



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

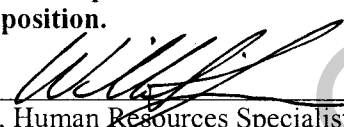
Classification Title: Fire Management Specialist (Planning)

Organization Title: Fire Planning Unit Specialist

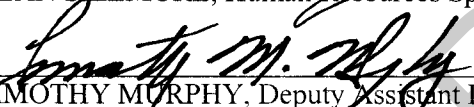
Standard Position Number: DOI132 Series and Grade: GS-0401-07/09/11

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

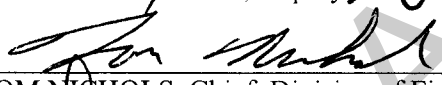
The incumbent serves as the primary wildland fire planning specialist in an interagency setting for a single or group of Fire Planning Units (FPU). The primary purpose of the position is to provide specialized and professional guidance, leadership, coordination, and program direction in implementing the interagency fire program analysis (FPA) process and supporting Fire Management Plan development. The incumbent is responsible for managing and applying wildland fire planning processes and procedures using highly specialized analytical and technical tools. This position is responsible for implementing fire planning policies and procedures consistent with state/regional and national level guidance. The incumbent is responsible for coordinating fire planning processes and information among the FPU partners. **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.**


ALAN SIZEMORE, Human Resources Specialist, DOI

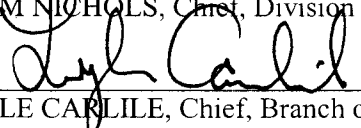
06-01-2010
Date


TIMOTHY MURPHY, Deputy Assistant Director (NIFC)


6-3-10
Date


TOM NICHOLS, Chief, Division of Fire and Aviation, NPS


6/2/10
Date


LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA

6/4/10
Date

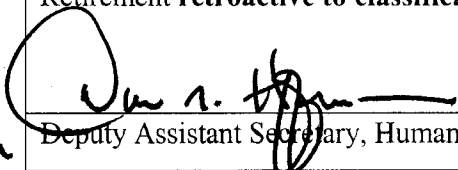

BRIAN MCMANUS, Chief, Branch of Fire Management, FWS

6/3/2010
Date


MICHAEL GILLMORE, Supervisory Program Analyst, DOI

6/7/10
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:


Deputy Assistant Secretary, Human Capital and Diversity

6/9/10
Date

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

1. Agency Position No.

DOI132

2. Reason for Submission

- Redescription
 Reestablishment

- New
 Other

3. Service

- Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*

replaces DOI032

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted *(Specify in Remarks)*
 SES (Gen.) SES (CR)

11. Position Is

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1-Non-Sensitive 3-Critical
 2-Noncritical Sensitive 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 (Planning)	GS	0401	11	RE	5/18/10
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)*

Fire Planning Unit Specialist

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment	c. Third Subdivision
Department of the Interior	
a. First Subdivision	d. Fourth Subdivision
BIA BLM FWS NPS	
b. Second Subdivision	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **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. **Classification/Job Grading Certification.** 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

Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 September 2005

Typed Name and Title of Official Taking Action

LINDA F. ERWIN, DOI HR

Human Resources Specialist

Signature

Date

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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>								
b. Supervisor			K	5/18/10				
c. Classifier								

Department of the Interior, FLEET Specialist
 This FD has been approved as follows under 5 USC 8305(c) and 8412(d)
 * Firefighter * Law Enforcement
 * Primary * Secondary/Administrative
 Approval Date: June 9, 2010
 Spc/Supvy


24. Remarks

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

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. DOI132 Fire Management Specialist (Planning)	SCHEDULE GS	SERIES 0401	GRADE 09
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. _____ (Signature of Supervisor) _____ (Date)	6. I CERTIFY THAT THE CHANGES REFLECTED ARE IMPROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  Linda F. Erwin, DOI HR (Official Exercising Classification Authority) _____ TITLE HR Specialist
_____ TITLE	_____ (Date) <u>5/18/10</u>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The assignments in this position are designed to prepare the incumbent to perform the duties and responsibilities in the target position of Fire Management Specialist (Planning), DOI132, GS-401-11.

The work of this position is essentially the same as for the target position and the incumbent will perform the day-to-day assignments with considerable independence in planning and carrying out the work. At this level additional guidance and review will be provided for the more complex assignments (e.g., those without established precedents), in terms of discussions of policies, controversial/sensitive areas, and assistance in resolving conflicts.

Work will be reviewed for interpretation of policies, guidelines, judgment used, effectiveness in completing assignments, and developmental progress towards performing the full range of duties at the level described in the position description. Successful completion of training assignments and regulatory requirements will lead to promotion to the target position.

FLSA Non-exempt

Department of the Interior, FLERT Specialist _____
 This FD has been approved as follows under 5 USC 8336(c) and 8412(d)
 Firefighter _____ Law Enforcement
 Primary Secondary/Administrative _____ Sec/Supvy
 Approval Date June 9, 2010

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

 Name Signature and Title of Supervisor

 Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. DOI132 Fire Management Specialist (Planning)	SCHEDULE GS	SERIES 0401	GRADE 07
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

<p>5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.</p> <p>_____ (Signature of Supervisor)</p> <p>_____ (Date)</p> <p>TITLE _____</p>	<p>6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p style="text-align: center;"><i>Linda F. Erwin</i> Linda F. Erwin, DOI HR</p> <p style="text-align: center;">_____ (Official Exercising Classification Authority)</p> <p style="text-align: center;">5/18/10 (Date)</p> <p>TITLE HR Specialist</p>
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FLSA Non-exempt Department of the Interior, FLERT Specialist _____
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
 Firefighter _____ Law Enforcement _____
 _____ Primary Secondary/Administrative _____ Sec/Supvy _____
 Approval Date June 9, 2010

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor _____
Date

INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves as the primary wildland fire planning specialist in an interagency setting for a single or group of Fire Planning Units (FPU). The primary purpose of the position is to provide specialized and professional guidance, leadership, coordination, and program direction in implementing the interagency fire program analysis (FPA) process and supporting Fire Management Plan development. The incumbent is responsible for managing and applying wildland fire planning processes and procedures using highly specialized analytical and technical tools.

This position is responsible for implementing fire planning policies and procedures consistent with state/regional and national level guidance. The incumbent is responsible for coordinating fire planning processes and information among the FPU partners.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

MAJOR DUTIES

Interagency Fire Planning Unit Coordination (35%)

The incumbent is responsible for facilitating, coordinating and documenting FPU(s) processes, decisions and results among the FPU(s) partners. The incumbent maintains open and timely communications with the FPU governing board, FPU(s) partners, adjacent FPUs, resource planners, geographic area FPA leads, and other interagency personnel involved in the fire planning process. The incumbent facilitates the resolution of conflicts among partner agencies related to FPA including determination of attribute weights and resource and budget allocations. The position coordinates the development and monitoring of annual operating plans and long-term plans (e.g., transition plans, fuels plans).

Fire Program Analysis Management (35%)

The incumbent manages consolidated data sets required to run FPA. Manages spatial and tabular data for FPUs within their area of responsibility (e.g., historic: fire occurrence, weather, fuels treatments; weights; and current fuels data). The position is responsible for developing, acquiring, and consolidating interagency data and ensuring the quality of all data. Identifies data deficiencies, initiates or takes corrective action, and resolves disputes as necessary.

The incumbent performs FPA for FPU(s) within their area of responsibility to meet established schedules. Following the consolidation of data, performs an in-depth analysis of computer generated, complex wildland fire model outputs. The incumbent is responsible for keeping abreast of FPA software versions and implements at the FPU level system and/or policy changes. The position is responsible for producing reports and distributing summaries of FPA outputs to agencies, partners and interested parties. The incumbent evaluates results relative to current fire programs and makes recommendations for change.

Training (15%)

The incumbent maintains currency in FPA processes by attending appropriate FPA and related discipline training (e.g., GIS, computer analysis software, fire behavior).

The incumbent administers the FPA training program for their assigned FPU(s). The incumbent is responsible for scheduling and conducting formal and informal FPA training and serves as instructor and/or coach of FPA classes at the regional/state and local levels. The incumbent serves as the subject matter expert for FPU partners and stakeholders.

Budget (15%)

The incumbent coordinates the final analysis for FPU submissions and facilitates the technical certification, confirms that all work accomplished to establish FPUs and their system required inputs is complete, includes all partners, meets all FPA system needs, and provides reasonable results.

Once the technical certification is completed, the incumbent facilitates the approval process with the governing board. Approval is formally documented in a signed memorandum following the allocation of resources between agencies and the identification of agency leadership and support positions.

The incumbent is responsible for ensuring that the FPU(s) budget request is formally submitted to the national database.

The incumbent facilitates dispute resolution of the technical certification and approval process at the lowest level possible.

The incumbent monitors interagency fire management programs to determine whether resources were allocated and implemented as agreed upon by the FPU(s) governing board(s) and notifies the governing board of deviations. As necessary, provides the governing board with alternatives to address changes that have occurred following budget submission.

FACTORS

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 specializing in planning sufficient to perform FPA of an interagency FPU(s).

Thorough knowledge of land management principles, practices, and concepts sufficient to serve as technical authority for the full range of activities involved in the use of fire and fire surrogates to ensure that FPA supports interagency and bureau management goals and objectives.

Knowledge of related fields such as timber, recreation, and wildlife management, hydrology, and soil science sufficient to develop a fire management program that is integrated with other resource management programs.

Knowledge of integrated fire management program elements such as fuels management, prevention, wildland fire use, and rehabilitation sufficient to verify the quality of the FPA outputs (e.g., determine if the outputs are reasonable given budget levels, resource conditions, and organization resources).

Knowledge of interagency wildland fire planning, budgeting and reporting systems and software used in wildland fire program management sufficient to analyze fire systems.

Knowledge of geospatial information technology used in resource management planning sufficient to prepare and to evaluate unit fire management plans (e.g., mapping software, geodatabases, meteorology, National Fire Danger Rating System, fire weather, and fire behavior).

Knowledge of fire suppression strategy, tactics, fire behavior, fuel models, fire weather, incident command systems, and firefighting tools and equipment sufficient to perform FPA.

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

Ability to interact with individual and special interest groups with diverse and potentially conflicting viewpoints between the fire management and other resource management programs sufficient to achieve problem resolution.

2. Supervisory Control

(Level 2-4, 450 points)

The supervisor assigns work in terms of broad areas of responsibility, program emphasis, and key management concerns for special projects. The supervisor and employee confer on priorities and deadlines.

The incumbent is independently responsible for conducting fire management analysis and planning, coordinating with others, and determining the approach to take to complete specific assignment. Recommendations are usually accepted as authoritative.

Policy questions dealing with controversial issues are reviewed with the supervisor to achieve agreement or solution. Completed work is reviewed for attainment of objectives.

3. Guidelines

(Level 3-3, 275 points)

Guidelines include Department, Bureau, and multi-agency policies and procedures, regulations, plans, specialized fire information, and professional practices. The incumbent is required to select, adapt, and interpret existing methods, practices, and instructions or to generalize from several guidelines and techniques in carrying out the activities.

Fire planning is conducted in an interagency environment, with multiple stakeholders and cooperators. Since guidelines are issued at multiple levels by multiple organizations, conflicts must be resolved by the incumbent and the resolution incorporated into the appropriate plan.

4. Complexity

(Level 4-4, 225 points)

The work involves developing broad and diversified fire management programs in an interdisciplinary and interagency setting. This includes planning and project development for diverse units that have complex fire and aviation management programs. Extensive coordination efforts are essential to integrate planning with various agencies, federal, state, tribal, and other stakeholders to arrive at cooperative and integrated programs. The incumbent assesses proposed fire plan operations characterized by numerous, varied and often conflicting viewpoints that exist within interagency fire management programs. The incumbent independently evaluates objectives for fire management plans, and analyzes and integrates comprehensive physical, biological, social and economic data in order to provide planning and budgetary recommendations.

The incumbent studies, analyzes, and develops methods to improve the accuracy, adequacy, and timeliness of information and systems utilized in FPA for FPU(s). The certified technical information is leveraged across the fire management community (five federal land management agencies and partners) in a centralized and integrated approach to wildland fire resource allocation. Potential sources of data must be cross-checked, analyzed, and interpreted by the employee to obtain accurate, relevant information.

5. Scope and Effect

(Level 5-3, 150 points)

The purpose of the position is to provide FPA expertise in the technical analysis of the fire management program at the FPU(s) level. Provides leadership, training and advice to FPU(s), partners, and other stakeholders on the technical application of FPA to the Fire Management Plan (FMP) development, including aspects of fire behavior. The incumbent coordinates the development of cost effective fire management programs.

The technical expertise provided by this position affects the capability of field units to effectively perform their fire management duties; the budget that is allocated to carry out the FPU(s) fire program, and the resources allocated to the field, including those needed to protect communities from wildland fire.

6. Personal Contacts

(Level 2b, 75 points)

7. Purpose of Contacts

Personal contacts are made with personnel at all levels of cooperating land management and federal, state, tribal, and local fire protection agencies. Primary contacts are with fire management personnel, resource specialists, and other unit coordinators. On an infrequent basis, other contacts may be with educational institutions, contractors, private landowners, political officials, and the general public.

Contacts are for the purpose of coordination and collaboration with various organizations and individuals who may have conflicting viewpoints and require persuasion and skill to justify the feasibility of plans and proposals. The incumbent demonstrates skill and tact to persuade others to adapt new methods and approaches of weighting natural resource attributes and allocating wildland fire resources. Contacts are made to determine user needs, explain proposed actions, monitor and evaluate program effectiveness, coordinate program development, gather data, exchange information, develop interagency agreements, and facilitate and explain programs. Contacts are often oriented toward information gathering for the development or refinement of various kinds of data used to support FPA at the FPU level.

8. Physical Demands

(Level 8-1, 5 points)

The work is primarily sedentary, although a level of physical fitness is required which will allow for work during periods of extended stress and when in the field gathering data.

9. Work Environment

(Level 9-1, 5 points)

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

2435 points, GS-11 (2355-2750)