



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: Fire Management Specialist (Prescribed Fire and Fuels)

Organization Title: _____

Standard Position Number: FDI222B/FDI222A Series and Grade: GS-0401-09/11

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

The incumbent 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 and provides professional advice and assistance to meet resource management objectives for prescribed fire, fuels management, smoke management, and wildfire response. Incumbent may be responsible for emergency stabilization and rehabilitation (ESR) or other community assistance programs. **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 13:25:10 -07'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

11-19-19

Date

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

11/25/19

Date

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

11/25/19

Date

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

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS

11/25/19

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 21:59:06 -05'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No. FDI222B	
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# DOI122		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				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		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 <i>(if different from official title)</i>						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 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						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: 2019.11.14 15:08:36 -05'00'								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>											
b. Supervisor											
c. Classifier											
24. Remarks Full performance level is at the GS-11 grade.											
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.

**Fire Management Specialist (Prescribed Fire and Fuels)
GS-0401-09**

Legacy SPD#: DOI122

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 is at the GS-11 level.

The employee will work under the guidance of the supervisor or designated senior staff, receiving a variety of assignments designed to enhance critical skills and develop professional expertise sufficient to independently carry out program responsibilities involving prescribed fire, fuels management, smoke management, and wildfire response; and to provide professional advice and assistance to meet resource management objectives with prescribed fire and/or wildfire response.

II. MAJOR DUTIES

Program Management (35%)

Provides professional guidance on 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.

Evaluates individual fuels treatments as well as the effectiveness of the overall program and makes recommendations for improvement.

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.

Assists with fiscal analysis, formulation of the annual fuels management budget, and maintenance of a system of accounts to track program expenditures. Assists with the management of the budget from out-year planning to year-end closure.

Coordinates with the next higher organizational level, other agencies, cooperators, and stakeholders to develop interagency fuels strategies. As required, participates on multi-agency fuels management activities or groups.

Maintains awareness of technological developments in wildland fire science and related disciplines. Collects information through a variety of methods, including field surveys, computer modeling, and specific literature searches. Stays abreast of state-of-the-art computer modeling software and scientific methods to support fire management, air quality, and fuel treatment planning and applications.

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

Planning (25%)

Serves 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.

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

Assists 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 project designs in fuels program direction.

Reviews environmental documents, fuels management plans, prescribed fire plans, and wildland fire management plans of other agencies and stakeholders which will affect the unit.

Prepares wildland fire 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 apportioned appropriately.

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

Operations (20%)

Implements and administers prescribed fire activities, wildfire incidents, and other 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 takes appropriate action.

Designs and implements fuels management surveys to document presence, amount, and types of hazardous fuels. Utilizes the results of the surveys to prioritize prescribed fire and fuels management projects.

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

Participates in preparedness and fuels management reviews, proficiency checks and drills, safety sessions, and after action reviews.

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

Supports wildland fire suppression activities.

Supervision and Safety (20%)

Exercises delegated supervisory authorities and responsibilities 20% of duty 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, 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 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)

Knowledge of, and skill in applying, natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment sufficient to participate in the development and management of a fuels management program and independently perform recurring, well-precedented projects using standard methods and techniques.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology) and the interrelatedness or impact on fuels and wildland fire management programs sufficient to provide technical advice and guidance.

Knowledge of the effects of prescribed fire, fuels management, and wildfire for resource benefit on natural and cultural resources to prepare fuels management plans.

Knowledge of environmental laws, regulations, and policies including the National Environmental Policy Act (NEPA), the Clean Air Act, Threatened and Endangered Species Act, and the Wilderness Act sufficient to prepare routine reports and make presentations

Knowledge of wildland fire safety policies, practices and procedures to ensure the welfare and safety throughout all aspects of project implementation.

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government sufficient to support wildland fire suppression activities. Knowledge of, and skill in using, computer applications and software for a variety of fuels management uses.

Working knowledge of Federal budget policies, procedures and techniques sufficient to assist in the development of program budgets and annual work plans.

Working knowledge of contracting procedures sufficient to serve as a Contracting Officer's Representative (COR).

Interpersonal skills sufficient to interact with individuals and special interest groups with diverse

and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

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 or designated employee assigns work by outlining the objectives and describes the relationship of project activities to overall program responsibilities involving prescribed fire, fuels management, smoke management, and wildfire response. The employee will be expected to act independently in making decisions and carrying out his/her assignments, consulting with the supervisor or senior staff on matters not specifically covered in prior assignments or training. The employee and the supervisor confer on priorities and deadlines.

The incumbent plans and carries out major tasks in accordance with priorities and deadlines provided and performs assignments without specific instructions in accordance with policy and accepted practices. The employee keeps the supervisor informed of progress, significant concerns, and controversial issues.

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.

The incumbent has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The incumbent relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

Factor 4 - Complexity

(Level 4-3, 150 points)

The employee works 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 and technical prescribed fire, fire management, and fuels management support functions, each involving numerous procedures and operating requirements. Assignments are designed to allow the incumbent to develop technical expertise on smaller, less complex assignments before moving onto larger portions of the fire management program.

At times, the employee will be required to work alongside a senior fire management specialist on assignments that are characterized by a number of 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, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. The employee will be required to interpret and analyze environmental influences and fire behavior, make judgments, and adjust tactics as conditions change.

Adding an additional layer to the complexity are factors 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, frequent use of aviation operations or support; and intra/interagency coordination requirements.

Due to the nature of fire management work, the incumbent may 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 and prescribed fire program for a unit.

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 2b, 75 points)**

Primary contacts are with fire and other resource personnel and managers within the organization. Additionally, contacts are with State, Tribal and local governments or other Federal agencies, special interest groups and the general public. Other significant contacts may include contractors, news media, local community leaders, and cooperators.

Contacts are necessary for planning, implementation and coordination of the fuels management program. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

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

The work is normally sedentary. However, field work is evaluated as arduous and the duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time.

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

Work is perform 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.

Evaluation Summary	Final Level	Points
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	2b	75
Physical Demands	8-3	50
Work Environment	9-3	50
Total Points:	1975	
Final Grade:	GS-09	
Official Title: Fire Management Specialist (Prescribed Fire and Fuels)	SPD #: FDI222B	
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 <i>(Please Read Instructions on the Back)</i>										1. Agency Position No. FDI222A		
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# DOI122				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 <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		13. Competitive Level Code		14. Agency Use
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date		
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b. Department, Agency or Establishment		Fire Management Specialist (Prescribed Fire and Fuels)				GS	0401	11	rl	11/14/2019		
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>						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						
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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 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						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: 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 <i>(optional)</i>												
b. Supervisor												
c. Classifier												
24. Remarks This position is at the full performance level.												
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>												

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

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- *2. Check one.
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 - "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.
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- *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-0401-11**

Legacy SPD#: DOI122

I. INTRODUCTION

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

The employee has program responsibility and provides professional advice and assistance to meet resource management objectives for prescribed fire, fuels management, smoke management, and wildfire response. Incumbent may be responsible for emergency stabilization and rehabilitation (ESR) or other community assistance programs.

II. MAJOR DUTIES

Program Management (50%)

Oversees a unit fuels management program. Develops mid and long-term programs of work which support the unit's land and resource management plan alternatives. Develops fuels treatment alternatives to support specific management decisions while adhering to applicable laws, regulations, policies, and guidelines. As required, plans and oversees contracting and procurement of goods and services to accomplish fuels management goals and objectives. Evaluates individual fuels treatments as well as the effectiveness of the overall fuels management program and makes program changes based on evaluation findings.

Coordinates 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.

Responsible for 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.

Performs fiscal analysis, formulates the annual fuels management budget, and maintains a system of accounts to track program expenditures. This includes managing the budget from out-year planning to year-end closure.

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

Maintains awareness of technological developments in wildland fire science and related

disciplines. Collects information through a variety of methods, including field surveys, computer modeling, and specific literature searches. Stays abreast of state-of-the-art computer modeling software and scientific methods to support fire management, air quality, and fuel treatment planning and applications.

Planning (10%)

Serves as a member of an interdisciplinary team planning, developing, and implementing land management plans, fire management plans, compliance documents, and agreements.

Provides input to the fire management officer and other management staff on strategies for addressing fuels and fire management problems.

Provides professional guidance and 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.

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 project designs with fuels management program objectives.

Reviews environmental documents, fuels management plans, prescribed fire plans, and wildland fire management plans of other agencies and stakeholders which will affect the unit.

Prepares wildland fire 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 and local responsibilities are apportioned appropriately.

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

Operations (20%)

Implements and administers wildfire incidents, and other fuels management activities to ensure targets are achieved, management objectives are met and mitigation measures are adequate. Directs others in the monitoring of fire behavior, evaluation of fire effects, ensures potential problems are identified and takes appropriate action.

Designs and implements fuels management surveys to document presence, amount, and types of hazardous fuels. Utilizes the results of the surveys to prioritize prescribed fire and fuels management projects.

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 fuels management contracts and may be responsible for the preparation of contract specifications and performance measures.

Supports wildfire response activities.

Supervision and Safety (20%)

Exercises delegated supervisory authorities and responsibilities 20% of duty 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, 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 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 1-7, 1250 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment sufficient to develop and manage a fuels management program..

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology).

Comprehensive knowledge of the effects of fuels management, prescribed fire, and wildfire for resource benefit on natural and cultural resources to prepare complex fuels management plans.

Knowledge of environmental laws, regulations, and policies including the National Environmental Policy Act (NEPA), the Clean Air Act, Threatened and Endangered Species Act, and the Wilderness Act sufficient to produce environmentally sound and defensible documents.

Knowledge of accepted wildland fire safety practices and procedures.

Knowledge of computer applications and software for a variety of fuels management uses.

Knowledge of budgeting policy, procedures and techniques sufficient to develop program budgets and annual work plans.

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR).

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

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 2-4, 450 points)

Supervisor gives assignments in terms of broad areas of responsibility, program emphasis, and key management concerns. The employee and the supervisor confer on priorities and deadlines for program accomplishment. The employee independently plans and coordinates with others in determining methods of accomplishment.

The incumbent plans and carries out major tasks in accordance with priorities and deadlines provided and performs assignments without specific instructions in accordance with policy and accepted practices. The employee keeps the supervisor informed of progress, significant concerns, and controversial issues. Completed staff work is required.

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.

The incumbent has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The incumbent relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

Factor 4 - Complexity

(Level 4-4, 225 points)

The work entails a variety of complex administrative and technical prescribed fire, wildfire response, and fuels management support functions, each involving numerous procedures and operating requirements. The incumbent must interpret and analyze environmental influences and fire behavior, make judgments, 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, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. Adding an additional layer to the complexity are factors 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, frequent use of aviation operations or support; and intra/interagency coordination requirements.

The multiple variables, conflicts in resource management objectives, and environmental constraints require that the incumbent evaluate a considerable amount of data in formulating the appropriate strategy into an effective prescribed fire/fuels management program.

Due to the nature of fire management work, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

Factor 5 - Scope and Effect

(Level 5-3, 150 points)

The purpose of the position is to plan, develop, and implement the fuels management and prescribed fire program for a unit. 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 2b, 75 points)

Primary contacts are with fire and other resource personnel and managers within the organization. Additionally, contacts are with State, Tribal and local governments or other Federal agencies, special interest groups and the general public. Other significant contacts may include contractors, news media, local community leaders, and cooperators.

Contacts are necessary for planning, implementation and coordination of the fuels management program. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

Factor 8 - Physical Requirements

(Level 8-3, 50 points)

The work is normally sedentary. However, field work is evaluated as arduous and the duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time.

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.

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	2b	75
Physical Demands	8-3	50
Work Environment	9-3	50
Total Points:	2525	
Final Grade:	GS-11	
Official Title: Fire Management Specialist (Prescribed Fire and Fuels)	SPD #: FDI222A	
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		