



**U.S. DEPARTMENT OF THE INTERIOR  
 Certification of Position Approval  
 for Retirement  
 Under 5 USC § 8336(c) and § 8412(d)**

[ X ] Approved under the Civil Service Retirement System, 5 USC § 8336(c)

[ X ] 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: Fire Management Specialist (Prescribed Fire and Fuels)

Organization Title: \_\_\_\_\_

Standard Position Number: FDI221B/FDI221A Series and Grade: GS-0401-07/09

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


The employee serves in a key fire management position in a field fire management organization as a Fire Management Specialist (Prescribed Fire and Fuels). The employee has program responsibility for prescribed fire, fuels management, fuels monitoring smoke management, and wildfire response. The employee provides professional advice and assistance to meet resource management objectives with prescribed fire, fuels management, and/or wildfire response. **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 for incumbents of this position.**

**WILLIAM SIZEMORE** Digitally signed by WILLIAM SIZEMORE  
 Date: 2019.12.02 13:23:29 -07'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI Date

 11-19-19


GRANT BEEBE, Assistant Director, Fire and Aviation (Acting), BLM Date

 11/25/19

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

 11/25/19

LEON W. BEN, JR., Branch Chief of Wildland Fire Management, BIA Date

 11/25/19

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS Date

**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**  
 AYANNA SEARS  
 c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=AYANNA SEARS,  
 0.9.2342.19200300.100.1.1=14001003241288  
 2019.12.03 21:49:32 -05'00'

For: Deputy Assistant Secretary, Human Capital and Diversity Date



**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
FDI221B

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced) New DOI Fire Standard PD Replaces legacy SPD# DOI121		7. Fair Labor Standards Act <input 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 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		13. Competitive Level Code
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	Fire Management Specialist (Prescribed Fire and Fuels)	GS	0401	7	rl	11/14/2019
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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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 (optional)
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20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false 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 OPM Job Family Standard (JFS) for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 dated September 2005.
Typed Name and Title of Official Taking Action Rena Lockwood, Classification Program Manager	<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: RENAE LOCKWOOD Digitally signed by RENAE LOCKWOOD Date: 2019.11.14 15:08:36 -05'00'	
Date: 11/14/2019	

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

24. Remarks  
Full performance level is at the GS-9 grade.

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



## 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.

**Fire Management Specialist (Prescribed Fire and Fuels)  
GS-401-07**

**Legacy SPD#: DOI121**

**I. INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). As a developmental position, the incumbent will be provided a period of growth that involves both on-and-off the job training in overall objectives to be accomplished and available resources of the full performance position which is identified as a key fire management position in a field fire management organization as a Fire Management Specialist (Prescribed Fire and Fuels). This is a career ladder position. Full performance level is at the GS-9 grade.

The employee will work under the direction of the supervisor or designated senior staff, receiving a variety of assignments designed to enhance critical skills and develop professional expertise. Participates in planning and assigning priorities to assignments/tasks to develop the competencies to assume the full program responsibility for prescribed fire, fuels management, fuels monitoring, smoke management, and wildfire response; and to provide professional advice and assistance to meet resource management objectives with prescribed fire, fuels management and/or wildfire response.

**II. MAJOR DUTIES**

**Program Management (30%)**

Participates in the development and implementation of multiple resource objectives. Develops and analyzes fuels treatment alternatives to support management decisions while adhering to applicable laws, regulations, policies, and guidelines. Reviews individual fuels treatments as well as the effectiveness of the assigned program and makes recommendations for improvement. Assists fire management, fuels management, and other natural resource and cultural resource managers to set program, project, treatment, monitoring priorities, goals and objectives

Coordinates with the next higher organizational level, other agencies, cooperators, and stakeholders to develop interagency fuels strategies. Represents the organization in multi-agency fuels management activities.

Researches literature and technology developments in the disciplines of wildfire science, fire ecology, fire effects, landscape ecology and other related disciplines to improve the efficiency and effectiveness of the units fuel management program.

Collects and analyzes information through a variety of methods, including field surveys, computer modeling, and specific literature searches.

Researches state-of-the-art computer modeling software and scientific methods (including geographic information systems) to evaluate wildfire response, air quality, and fuel treatment planning and applications to create efficiencies in data collection, storing and analysis.

As required, follows standard procedures to coordinate multidisciplinary and interagency field studies related to fuels management program issues to determine effectiveness of treatments. Analyzes and evaluates study findings and provides comprehensive recommendations for future fuels management projects.

Assists with the smoke management program to ensure compliance with state air quality standards. Coordinates with federal, state, tribal and local government air quality officials in their development of operational procedures and reporting requirements.

Participates in developing the annual fuels management budget and monitoring current program budget (i.e., expenditures and balances).

### **Planning (30%)**

Participates as a member of an interdisciplinary team planning, developing, and implementing land management plans, compliance documents, and agreements. Provides input and recommends strategies for fuels and fire management.

Assists other resource program managers in the design of fuels management prescriptions and implementation plans. Provides advice on fuels management methods to enhance, restore and protect ecosystems.

Participates in the development, review, and modification of the fire management plan. Develops, reviews, and monitors fuels management plans. Works closely with other resource specialists to integrate vegetation management concepts into fuels management projects.

Reviews environmental documents, prescribed fire plans, fuels monitoring plans, and wildfire management plans of other bureaus/agencies and stakeholders. Assists with the development of unit level monitoring plans, and yearly program of work.

Maintains proficiency in application and technology transfer of state-of-the-art monitoring systems and data analysis software.

Prepares wildfire response risk assessments incorporating wildland/urban interface considerations into all agreements, operating plans, and land and fire management plans, to ensure that all interface areas are covered and state and local responsibilities are defined.

Participates in the development of cooperative agreements to facilitate multi-agency projects.

### **Operations (20%)**

Participates in special assignments (as qualified) to plan, implement, and participate in prescribed fire activities, wildfire response, and fuels management activities to ensure targets are achieved, management objectives are met and mitigation measures are adequate. Monitors fire behavior, evaluates fire effects, identifies potential problems and recommends appropriate action.

Designs and conducts fuels management inventory analyses. Utilizes the results of the analysis to prioritize prescribed fire and fuels management projects.

Follows established procedures to ensure the welfare and safety in all aspects of project implementation. Identifies training needs and participates in prescribed fire and fuels management, and wildfire response and safety training in the techniques, practices, and methods of fire suppression.

Assists in pre- and post- monitoring activities to track, and report fuel loading and/or vegetation change.

Participates in fuels and fire reviews.

May serve as a Contracting Officer's Representative (COR) on fuel management contracts and may be responsible for the preparation of contract specifications and performance measures.

In addition to fuels management operations supports wildfire response suppression activities.

### **Supervision and Safety (20%)**

May assist the Module Leader or other senior staff in the technical and administrative supervision of a fuels module/staff that ranges in size and duration (generally up to six crew members during a fire season). Participates in the establishment, definition, and planning of work assignments for the module/staff. Coordinates project/work schedules with appropriate staff. Reports changes in the module/staff status for daily situation updates as required/requested.

Provides leadership and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Develops and delivers communication (written, oral, visual, signed) in a non-discriminatory manner that is sensitive to all employees and the public. Assists in creating a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

Assists in the development and implementation of a training program to ensure crew safety and welfare is compliant with applicable requirements. Ensures work conditions conform to Department/bureau safety programs. Identifies and recommends corrective actions for job safety and health hazards, instructs employees on safety requirements of assignments, reviews and reports loss incidents in accordance with Department/bureau and OWCP regulations. Identifies corrective measures for violations of the Occupational Safety and Health Act standards in the workplace.

### **OTHER SIGNIFICANT FACTS**

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 an administrative position in an organization having a firefighting mission, and is 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 for incumbents of this position.

This position requires a valid state driver's license to operate a variety of motor vehicles to transport equipment, supplies, crewmembers, and others (as required).

May require certification to use/operate specialized fire equipment.



This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free and Alcohol-free Workplace Program.

This position may involve performing strenuous activities under rigorous fieldwork conditions during emergency situations requiring above average physical performance, endurance and superior conditioning. Operation of some specialized fire equipment can place extended physical stress on employee during fire activities.

Performs similar duties as assigned.

### III. FACTOR LEVELS

#### Factor 1. Knowledge Required by the Position

(Level 1-6, 950 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildfire response environment sufficient to maintain and enhance an established fuels management program.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, forestry, hydrology, geology) and the interrelatedness or impact on fuels and wildland fire management programs.

Knowledge of the effects of prescribed fire and wildland fire on natural and cultural resources to prepare fuels management and/or wildfire plans.

Knowledge of environmental laws, regulations, and policies such as the National Environmental Policy Act (NEPA), the Clean Air Act, and the Threatened and Endangered Species Act sufficient to prepare planning documents and to reference when advising on fuels and wildland fire management programs.

Knowledge of wildfire response safety policies, practices and procedures.

Knowledge of computer applications and software used in the analysis of fuels management.

Knowledge of budgeting policy, procedures and techniques to participate in the development and management of the fuels management annual budget.

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR) to prepare contract specifications and measure performance.

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

Knowledge of administrative supervisory procedures and methods in order to manage a fuels module/staff that consists of up to six crewmembers.

**Factor 2. Supervisory Controls**

**(Level 2-2, 125 points)**

The supervisor or designated employee assigns work and provides the general parameters of the work (what needs to be done, how it should be done, and when it is due). When multiple assignments are given, the supervisor may also establish the priority of order to complete the work. For special assignments (new or more complex than previously encountered), the incumbent will be provided clear, detailed, and specific instructions on how to proceed. The incumbent will perform the routine day-to-day work independently following established practices or as previously instructed. As needed, consults with the supervisor or senior staff on all matters not specifically covered in the original instructions and guidelines.

All work is reviewed upon completion; however, the supervisor may periodically review work in progress to verify accuracy and conformance to required procedures and any special instructions.

**Factor 3. Guidelines**

**(Level 3-2, 125 points)**

Well-defined guidelines are available in the form of Department and bureau administrative manuals, handbooks, directives and policy that prescribe established procedures and techniques and provide clear precedents. The supervisor or senior staff will discuss the interpretation and application of statutory provisions of applicable legislation, interagency policies, or complex scientific theories until the employee demonstrates the competency to independently interpret and make minor to moderate deviations to guidelines that are not directly applicable to the assignments. Significant deviations will continue to require the supervisor's attention.

**Factor 4. Complexity**

**(Level 4-2,125 points)**

Assignments consist of a wide variety of tasks which are developmental in nature and are designed to provide the employee with exposure to the full range of fire management and administrative responsibilities described in the full performance grade level (FPL) SPD. They also serve to provide opportunities for practical application of theory and basic principles of natural resources/wildlife management and their integration into prescribed fire, wildfire response, and fuels management activities.

Developmental assignments or special projects are designed to challenge the employee from practical to more analytical application of professional knowledge, scientific theories and/or concepts. These assignments can include developing recommendations or action plans for the assigned organization based on factual data collected, recorded, and reported upon from observation studies; searching technical reports, policies, regulations and laws for information; and observing prescribed fire, wildfire response, and fuels management activities.

Work of a routine nature or those having limited variables is performed independently. The employee will also serve as a member of an interdisciplinary/interagency team and will be expected to work with other team members to consider and analyze fuels treatments and formulate and recommend land management alternatives.

**Factor 5. Scope and Effect**

**(Level 5-2, 75 points)**

Developmental assignments are designed to familiarize the employee with the Bureau and the Department; with the varied processes involved with performing the work; with the standards,



procedures, theories, principles, and applications involved in the planning, development, and implementation of a fuels management program (as described in the FPL SPD). Assignments will involve common/routine issues and problems or will be a smaller segment of a larger issue/project of a higher graded staff.

Overall, the purpose of the work is to work independently on routine assignments or those having limited variables and to serve as a member of an interdisciplinary/interagency team by providing assistance to senior, more experienced fire management staff by relieving them of detailed and routine work. Work efforts have an effect on the accuracy and reliability, as well as the timeliness of the projects being performed by higher-graded employees.

**Factors 6 and 7. Personal Contacts and Purpose of Contacts (Level 2-a, 45 points)**

Primary contacts are with fire and other resource personnel and managers within the organization (fire and non-fire). Additional contacts involve personnel from other Federal, Tribal, state and local agencies; as well as contractors, news media, local community leaders, cooperators, and the general public.

The primary purpose of contacts is to obtain, clarify, or exchange information or facts needed to complete an assignment. Additional contacts involve participating on interdisciplinary/interagency teams for the planning, implementation and coordination of the fuels management program.

As experience and expertise is developed, contacts may involve coordinating activities, ensuring compliance with established safe practices, solving operational problems, resolving conflicts, and conducting training.

**Factor 8. Physical Demands (Level 8-3, 50 points)**

The work is normally sedentary. However, field work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

**Factor 9. Work Environment (Level 9-3, 50 points)**

Work is performed both in-doors (office) and out-of-doors (field work). Office conditions require long periods of sitting, working with computers and general lifting, and bending and reaching. Field conditions are performed in various conditions and often involve steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions.

Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. The employee may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.

<b>Evaluation Summary</b>	<b>Final Level</b>	<b>Points</b>
Knowledge Required by the Position	1-6	950
Supervisory Controls	2-2	125
Guidelines	3-2	125
Complexity	4-2	75
Scope and Effect	5-2	75
Personal Contacts & Purpose of Contacts	2-A	45
Physical Demands	8-3	50
Work Environment	9-3	50
Total Points:	1495	
<b>Final Grade:</b>	<b>GS-07</b>	
<b>Official Title: Forestry Technician (Fire)</b>	<b>SPD # FDI221B</b>	
Standard(s) used to evaluate the position	OPM Job Family Standard (JFS) for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 dated September 2005.	
Comments: Major duties account for 100% of time		

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
FDI221A

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
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7. Fair Labor Standards Act <input 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
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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 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	13. Competitive Level Code
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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	Fire Management Specialist (Prescribed Fire and Fuels)	GS	0401	9	rl	11/14/2019
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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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 (optional)
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20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false 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 OPM Job Family Standard (JFS) for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 dated September 2005.
Typed Name and Title of Official Taking Action Rena Lockwood, Classification Program Manager	<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 RENAE LOCKWOOD Digitally signed by RENAE LOCKWOOD Date: 2019.11.14 15:08:36 -05'00'	
Date 11/14/2019	

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

24. Remarks  
This position is at the full performance level.

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



## 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.

**Fire Management Specialist (Prescribed Fire and Fuels)  
GS-401-09**

**Legacy SPD#: DOI121**

**I. INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The employee serves in a key fire management position in a field fire management organization as a Fire Management Specialist (Prescribed Fire and Fuels). This is a career ladder position. This position is at the full performance level.

The employee has program responsibility for prescribed fire, fuels management, fuels monitoring, smoke management, and wildfire response. The employee provides professional advice and assistance to meet resource management objectives with prescribed fire, fuels management, and/or wildfire response.

**II. MAJOR DUTIES**

**Program Management (35%)**

Manages a unit fuels management program. Assists the fire management officer or supervisor in the development of mid and long-term programs of work which support the units land and resource management plan alternatives. Develops and analyzes fuels treatment alternatives to support management decisions while adhering to applicable laws, regulations, policies, and guidelines. Evaluates individual fuels treatments as well as the effectiveness of the assigned program and makes recommendations for improvement.

Coordinates with the next higher organizational level, other agencies, cooperators, and stakeholders to develop interagency fuels treatment strategies. Represents the organization in multi-agency fuels management activities.

Researches literature and technology developments in the disciplines of wildfire science, fire ecology, fire effects, landscape ecology and other related disciplines to improve the efficiency and effectiveness of the units fuel management program.

Collects and analyzes information through a variety of methods, including field surveys, computer modeling, and specific literature searches.

Researches state-of-the-art computer modeling software and scientific methods (including geographic information systems) to evaluate wildfire response, air quality, and fuel treatment planning and applications to create efficiencies in data collection, storing and analysis.

Coordinates multidisciplinary and interagency field studies related to fuels management program issues to determine effectiveness of treatments. Coordinates and provides transfer of findings to the appropriate personnel.

Coordinates with fire management, fuels management, and other natural resource and cultural resource managers to set program, project, treatment, monitoring priorities, goals and objectives.

Responsible for the smoke management program and for ensuring that all fuel treatment actions are compliant with state air quality standards. Coordinates with federal, state, and local government air quality officials in their development of operational procedures and reporting requirements.

Performs fiscal analysis, assists in formulating the annual fuels management budget, and maintains and tracks program expenditures.

### **Planning (25%)**

Serves as a member of an interdisciplinary team planning, developing, and implementing land management plans, fire management plans, compliance documents, and agreements. Provides input and recommends strategies for fuels and fire management.

Provides assistance to other resource program managers on the use of wildland fire to enhance, restore and protect ecosystems. Designs fuels management prescriptions and implementation plans which support land management outcomes. Provides advice and guidance for implementing prescribed fire monitoring to include fire weather, fire behavior, smoke monitoring, and fire effects.

Participates in the development, review, and modification of the fire management plan. Develops, reviews, and monitors fuels management plans. Works closely with other resource specialists to integrate vegetation management concepts into fuels management projects. Provides advice and guidance in habitat type and vegetation identification, monitoring protocols, vegetation sampling, data collection, collation, analysis, and reporting.

Reviews environmental documents, prescribed fire plans, fuels monitoring plan and wildfire management plans of other agencies and stakeholders which will affect the unit. Assists with the development of monitoring plans, and yearly program of work.

Prepares wildfire response risk assessments incorporating wildland/urban interface considerations into agreements, operating plans, and land and fire management plans, to ensure that interface areas are considered and state, tribal, and local responsibilities are defined.

Participates in the development of cooperative agreements to facilitate multi-agency projects.

### **Operations (20%)**

Plans, implements, and participates (as qualified) in prescribed fire activities, wildfire response, and fuels management activities to ensure management objectives are achieved, and mitigation measures are adequate. Monitors fire behavior, evaluates fire effects, identifies potential problems and takes appropriate action.

Designs and conducts fuels management inventory analyses. Utilizes the results of the analysis to prioritize prescribed fire and fuels management projects.



Conducts pre and post monitoring activities to track, and report fuel loading and/or vegetation change.

Conducts implementation monitoring for prescribed fire and other fuels management activities to ensure program and project objectives are met.

Ensures welfare and safety in all aspects of project implementation. Identifies training needs and participates in prescribed fire and fuels management, and wildfire response and safety training in the techniques, practices, and methods of fire suppression.

Participates in fuels and fire reviews.

May serve as a Contracting Officer's Representative (COR) on fuel management contracts and may be responsible for the preparation of contract specifications and performance measures.

In addition to fuels management operations, supports wildfire response activities.

### **Supervision and Safety (20%)**

Exercises the minimum supervisory authorities and responsibilities 20% of duty time to a fuels module/staff that range in size and duration (generally up to six crew members during a fire season).

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. Coordinates with local monitoring crews and supports regional or local wildland fire modules.

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 that timeliness, form, procedure, accuracy, quality and quantity standards are met. Evaluates work performance of subordinates. Effects minor disciplinary measures, such as verbal warnings and cautions. 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, 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.

Provides for crew safety and welfare and implements a training program in compliance with applicable requirements. Ensures work conditions conform to Department and bureau safety programs. Identifies and correct job safety and health hazards, instructs employees on safety requirements of assignments, reviews and reports loss incidents in accordance with agency and OWCP regulations. Identifies

corrective measures for violations of the Occupational Safety and Health Act standards in the workplace.

### **OTHER SIGNIFICANT FACTS**

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 an administrative position in an organization having a firefighting mission, and is 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** for incumbents of this position.

This position requires a valid state driver's license to operate a variety of motor vehicles to transport equipment, supplies, crewmembers, and others (as required).

May require certification to use/operate specialized fire equipment.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free and Alcohol-free Workplace Program.

This position may involve performing strenuous activities under rigorous fieldwork conditions during emergency situations requiring above average physical performance, endurance and superior conditioning. Operation of some specialized fire equipment can place extended physical stress on employee during fire activities.

Performs similar duties as assigned.

### **FACTOR LEVEL DESCRIPTIONS**

#### **Factor 1. Knowledge Required by the Position**

**(Level 1-6, 950 points)**

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildfire response environment sufficient to maintain and enhance an established fuels management program.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, forestry, hydrology, geology) and the interrelatedness or impact on fuels and wildland fire management programs.

Knowledge of the effects of prescribed fire, fuels management, and wildland fire on natural and cultural resources to prepare fuels management and/or wildfire plans.

Knowledge of environmental laws, regulations, and policies such as the National Environmental Policy Act (NEPA), the Clean Air Act, and the Threatened and Endangered Species Act sufficient to prepare planning documents and to reference when advising on fuels and wildland fire management programs.

Knowledge of wildfire response safety policies, practices and procedures.

Knowledge of computer applications and software used in the analysis of fuels management.

Knowledge of budgeting policy, procedures and techniques to participate in the development and management of the fuels management annual budget.

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR) to prepare contract specifications and measure performance.

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

Knowledge of administrative supervisory procedures and methods in order to manage a fuels module/staff that generally consists of up to six crewmembers.

**Factor 2. Supervisory Controls**

**(Level 2-3, 275 points)**

The supervisor assigns work in terms of objectives and priorities with instructions on new projects or major changes. The employee plans and carries out recurring work without detailed instructions with significant latitude for independent action. Supervisor is available for consultation when new techniques or new policy guidelines are implemented.

Work is reviewed for adequacy in meeting objectives and priorities and for compliance with laws, regulations, and guidelines.

**Factor 3. Guidelines**

**(Level 3-3, 275 points)**

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

Due to the wide range of variables under which the work is accomplished, the employee has broad latitude for independent action and must rely on experience and judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

**Factor 4. Complexity**

**(Level 4-3,150 points)**

As a member of an interdisciplinary/interagency team, analyzes fuels treatments in order to formulate and recommend land management alternatives.

The work entails a variety of administrative professional, and technical prescribed fire, wildfire response, and fuels management duties. The employee must interpret and analyze environmental influences and fire behavior, make judgements, and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, and



employee and public safety must be considered by the employee in making formulating the appropriate strategy into an effective prescribed fire/fuels management program. Additional complexity factors involve conditions such as different types of treatment; social, political, and economic issues; higher complexity fuels treatment projects; resource and property values at risk; smoke management requirements; multiple jurisdictions, periodic use of aviation operations or support; and intra/inter-agency coordination requirements.

Due to the nature of fire management work, the employee will have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment and when making critical decisions under pressure.

**Factor 5. Scope and Effect**

**(Level 5-3, 150 points)**

The purpose of the position is to plan, develop, and implement the fuels management program. The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

**Factors 6 and 7. Personal Contacts and Purpose of Contacts**

**(Level 2-b, 75 points)**

Primary contacts are with fire and other resource personnel and managers within the organization (fire and non-fire). Additional contacts involve personnel from other Federal, Tribal, state and local agencies; as well as contractors, news media, local community leaders, cooperators, and the general public.

Contacts are necessary for the planning, implementation and coordination of the fuels management program. Contacts also involve coordinating activities, ensuring compliance with established safe practices, solving operational problems, resolving conflicts, and conducting training.

**Factor 8. Physical Demands**

**(Level 8-3, 50 points)**

The work is normally sedentary. However, field work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

**Factor 9. Work Environment**

**(Level 9-3, 50 points)**

Work is performed both in-doors (office) and out-of-doors (field work). Office conditions require long periods of sitting, working with computers and general lifting, and bending and reaching. Field conditions are performed in various conditions and often involve steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions.

Temperatures vary from above 100 degrees F to below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. The employee may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work

requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.

<b>Evaluation Summary</b>	<b>Final Level</b>	<b>Points</b>
Knowledge Required by the Position	1-6	950
Supervisory Controls	2-3	275
Guidelines	3-3	275
Complexity	4-3	150
Scope and Effect	5-3	150
Personal Contacts & Purpose of Contacts	2-b	75
Physical Demands	8-3	50
Work Environment	9-3	50
Total Points:		1975
<b>Final Grade:</b>		<b>GS-09</b>
<b>Official Title: Forestry Technician (Fire)</b>		<b>SPD # FDI221A</b>
Standard(s) used to evaluate the position	OPM Job Family Standard (JFS) for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 dated September 2005.	
Comments: Major duties account for 100% of time		