

## Department of the Interior Standard Position Description Template

PD Number:

### **Classification: Supervisory Wildland Firefighter (Fire Management Officer), GS-0456**

Senior fire management officials have defined and assigned the following major duties and responsibilities to be performed for proposed state or regional Supervisory Wildland Firefighter (Fire Management Officer), GS-0456-13 and Supervisory Wildland Firefighter (Fire Management Officer), GS-0456-14 positions. 5 CFR, Section 7106. Management rights.

Final title, series, and grade determinations will be rendered by the Bureau Servicing Human Resources Office, Classification Specialist, when assessing major duties performed and conducting position management analysis of the organization structure in accordance with the Office of Personnel Management, General Schedule Supervisory Guide (GSSG), HRCD-5 June 1998, April 1998.

### **INTRODUCTION**

This is a Supervisory Wildland Firefighter (Fire Management Officer) position of a state or regional wildland fire management program within a bureau of the Department of the Interior (Department). The incumbent provides both technical and administrative program leadership to the state or region; represents the state or region's wildland fire program management position/posture to national wildland fire management leadership and to other mission adjacent agencies; and serves as a bureau-level subject matter expert (SME) to major mission adjacent agencies when discussing, coordinating, collaborating, or navigating resource need allocation and forecasting exercises, planning and preparedness activities, and investigations/inquiries.

Mission adjacent agencies include: U.S. Department of Agriculture (USDA)/Forest Service, Federal Emergency Management Agency (FEMA), Department of Defense (DOD), Environmental Protection Agency (EPA), Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), Department of Labor (DOL), Department of Homeland Security (DHS), Department of Energy (DOE), National Oceanic and Atmospheric Administration (NOAA), Department of Justice (DOJ); bureaus within the Department; state, Tribal, and Native Community resource management agencies; and state and local fire agencies and Tribal fire programs.

### **MAJOR DUTIES**

#### **Supervision (minimum 25% of work time)**

Supervises a state or regional wildland fire management program. Coordinates strategic implementation of complex fire management activities in a rapidly changing environment for allocation of resources, equipment and aircraft as further described under "Complexity." Supervisory authority is described under "Supervision Exercised."

## **Fire Program Management (maximum 75% of work time)**

### ***Program Management Overview***

As a State/Regional FMO, this position directs all phases of state/regional wildland fire management programs on Federally managed lands to include fire management planning, aviation management, training and workforce planning, fire preparedness, fuels management and fire prevention, dispatch coordination, suppression, post-suppression, as well as all hazard and emergency response activities. Additionally, the State/Regional FMO directs budget administration, internal and external communication, development and implementation of cooperative agreements, development of policy and procedures for the fire management program, and quality assurance and policy compliance. Complexity of the program is described under “Complexity.”

### ***Planning and Preparedness***

Serves as a bureau-level SME to major mission adjacent agencies when discussing, coordinating, collaborating, or navigating resource need allocation and forecasting exercises, and planning and directing preparedness activities. Directs long-range planning for the state or region and coordinates and collaborates planning and preparedness efforts with multiple agencies and intra/inter-agency peers and colleagues (e.g., long-term fuels management and risk mitigation activities, environmental compliance, hazardous fuel reduction and smoke management efforts, large scale public events, pre-positioning mobilization, all hazard responses). Leads and/or participates in negotiations with industry (e.g., power companies), Tribal governments, and with other Federal agencies in the development of complex agreements by which: 1) isolated Federal lands under the jurisdiction of Federal agencies will be protected by the appropriate organization or state, 2) privately-owned lands intermingled with Federal lands will be protected by Federal agencies, or 3) trust lands will be protected by Federal agencies.

### ***Technical Guidance***

Develops state/regional procedures, protocols, program standards and internal controls, and strategic objectives. Develops new methods, techniques, and practices for wildland fire management specific to the unique characteristics of the state/region. Serves on bureau-wide, Department-wide, or industry teams and councils to develop, update, or modify standards, policies, and procedures and to propose and/or evaluate the effectiveness and efficacy of emerging techniques, tools, equipment, and treatments.

### ***Communication***

Represents state, region, or Tribal wildland fire management position/posture to national wildland fire management leadership and to other mission adjacent agencies and communities. Manages sensitive internal communications and external public relations efforts or problems. Provides advisory services to a variety of public stakeholders to enhance understanding of wildland fire challenges, and the particular risks associated with the wildland urban interface

(WUI). Responds to data calls, auditors, investigations, and formal inquiries (e.g., fire origin, cause, cost recovery and trespass investigations; safety reviews; congressional inquiries; Office of Inspector General (OIG) audits). As a bureau SME, regularly provides data and information in response to Congressional inquiries and may be called to provide expert testimony in legal proceedings such as fire origin, cause, cost recovery, and trespass.

Performs other related duties as assigned.

## **FACTORS**

### **Guidelines**

The State/Regional FMO uses experienced judgment and extensive knowledge of applicable standards, practices, guidelines, precedents, policies, legislation, and regulations to direct and lead the state or region in carrying out a safe, effective wildland fire management program. The State/Regional FMO has authority to deviate from established precedents and practices based on knowledge and understanding of their specific state/regional needs, demands, and unique characteristics and risks. The State/Regional FMO has authority to develop and propose/recommend new methods, techniques, and practices based on fire management experience in their state/region. In addition to developing state/regional procedures and protocols, the State/Regional FMO's often serve on bureau-wide, Department-wide, or industry teams and councils to develop, update, or modify standards, policies, and procedures or to evaluate the effectiveness and efficacy of emerging techniques, tools, equipment, and treatments.

### **Complexity**

The State/Regional FMO directs a wildland fire management program that is very complex due to a combination of size, scope, and complexity of the fire program management characteristics, both technical and administrative. From a technical perspective, increased development in the wildland-urban interface, long duration fire seasons, climate change, and navigating differing expectations among partners and stakeholders have rapidly and significantly increased the complexities involved in directing, planning, coordinating and/or managing responses to wildland fire and all hazard incidents. Work is further complicated by environmental situations such as: frequent critical climatic conditions which contribute to the occurrence of fires and to the difficulty, variety, and intensity of fire suppression problems; extensive mechanical and biological fuels treatments which, in the short-term, create large quantities of slash and increase fire hazard reduction responsibilities; complex vegetative and fuel type combinations in the area which increase fire potential and result in continuous fire management problems; intensive or unsupervised public use that can result in frequent human-caused fires which require intense planning and leadership to carry out active and continuous fire prevention programs.

Administrative complexities include: the responsibility to mitigate impact to cultural, biological, and natural resources in a multi-jurisdictional environment often with competing priorities; fires have the potential to impact population dense areas or areas with high political visibility due to high-value assets, infrastructure, and cultural and natural resource risks; fuels management objectives that are obtained through long-term collaborative strategic planning and implementation across multiple fuel and terrain types; monitoring 638 compacts and contracts; and managing response with a large "collateral duty" workforce and with very complex cooperator engagements and agreements (agreements are negotiated with numerous cooperators and the agreements include some type of response coverage for multiple jurisdictions and/or multiple protection areas).

## **Personal Contacts/Purpose of Contacts**

Personal contacts are varied and extensive. They are often with, but not limited to, the following: state/regional line management officials and wildland fire program management leadership and employees; colleagues and peers throughout the Department, including the National Interagency Fire Center (NIFC) and training centers; Tribal and Native Community representatives; private landowners, mission support advisors and staff; officials from mission adjacent agencies as described in the “Introduction;” officials of large industrial concerns (e.g., power companies, timber companies); law enforcement officials; attorneys from Department and DOJ; cooperators in fire prevention campaigns; auditors; and the general public.

State/Regional FMO contacts are for purposes of managing sensitive internal communications or external public relations efforts or problems; responding to data calls, auditors, investigations, and formal inquiries (e.g., fire cost recovery and fire trespass investigations; safety reviews; accident investigations; congressional inquiries and congressional staff or member site visits; OIG audits); long-range planning; coordination and collaboration with multiple agencies and stakeholders; working collaboratively with intra and inter-agency peers and colleagues on special projects such as developing or updating wildland fire management program standards; resource coordination and direct support for wildland fire and all hazard incidents; leading and/or participating in negotiations with industry representatives and with other agency officials in the development of complex agreements. Participating in private landowner engagements for cross boundary projects. Interactions are often contentious and require significant tact and diplomacy.

## **Supervision Received**

The State/Regional FMO is delegated authority to plan and implement activities to achieve state/regional wildland fire management program objectives and works under the general supervision of either bureau line management officials or bureau-level wildland fire program leadership. The State/Regional FMO manages their program independently, consulting with their leadership on questions of long-range policy, changes in resource management planning direction, and/or clarification of program objectives or controversial issues. The work performed is reviewed for overall program effectiveness and adequacy and for alignment with mission, policy, standards, and program objectives.

## **Supervision Exercised**

Carries out the following supervisory responsibilities and authorities: 1) Plan work to be accomplished by subordinates, set and adjust priorities, and prepare schedules for completion of work; 2) Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; 3) Evaluate work performance of subordinates and serve as reviewing official if a second-level supervisor; 4) Give advice, counsel, or instruction to employees on both work and administrative matters; 5) Interview candidates for positions in the unit; approve appointment, promotion, or reassignment to positions; 6) Hear and resolve complaints from employees, reviewing group grievances and more serious unresolved complaints and approving or recommending action; 7) Effect

disciplinary measures, such as warnings and reprimands, approve actions involving subordinates; 8) Approve developmental and training needs of employees, providing or arranging for needed development and training; 9) Find ways to improve production or increase the quality of the work directed; 10) Develop performance standards and ensure performance standards and ratings are reasonably equitable among employees of subordinate supervisors; 11) Provide administrative approvals such as travel, credit card actions, time and attendance; and 12) Approve expenses such as within-grades, overtime, and travel; and approve, or recommend to higher level official, awards and classification changes.

Ensures equal opportunity for employees in the selection of participants for training, awards and recognition, and other career development opportunities. Ensures fair and unprejudiced employment practices in the recruitment and selection of candidates for vacant positions. Supports education and training programs designed to provide a maximum opportunity for employees to advance and perform at their highest potential. Creates an inclusive, equitable and accessible work environment that respects the contribution and perspective of the employees. Supports the EEO program actively in day-to-day activities.

Supervises and conducts a safety and health program for employees that includes the following: (1) instruction in safe operating procedures and policies; (2) investigation of all accidents/incidents including preparation of reports and forms, evaluation of the causes and effects, and determination of corrective action required; (3) supervisory safety meetings and enforcement of safety rules and regulations; and (4) follow-up action on specific safety and health problems within the staff.

## **OTHER SIGNIFICANT FACTS**

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**.

Physical Demands: The work is normally sedentary; however, some physical exertion is required as it relates to site visits and fire line assignments which involve walking on rough, uneven terrain, long periods of standing, and exposure to extreme heat, smoke, and temperatures.

Work Environment: The work is normally performed in an office setting. During the wildland fire season, field work may involve high risk exposure to potentially dangerous situations or stress such as wildfire, heat, smoke, and falling rocks and trees and may require flying in small fixed-wing and rotary-wing aircraft. Field work usually requires protective equipment to be worn and a range of safety and other precautions to be observed.

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

Position requires a valid state driver's license to operate light vehicles and 4x4 vehicles.

## **SUPERVISORY TEMPLATE - CLASSIFICATION ADVISORY GUIDANCE**

Each Bureau SHRO has been granted full delegated classification authority over HR operational initiatives and practices within their servicing Bureau and is accountable to the Department for justifying and defending title, series, grades, and BUS code determinations of position descriptions. Bureau SHRO is also accountable to the Policy Strategic HR Planning and Evaluation Division during Agency Oversight and Accountability Audit Investigations.

Bureau HR Classification Specialists are advised to use sound Position Management Principles to ensure supervisory position descriptions appropriately meet OPM's mandates as outlined within the General Schedule Supervisory Guide (GSSG), particularly when assessing official organization charts and validating title, series, grades determinations, while also ensuring the sufficiency in base-level of subordinate positions (employees) within each supervisory position's chain-of-command structure. Position management and structure of subordinate positions of an individual supervisory position control the final grade level of the supervisor's position.

When utilizing the Supervisory Sample Template(s) as a base, Policy advises SHRO to coordinate with supervisory officials and ensure OOC(s) accommodates the Supervisory PD(s) when the SF52 personnel action request(s) is submitted to Bureau SHRO for action. The OOC(s) should be signed by Senior Supervisory Official who possess budgetary authority over Fire organization positions and funding allocations.

Since final title and grade determinations of supervisory positions are based primarily on the design of the organizational structure, Bureau Classifiers are advised to compare official organization charts (OOCs) and subordinate employees' data to FPPS HR database system data for consistency requirements.

The final supervisory PD and support documentation should be coordinated directly to the Department's HR Specialist, Division of Workforce Relations, Office of Human Capital to coordinate special retirement coverage (FLERT).

## **SUPERVISORY DESCRIPTION AND ASSESSMENT**

**Instructions:** The Bureau completes the "Supervisory Description and Assessment Table" by describing the factors in the "Factor Description" column. The servicing HR office (SHRO) provides factor level evaluation of the factor descriptions and assigns point values and final position classification determination and BUS Code of the PD. The SHRO submits the final certified PD to the Office of Human Capital for special retirement coverage determination prior to HR action (e.g., recruitment, reassignment, detail).

\*Note: For complex organizational structures that support the use of the "Deputy Rule" in the General Schedule Supervisory Guide (Definition page 6 and Application page 9), this SPD Template may be used for the Deputy State/Regional FMO position.

<b>Factor</b>	<b>Factor Description</b>	<b>Factor Level</b>	<b>Points</b>
<b>1. Program Scope and Effect</b>			
<b>2. Organizational Setting</b>			
<b>3. Supervisory Authority Exercised</b>			
<b>4a. Personal Contacts – Nature</b>			
<b>4b. Personal Contacts – Purpose</b>			
<b>5. Difficult of Typical Work Directed</b>			
<b>6. Other Conditions</b>			
<b>Total Points</b>			
<b>Point Range</b>			
<b>GSSG Grade</b>			
<b>0456 Grade</b>			
<b>Classification Citation References:</b>	Position Classification Standard for Wildland Fire Management, 0456, June 2022; General Schedule Supervisory Guide, HRCD-5, June 1998, April 1998; U.S. Code § 5104, Basis for grading positions.		
<b>Final Title and Series</b>	<b>Supervisory Wildland Firefighter (Fire Management Officer), GS-0456</b>		
<b>Final Grade</b>			
<b>BUS Code</b>			
<b>Classifier Comments</b>			