



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 (FF)

Bureau: Bureau of Land Management – Bureau Wide

Classification Title: Fire Management Specialist

Organization Title: State Fuels Program Manager

Position Number: F156 Series and Grade: GS-0401-11/12

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended under both CSRS and FERS for this position. Target GS-12 grade was previously approved 12/27/00.

This position is an administrative position in an organization having a firefighting mission. The primary purpose of the position is to provide specialized and professional guidance and advice in the development, management, and implementation of prescribed fire, hazardous fuels reduction, and fire planning programs and policies, at state or field offices. Position requires knowledge of fire behavior, fire regimes, and fuels and ecological factors. **The position requires prior firefighting experience and is clearly in an established firefighter career path.**

Dory A. Milliken
Dory A. Milliken, DOI/FLERT Human Resources Specialist (PDs)

10/26/2004
Date

Grant W. Murphy
Bureau Program Designee

10-20-04
Date

Michael Gillmore
Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Lead

10/26/04
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date of 11/21/00. Approval is by DOI Secretary's Designee:

Nancy C. Miller
Deputy Assistant Secretary, Performance, Accountability and Human Resources

10/26/04
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS		2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION ___ AS SHOWN ON CURRENT DESCRIPTION; ___ AS HEREBY			
a. DEPARTMENT OF THE INTERIOR	d. _____		
b. BUREAU OF LAND MANAGEMENT	e. _____		
c. _____	f. _____		
4. CSC TITLE AND BUREAU POSITION NO. F156 Fire Management Specialist (State Fuels Program Manager)		SCHEDULE GS	SERIES 0401
GRADE 11			
___ SAME AS PRESENT: AMENDED FOR: ___ CSC TITLE, ___ POSISION NUMBER, ___ SERIES, <u>X</u> GRADE, ___ OTHER			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECT IN THIS AMENDMENT.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
_____ (Signature of Supervisor)	_____ (Signature of Official Exercising Classification Authority)
_____ (Date)	_____ (Date)
Title: _____	Title: <u>Program Analyst</u>

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

This represents restructuring of the target GS-12 position to the GS- 11.

This position is being restructured to the lower grade(s) indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.

Day to day assignments will be performed with considerable independent in planning/carrying out the work Additional guidance/review will be provided for the more complex assignments, in terms of discussions of potential areas of controversy and assistance in resolving conflicts.

Work will be reviewed for effectiveness in completing assignment and for developmental progression towards performing the full range of duties at the GS-12 level.

Department of the Interior, FLERT Specialist Dorothy Miller
 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 October 26, 2004

NOTE: At the discretion of management, incumbent may be non-competitively promoted to the established next higher level, provided: (1) target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; (2) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade; and (3) the incumbent meets all regulatory and qualification requirements for such promotion.



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[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 (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Fire Management Specialist

Organization Title: State Fuels Program Manager

Position Number: F156 Series and Grade: GS-0401-12

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The primary duties are administrative and directly connected with the control and extinguishment of fires. The fire management program is complex due to the large acreage, risk potential, types of terrain and ecosystems, effects of fuels, social-political and multi-jurisdictional boundaries, and other multiple resource programs with conflicting goals and needs. This position is established to serve as a state Fuels Management Specialist. The incumbent provides specialized and professional guidance and advice in the development, management, and implementation of prescribed fire, hazardous fuels reduction, and fire planning programs and policies at the state and field offices. **The position requires prior firefighting experience and is clearly in an established career path.**

[Signature]
Bureau Program Designee

12/20/00
Date

[Signature]
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

12/22/2000
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 11/21/2000. Approval is by DOI Secretary's Designee:

[Signature]
Wendell K. Sutton, Deputy Assistant Secretary, Human Resources

12/27/2000
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

F156

6. OPM Certification No.

2. Reason for Submission

Redescription Reestablishment New Other

3. Service

Hdqrs Field

4. Employing Office Location

5. Duty Station

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

Explanation (Show any positions replaced)

10. Position Status

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

11. Position Is

Supervisory Managerial Neither Sensitivity 1-Non-Sensitive 2-Noncritical Sensitive 3-Critical 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

c. Second Level Review

Fire Management Specialist

GS

0401

12

mmw

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

State Fuels Program Manager

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

State Office

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

Rangeland Management Specialist Series, GS-454, Sep 93, TS-126. Handbook of Occupational Groups and Series, Series Definitions, Jan 1999, HRCD-7.

Typed Name and Title of Official Taking Action

Mark W. Whitesell Supervisory Personnel Management Specialist

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

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

Department of Interior, FF/LE Retirement Team Specialist AD2 This PD has been approved as follows under 5 USC 8336(c) and 6412(d): Firefighter Law Enforcement Primary Secondary/Administrative Secondary/Supvy Approval Date 12/27/00

24. Remarks

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

INTRODUCTION

This position is established to serve as a state Fuels Management Specialist. The incumbent provides specialized and professional guidance and advice in the development, management, and implementation of prescribed fire, hazardous fuels reduction, and fire planning programs and policies at the state and field offices. The incumbent is also responsible for the analysis of fire effects to achieve land management resource objectives. Responsible for coordinating with appropriate resource specialists at both state office and field office level to accomplish planning and National Environmental Protection Act (NEPA) compliance. The fire management program is complex due to the large acreage, risk potential, types of terrain and ecosystems, effects of fuels, socio-political and multi-jurisdictional boundaries, and other multiple resource programs with conflicting goals and needs.

Prior firefighting experience, as gained in a primary fire-fighter (6c) position in the Federal government or equivalent experience outside the Federal government, is a mandatory prerequisite for incumbents of this position.

DUTIES

Serves on agency, bureau, state, and local teams to develop and revise manuals, handbooks, and policy related to fire management and planning, fire effects, fuels management (mechanical, chemical, rx fire, fire use), and fire rehabilitation.

Serves as consultant and authoritative expert to the State Director and Field Managers, as requested, on the use of prescribed fire as a management tool in achieving various fire management objectives found in the management units.

Develops and evaluates data and methods for the documentation, analysis, and prediction of prescribed fire behavior and effects. This information is used by the Fire Management Officers in the review and evaluation of the State's fire management program, and by the field for the establishment of standard methods of prescribed fire monitoring and management. Provides technical guidance on data systems designed to provide information on fire effects and behavior, ensuring that data is current, available, and accurate in the appropriate data systems.

Directs the development and establishment of fuels management standards and technical guides for:

- Fire program management such as contingency plans, prescribed burning plans and smoke management;
- Fuels management, including fuels inventory methods and procedures, fuel treatment methods and programs, fire management zoning/environmental coordination.

Serves as prescribed fire training coordinator, including the establishment of statewide prescribed fire training needs, the formulation of budgets associated with meeting these needs and the selection of agency personnel to instruct and to attend training. Develops and teaches new fire

management training courses (primarily prescribed burning and smoke management) to keep fire personnel current with new technology.

Serves as prescribed fire qualification coordinator, including oversight of the task book and certification process, for the state, to ensure the accuracy of data entered into the Incident Qualification System, a database which tracks qualification requirements of employees and the prescribed fire qualifications in the Interior agencies.

Assists field offices in the preparation of prescribed fire budget proposals and coordinates the prioritization of funding requests and project management statewide for hazard fuels and prescribed burning needs.

In conjunction with Fire Management Officers, develops and negotiates cooperative fire management agreements within the state with various state, local, regional, and federal fire and land management agencies.

Conducts program reviews in the field offices in order to evaluate compliance with policies, objectives, and standards, overall effectiveness of operations and to provide technical assistance and recommend changes in operating procedures to improve efficiency or solve specific local problems.

Institutes or recommends changes in the development and trial of new methods and approaches for fire management activities. Provides scientific analysis of fire behavior, fuels, weather, and related factors involved in developing fuels reduction programs and plans.

FACTORS

1. Knowledge Required by Incumbent (Level 1-7, 1250 points)

Professional knowledge of fire program management, fuels management, and fire management operations concepts, principles, and practices applicable to natural and cultural resource management to develop and implement fire fuels reduction programs and policies.

In-depth knowledge of the latest research findings and technological advances in fire ecology and effects, ecosystem management, and fuels management sufficient to evaluate these developments and experimental theories, to determine their applicability in fire management and in land/resource management planning, and to incorporate them into state standards and guides for application and implementation throughout a state.

In-depth knowledge of fuels management, fire behavior, fire regimes, fuel and ecological factors that determine fire severity, ecosystem and species response mechanisms to fire, and post fire community recovery after fires of different severities.

Familiarity with related disciplines such as plant and wildlife ecology, wildlife habitat management, range ecology and management, forest ecology and management, soil science,

meteorology and climatology. Knowledge is sufficient to develop state guidelines, criteria, policies, and procedures for the ecological aspects of the wildland fire management program.

Knowledge of climate, soil, plant associations and plant succession, disturbance ecology, and hydrology as related to fire and fuels management.

Comprehensive knowledge of BLM and other agencies land management planning policies, procedures, and regulatory requirements regarding wildland fire, including the use of fire and other fuels management techniques, as well as wildland fire.

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

Comprehensive knowledge of professional wildland fire science and land management principles, practices and concepts sufficient to serve as the technical authority in fuels management and provide advisory, consulting, and review services to highly complex units; to develop and review fire management programs; and to implement fire management plans and policies.

Knowledge and skills sufficient to provide technical direction, guidance, and coordination for a very broad, highly active, and diversified prescribed fire management and monitoring program including prescribed burning for hazard abatement and resource management, prescribed natural fires, fire behavior assessment and prediction, and short and long term fire effects.

Knowledge of other state, federal, and local agency practices and procedures in fire science to interface fire plans with the interagency fire community.

Demonstrated skill in designing and evaluating fire management plans and fuels reduction plans which support complex fire and resource management objectives, as well as integrating these plans with those developed by state and federal fire and resource agencies.

Ability to resolve complex fire management issues that involve use and interpretation of conflicting BLM fire and resource policies, as well as various environmental laws such as the Organic Act, Clean Water Act, Threatened and Endangered Species Act, Clean Air Act, National Environmental Protection Act, and various laws protecting cultural resources.

2. Supervisory Controls

(Level 2-4, 450 points)

This position is supervised by the State Fire Management Officer who outlines the scope of responsibility, overall program objectives, and special problem areas that require attention

The incumbent independently plans own work, coordinates with natural and cultural resource management specialists and subject matter experts, resolves technical problems and conflicts, and completes all assignments. Provides advice on technical questions and interpretations of

policies and guidelines in the fire and fuels reduction programs.

Analyses, recommendations, and suggestions are relied on as technically authoritative. The work is reviewed for agreement with overall policies and attainment of natural resource and land management objectives.

3. Guidelines (Level 3-4, 450 points)

The assignments are undertaken within the broad framework of agency regulations, policies, and existing guides which require professional interpretation to deal with the more complex or unusual problems or problems concerned with novel, undeveloped or controversial aspects of resources or fire management. Environmental law or policy guides may point toward conflicting requirements or provide few precedents pertinent to specific problems; proven methods of treating a problem may be lacking or incomplete. The guidelines and regulations permit broad latitude for independent and innovative action due to a wide variety of physical, biological and socioeconomic conditions and issues that are found over the area of responsibility.

Must exercise leadership and ingenuity in researching and designing new techniques and providing solutions for fire and resource management problems to field managers which may include the modification of existing plans and criteria, or refinement of State Director or national fire policy.

4. Complexity (Level 4-4, 225 points)

Fuel reduction and fire management assignments involve developing a broad and diversified variety of programs throughout a state, including both planning and operational phases. Work takes place in a wide variety of complex fire management situations where the field offices served by this position including wildland natural fire managed for resource benefits and fuels reduction programs. There is a significant amount of coordination involved in the work, between federal, state and local agencies, levels of the BLM fire organization, and specialized fire and resource management disciplines, including air quality, natural and cultural resources, threatened and endangered species, and wildlife management.

The incumbent assesses proposed fire plans and operations, which are frequently characterized by numerous and various complications and where conflicting viewpoints often exist between fire and resource managers, or environmental laws conflict with each other. The incumbent independently evaluates fire and resource management objectives, analyzes and integrates the comprehensive physical, social, biological, and social impacts and advises field offices on appropriate management methods.

5. Scope and Effect (Level 5-4, 225 points)

The position concerns itself with the analysis of fire effects and the use of fire to effect ecosystems. Other disciplines are affected within the state such as plant and wildlife ecology, wildlife habitat management, range ecology and management, forest ecology and management,

watershed management, minerals development, cultural preservation, and soil science. The incumbent is responsible for overseeing fuels reduction and fire management planning and for the execution of all fuels management activity in the state and adjoining areas.

The incumbent provides in-depth analysis to decision makers, ensuring that ecological principles and sound science are considered in fire management policies and plans.

6.&7. Personal Contacts and Purpose of Contacts (Level 3C, 180 points)

Contacts are with researchers and other resource specialists within the federal government, in state agencies, in private industry and associations, and with specialists in related disciplines.

Contacts are for the purpose of coordinating work efforts, assessing the adequacy of fuels management planning activities, discussing proposed plans, providing advice, resolving critical problems, and implementing fuels reduction programs at the state and field office levels. Contacts involve negotiation or persuasion to ensure acceptance and adoption of technical methods and techniques that may be new or in conflict with the tendencies or opinions of operating staff and line resource specialists within the organization.

The contacts are also to provide training and leadership to the field offices and the public in the prescribed fire management program and fostering cooperative efforts to insure that required actions are implemented. This requires tact, determination, and persuasion especially to convince the public and outside organizations of the benefits of prescribed fire.

8. Physical Demands (Level 8-2, 20 points)

The work requires the ability to travel into the backcountry or front country on foot or by stock under a wide variety of climatic conditions and elevations. Also requires the ability to travel over extremely rough terrain during fire management operations. At times, travel by light fixed-wing aircraft or helicopter is required.

9. Work Environment (Level 9-2, 20 points)

Much of the work is performed in an office setting, but also involves outdoor environments with exposure to a variety of climatic conditions and elevations. Fire management work involves an exposure to smoke and intense heat.