



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

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

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management – Bureau Wide

Classification Title: Range/Forestry Technician

Organization Title: Dispatcher

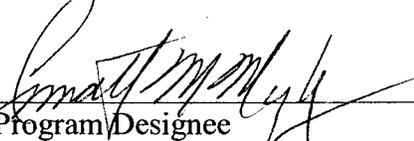
Position Number: F025 Series and Grade: GS-0455/0462-04

RECOMMENDATION FOR COVERAGE REVIEW:

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

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position is to implement mobilization, demobilization, and logistics support reassignment of fire resources necessary, to support initial attack, emergency fire suppression and fuels management operations within a local dispatch area. Position requires knowledge of basic fire behavior and fire suppression principles, concepts, procedures and techniques.

The position requires prior firefighting experience and is clearly in an established career path.

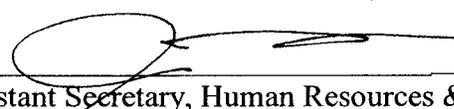

Bureau Program Designee

7/24/02
Date


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

08/30/02
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 04/12/01. Approval is by DOI Secretary's Designee:


Deputy Assistant Secretary, Human Resources & Workforce Diversity

9/16/02
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **F025**

2. Reason for Submission: Redescription New Reestablishment Other

3. Service: Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interest **n/a**

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 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	Range/Forestry Technician	GS	455/462	04	twr	4/12/01
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: **Department of the Interior**

a. First Subdivision: **Bureau of Land Management**

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

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.

Typed Name and Title of Official Taking Action: **Todd W. Ryan**
Position Classification Specialist

Signature  Date **7/12/01**

22. Position Classification Standards Used in Classifying/Grading Position
Range Technician Series, GS-455 Dec 91 TS-111. Forestry Technician Series, GS-462 Dec 91 TS-111. Grade Evaluation Guide for Aid and Technician Work In the Biological Sciences, GS-400 Dec 91 TS-111.

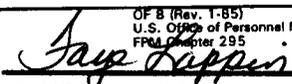
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

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

24. Remarks

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

NSN 7540-00-834-4265 Previous Edition Usable 5008-106

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 September 16, 2002

Introduction:

The incumbent serves as a seasonal dispatcher for support and coordination for activities including preparedness, fuels management, suppression of wildfires, aviation flight following and tracking, administrative support and natural disaster support. The incumbent supports dispatching communications and coordination with area Federal, State and local wildland fire management agencies within the local sphere of influence.

It has been determined that prior wildland firefighting experience is required to carry out the duties and responsibilities of this position.



Major Duties:

Fire Suppression/Fuels Management

50%

Based on preplanned management objectives the incumbent implements mobilization, demobilization, logistics support and reassignment of fire management resources necessary to support initial attack, emergency fire suppression, and fuels management operations within the local dispatch area. This involves the movement of aircraft, personnel, and equipment in accordance with local dispatch mobilization guides and planning documents. Monitors all operations to insure that safe and efficient practices are followed during all movements of personnel, equipment, and aircraft.

Fire Preparedness

50%

Implements numerous documents including: area dispatch plans, expanded dispatch plans, and mobilization plans. Works with numerous fire related electronic communication devices, computers and related equipment.

Provides current fire and resource statistical information to participating agencies and cooperators.

Performs other duties as assigned.

Factors:

1. Knowledge Required by Position

(Level 1-3, 350 Points)

Prior on-the-line wildland firefighting experience to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.



Ability to learn concepts, principles and practices of incident management in order to understand the potential threat of fire to natural resources, private property and resource values threatened within the local area.

Ability to learn fire preparedness, fuels and suppression management policies, practices and procedures, the incident command system, mobilization and demobilization of resources, aircraft capabilities, and limitations including the pilot and aircraft programs and air operations safety.

Ability to learn basic fire behavior and firefighting techniques in order to provide support for fire preparedness, fuels and suppression programs for a local dispatch area. Ability to learn National, Regional and local computer programs and services available. ←

Ability to learn agreements, policies, procedures and plans available to support cost effective dispatch operations.

2. Supervisory Controls (Level 2-2, 125 points)

How Work Is Assigned - The supervisor gives instructions for carrying out non-routine assignments and/or for applying new procedures.

Employee Responsibility – The employee independently performs routine work according to established methods and procedures and makes adjustments as necessary based on the employee's experience and the use of precedents. The employee refers unfamiliar situations and unusual conditions to the supervisor or to more experienced co-workers.

How Work Is Reviewed – Work is reviewed for technical accuracy and compliance with instructions and established methods.

3. Guidelines (Level 3-2, 125 points)

Guidelines Used - Guidelines consist of detailed procedures, available precedents, and relevant regulations or policies. Included are agency specific manuals, guides, handbooks, directives and policy statements of the participating agencies represented at the local dispatch center.

Judgment Needed – The employee uses judgment in locating and selecting appropriate guidelines and in adapting guidelines to apply to specific cases. The employee may also decide which of several alternative guidelines to use. Situations where existing guidelines cannot be applied are referred to the supervisor.

4. Complexity (Level 4-2, 75 points)

Nature of the Assignment/Difficulty and Originality Involved - The work consists of dispatching different types of fire, law enforcement, and aviation resources.

What Needs To Be Done - The work involves making decisions on the most effective methods for carrying out assigned functions and actions in accordance with established procedures.

5. Scope and Effect (Level 5-2, 75 points)

Scope of the Work - The work involves providing assistance in effective deployment of law enforcement, fire suppression, and aviation resources. As this is an entry-level position, the work also involves gaining familiarity with the programs and functions of dispatch centers.

Effect of the Work – The work effects the quality of day-to-day operations of an operating dispatch center.

6. Personal Contacts & 7. Purpose of Contacts (Level 2b, 75 points)

Personal contacts are made with similar levels of cooperating land management and emergency support agencies. Primary contacts are with fire suppression personnel, resource specialists and other unit dispatchers within the geographic area.

The purpose of the contacts is to receive orders, coordinate work efforts, clarify assignments, and provide information on the status of orders.

8. Physical Demands

(8-1, 5 points)

Work is primarily performed in an office setting. Long hours of sitting, intense concentration, and working at peak proficiency level with irregular breaks/meal times are frequent. Incumbent is subject to work shifts of 12-14 hours per day for extensive periods. In addition, telephone calls are taken after regular work hours which create frequent interruptions. The work requires standing/walking. Vehicle/aircraft travel associated with field visits and other administrative travel are infrequent.

9. Work Environment

(9-1, 5 points)

Work is performed primarily in an office setting with adequate heating and air conditioning. Field travel is infrequent. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.