch program. The incumbent is responsible for developing and implementing a cohesive dispatch program to meet the needs of Federal, State, and local agencies by integrating different bureau polices to result in a coordinated fire response. **This position is in the firefighting field and is in an organization having a firefighting mission. 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.**

WILLIAM SIZEMORE

Digitally signed by WILLIAM SIZEMORE
 DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=WILLIAM SIZEMORE, 0.9.2342.19200300.100.1.1=14001000976882
 Date: 2018.10.23 11:48:12 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

10/24/18
Date

JOHN F. REHS, Assistant Director, Fire and Aviation (Acting), BLM

10/24/18
Date

WILLIAM (BILL) KAAGE, Chief, Division of Fire and Aviation, NPS

10.24.18
Date

JAMES JACKSON, Director, Branch of Wildland Fire Management (Acting), BIA

10/24/18
Date

CHRIS WILCOX, Chief, Branch of Fire Management, FWS

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

AYANNA SEARS

Digitally signed by AYANNA SEARS
 Date: 2018.10.30 12:57:01 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

| | | | | | | | | | |
|--|--|--|------------------|---|---|--|--|----------------------------|-------------------|
| POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i> | | | | | | | 1. Agency Position No. FDI0215 | | |
| 2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field | | 4. Employing Office Location | | 5. Duty Station | | 6. OPM Certification No. | |
| Explanation <i>(Show any positions replaced)</i> New DOI Fire Standard PD Replaces legacy SPD# DOI115 | | 7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Disclosure <input type="checkbox"/> Financial Interest | | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 13. Competitive Level Code | |
| | | 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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither | | 12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | | 14. Agency Use | |
| 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 | | Logistics Management Specialist | | | GS | 0346 | 11 | rl | 10/22/2018 |
| c. Second Level Review | | | | | | | | | |
| d. First Level Review | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | |
| 16. Organizational Title of Position <i>(if different from official title)</i> Dispatch Center Manager | | | | | 17. Name of Employee <i>(if vacant, specify)</i> | | | | |
| 18. Department, Agency, or Establishment Department of the Interior | | | | | c. Third Subdivision | | | | |
| a. First Subdivision BIA BLM NPS FWS | | | | | 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. Supervisory Certification. <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. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> | | | | |
| Signature _____ Date _____ | | | | | Signature _____ Date _____ | | | | |
| 21. Classification/Job Grading Certification. <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 Logistics Management Series, GS-0346 TS-78 January 1987 Administrative Analysis Grade Evaluation Guide, TS-98, August 1990 | | | | |
| Typed Name and Title of Official Taking Action Rena Lockwood, Classification 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 RENAE LOCKWOOD Digitally signed by RENAE LOCKWOOD Date: 2018.10.22 07:31:36 -04'00' Date: 10/22/2018 | | | | | | | | | |
| 23. Position Review | | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
| a. Employee <i>(optional)</i> | | | | | | | | | |
| b. Supervisor | | | | | | | | | |
| c. Classifier | | GSS | 12/05/23* | | | | | | |
| 24. Remarks This position is at the full performance level. Code 4/Supervisory. *12/05/23 - Position recertified in accordance with DOI policy. | | | | | | | | | |
| 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.

**Logistics Management Specialist
Dispatch Center Manager
GS-346-11**

Legacy SPD # DOI115**I. INTRODUCTION**

This position serves as an Interagency Dispatch Center Manager. The employee provides logistical planning, initial attack, extended attack, intelligence and program direction, coordination and evaluation of the interagency logistics dispatch program. The position is responsible for developing and implementing a cohesive dispatch program to meet the needs of Federal, State, and local agencies by integrating different bureau policies to result in a coordinated fire response. The position provides leadership, human resource management, budget development and execution, and safety management related to various multi-agency policies and the dispatch coordination program. The area involved encompasses some combination of federal, state, tribal, and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness and logistical suppression support activities, but may support all-hazard incidents as needed or directed. During sustained emergencies, centers might operate 24-hours day/7 days a week. This position is at the full performance level.

This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE.

II. MAJOR DUTIES**Operations (30%)**

Coordinates and initiates all dispatch coordination actions based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives. Coordinates with cooperating agencies on multi-jurisdictional wildland fires for resource needs, values at risk, plan of action and intelligence gathering.

Provides resource tracking for field going personnel ensuring employee safety and accountability. Organizes, trains, and directs a qualified workforce to meet local, geographic area, or national level dispatch coordination program management needs. Plans work objectives on a daily or project basis and makes adjustments to meet priorities. Adjusts shift lengths, staffing levels and work assignments to changes in workload. Ensures priorities are established, resources are properly allocated, and supervises the mobilization, demobilization, and reassignment of wildland fire suppression resources necessary to support current and anticipated initial attack and logistical support of emergency operations within the local, geographic and national area.

Provides leadership, direction and coordination in developing and implementing the expanded dispatch organization. Determines when to expand center operations, and activate the appropriate level of expanded dispatch, procurement, and support organizations.

Monitors fire season severity predictions, fire behavior reports, and fire activity levels and takes appropriate actions to ensure safe, efficient and effective dispatch operations.

May serve as a subject matter expert in aviation, training qualifications and dispatch coordination.

Program Management (25%)

Directs all phases of the dispatch coordination program and is responsible for planning, program direction, coordination and evaluation. Analyzes current dispatch plans and guides and initiates changes based on each bureau's policy; makes recommendations to meet changing conditions within the limits of current or anticipated funding. Ensures the dispatch coordination program is in compliance with each bureau's regulations and policies.

Provides leadership, coordination, and direction in the application of standards, methods, and guidelines for all dispatch coordination program elements. Provides advice and guidance in the implementation of each separate bureau's policies and standards received from higher authorities.

Provides leadership and direction in relation to incident and administrative intelligence (e.g., fuels, weather, resource status and reporting) to ensure the effectiveness and efficiency of dispatch center decisions. Provides leadership and direction in support of interagency resource management activities. Coordinates aircraft flight following, law enforcement assistance, search and rescue coordination, and all other administrative/all-hazard activities according to each separate bureau's policies.

Analyzes inventories and availability of all-hazard resources and directs the ordering and procurement necessary to meet area-wide incident management objectives.

Coordinates and assures each bureau's communications channels (telephones, email, radios and frequencies) with field resources are operable and afford a safe environment for employees in the office and field. Coordinates dispatch program process and procedures with federal, state, tribal and local government entities/agencies.

Provides technical advice, guidance and staff support to the Multi-Agency Coordination (MAC) group. Serves on various interagency committees, teams and work groups dealing with specific local, geographic or national dispatch coordination issues.

Identifies opportunities for improvement and applies new technology.

Ensures safe and efficient practices are followed at the center and during all movements of personnel, equipment and aircraft.

Directs budget formulation process for the dispatch center and initiates changes as appropriate. Monitors the expenditure of funds to assure fiscal integrity and correct application of financial standards for all agencies.

Provides facility management to produce a physical environment that contributes to the effectiveness of all operations within dispatch. Works with building facility owner (whether private, state or federal) to coordinate changes, upgrades or remodels. May act as Project Inspector with contractors to ensure desired specifications are achieved. Implements the use of best information technology equipment when available. Works with all units within the dispatch area to plan for future physical dispatch center needs. Seeks opportunities to work with other agencies to provide successful, cost-effective solutions for an interagency dispatch center.

Preparedness (25%)

Ensures workload analysis is complete, determines level of support from each bureau for operational and staffing costs, formulates financial/budget plan, submits and obtains plan approval from the appropriate bureau administrators. Responsible for the cost effective management of the center by controlling the expenditure of funds and maintaining necessary funding and property records.

Participates in multi-agency fire management planning. Assures on-going emergency response preparedness. May participate in annual preparedness reviews.

Ensures each separate bureau's policies are integrated in the numerous documents that are developed, implemented and updated (e.g., Dispatch Operations Guide, Expanded Dispatch Plans, Mobilization Plans, Emergency Rental Agreements, Memoranda of Understanding, and Cooperative Agreements).

Ensures that contingency plans are prepared to respond to emergency situations. Responsible for the administration, integration, and oversight of the use of multi-agency telecommunication equipment, computer based applications, and other related communications equipment.

Responsible for radio frequency management for numerous agencies. Recommends modifications to existing systems and tests new applications when necessary.

Develops or modifies dispatcher related training and serves as subject matter expert during training course development (e.g., initial attack dispatch, aircraft, intelligence, expanded dispatch). Evaluates training for effectiveness and delivery method. May serve as lead or unit instructor.

Compiles and disseminates incident and resource statistical information to participating agencies, cooperators, the public, and the media on an as needed and annual basis.

Supervision and Safety (20%)

Exercises the supervisory authorities and responsibilities 20% of time. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met.

Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work, and approves leave.

Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinates within the unit to ensure timeliness, form, procedure, accuracy, quality and quantity standards are met. Engages or participates in hiring process for subordinate employees. Evaluates work performance of subordinates, setting standards, monitoring, and final evaluating of subordinate performance. Effects minor disciplinary measures, such as verbal warnings, cautions, and reprimands. May certify time and attendance, and approve travel authorizations and vouchers.

Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures all communication - written, oral, visual, and signed - is non-discriminatory and is sensitive to all employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

OTHER SIGNIFICANT FACTS:

This position supervises employees, provides logistical planning, and provides initial attack, extended attack, intelligence planning, program direction, coordination and evaluation of the interagency dispatch program at the center. The center is responsible primarily for wildland fire preparedness and logistical suppression support activities, but may support all-hazard incidents as needed or directed. This position is subject to the qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide.

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Must possess and maintain a valid state driver's license.

Performs other similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

Level 1-7, 1250 Points

Comprehensive knowledge of the advanced concepts, principles and practices of incident management and support to serve as the technical authority for the full range of fire program logistics management techniques in order to, (1) understand the potential threat of fire to the

natural resources, private property and the resource values within the geographic area as it applies to logistical resource needs; (2) assimilate this data, set priorities and allocate resources for the protection of those resources and property; (3) prepare for and assess short or long range functional resource needs based upon fire severity.

Comprehensive knowledge of 1) interagency (federal, state, and local cooperators) fire preparedness and suppression management policies, practices and procedures; 2) the Incident Command System; 3) the mobilization and demobilization of resources in a multi-jurisdictional environment; 4) tactical and administrative aircraft capabilities and limitations including the pilot and aircraft certification programs, aircraft contracting, and air operations safety; 5) fiscal procedures and diverse Federal and State land management policies and procedures to ensure the most efficient and cost effective management of resources.

Knowledge of disaster preparedness and management operations, including logistical support, incident management, mobilization, interagency coordination, and resource allocation.

Ability to apply sound personnel management skills to include supervision, coaching, training, motivation, and evaluation.

Ability to effectively communicate orally and in writing with a wide variety of Federal, State and local agencies to negotiate, reach concurrence, and maintain an effective working relationship with cooperators.

Factor 2 - Supervisory Controls

Level 2-4, 450 Points

Employee may work independently for a governing board (e.g., Board of Directors) made up of all of the agencies serviced by the dispatch center or as directed per Annual Operating Plans or equivalent. Administrative supervisor is the employing agency's Fire Program Manager with delegated authority to act for the multiple interagency administrators in fire and emergency situations. The appropriate interagency administrators provide overall expectations, objectives, goals, priorities and provides input into the employee's annual performance evaluations relevant to the mission and functions of the individual agencies.

The employee is responsible for developing specific action plans and the methods and procedures for implementing management decisions, resolving problems and conflicts as they arise and coordinating work with other staff members.

Projects that may involve a new direction in operating practices or a significant break with long standing practice are discussed and agreed upon with the appropriate agency administrators.

Completed work is reviewed for adequacy in meeting program objectives and compliance with established policies, regulations and the overall fire management plans. The nature of the work requires the employee to commit resources to meet emergency situations. Such commitments can only be reviewed after the fact.

Factor 3 – Guidelines**Level 3-3, 275 Points**

Guidelines are found in interagency manuals and agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of standard procedures to implement their intent.

The employee has broad latitude for delegated independent action due to the wide range of variables under which the work is accomplished. Each incident is different, and the requirements for safe, timely, cost effective and legal operations given the number and variety of situations encountered in carrying out assignments, requires the employee to adapt or extend guidelines or choose from alternative procedures.

Factor 4 - Complexity**Level 4-4, 225 Points**

This is a key position in fire management programs for several agencies. The employee oversees the dispatching and mobilization of multiple interagency resources, taking into consideration environmental impact/issues, economic concerns, and socio-political effects. The duties are carried out under different regulations and procedures requiring an analysis of the specific situations encountered and the selection of the appropriate course of action for the specific situation in relation to the cooperators involved. The multi-jurisdictional operating environment adds to the complexity.

The employee's decision-making accountability is complicated by the number, size, and locations of incidents requiring support; time constraints; competing priorities; risks assessment; availability of scarce resources; coordination with involved agencies; and the expenditure of public funds.

The employee is responsible for a complex interagency environment involving managing computer accounts on multiple agency networks, reviewing and approving time, travel, and other personnel actions in multiple agency systems, and coordinating with support personnel from multiple agencies in maintaining the systems and equipment of the dispatch center.

The center coordinates movement of all types of resources (government and contracted) in support of emergency incidents. The employee must direct coordination efforts for multiple large incidents as well as new ignitions occurring simultaneously in a variety of fuel types within a large geographic area. In addition to wildfire and other disaster response, the employee also coordinates and plans for activities involving multiple resource programs (e.g., special use public events, wild horse and burro gathers and census, fuels treatment activities, emergency stabilization and rehabilitation, etc.). The employee participates in the plans that authorize and support these activities.

Factor 5 - Scope and Effect**Level 5-3, 150 Points**

The center manager oversees all aspects of the interagency dispatch center operations.

The center's area of influence encompasses a combination of federal, state, tribal, and private lands which encompasses a very large geographic area.

The purpose of the work is to provide expertise in planning and implementing the coordination and mobilization of resources to incidents threatening life, property, and natural resources. The center provides logistical support to resources assigned to incidents.

Decisions protect human lives, property, and multiple resource values. These decisions often result in the expenditure of large sums of public funds and may have economic, social, political and environmental impacts. The expertise and actions of the employee affect the safe and cost-effective accomplishments of interagency aviation and fire management support programs throughout the center's area of influence.

Factors 6 & 7 - Personal Contacts & Purpose of Contacts

Level 3C, 180 Points

Personal contacts are made with all levels of cooperating land management and emergency support agencies. Primary contacts are with agency administrators, fire management personnel, fire suppression personnel, resource specialists and other unit coordinators. Other personal contacts are with national and local news media, contractors, private landowners, political officials, and the general public.

Contacts are for the discussion of critical emergency services and fire management programs with Federal, State, and local organizations which are often complicated by mixed ownership and complex management responsibilities. This requires tact, persuasion and compromise to resolve operating problems with organizations that often have conflicting viewpoints on use of their emergency resources.

Public contacts are designed to inform the parties involved of current land management activities and the efforts being made to protect lives, property, and multiple resource values. Media contacts are designed to inform the general public of the current or predicted fire or emergency situations.

Factor 8 - Physical Demands

Level 8-1, 5 Points

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. The duties of this position create a highly stressful environment during peak activity, requiring the ability to keep calm in emergency situations. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required. Travel associated with field visits and other administrative travel may be required.

Factor 9 - Work Environment

Level 9-1, 5 Points

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties. This creates a high stress work environment.

| Evaluation Summary | Final Level | Points |
|---|--------------------|-----------------------|
| Knowledge Required by the Position | 1-7 | 1250 |
| Supervisory Controls | 2-4 | 450 |
| Guidelines | 3-3 | 275 |
| Complexity | 4-4 | 225 |
| Scope and Effect | 5-3 | 150 |
| Personal Contacts & Purpose of Contacts | 3C | 180 |
| Physical Demands | 8-1 | 5 |
| Work Environment | 9-5 | 5 |
| Total Points: | | 2540 |
| Point Range: | | 2355-2750 |
| Final Grade: | | GS-11 |
| Official Title: Logistics Management Specialist | | SPD #: FDI0215 |
| Standard(s) used to evaluate the position: Logistics Management Series, GS-0346 TS-78 January 1987 Administrative Analysis Grade Evaluation Guide, TS-98, August 1990 | | |
| Comments: Major duties account for 100% of time. This position is at the full performance level. | | |