



**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 Mitigation and Education Specialist

Organization Title: _____

Position Number: F104 Series and Grade: GS-0301-11

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested. Target grade GS-12 was previously covered on 04/02/01.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position is to provide management, technical expertise, and oversight and policy development to wildland fire mitigation, education, community assistance and legal restitution for fire loss and trespass programs. The position requires knowledge of fuels management, fire behavior, fire prevention assessment and planning, and fire effects.

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

[Signature]
 Bureau Program Designee

7-3-02
 Date

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

07/25/2002
 Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date 04/02/01. Approval is by DOI Secretary's Designee:

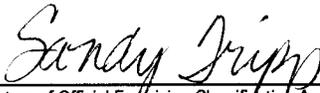
[Signature]
 Deputy Assistant Secretary, Human Resources & Workforce Diversity

7/30/02
 Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION _ AS SHOWN ON CURRENT DESCRIPTION; _ AS HEREBY AMENDED			
11 a. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. Range/Forestry Technician #F104	SCHEDULE GS	SERIES 0301	GRADE 11
_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, <u>X</u> GRADE _ OTHER			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT. _____ (Signature of Supervisor)	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="text-align: right;">  _____ (Signature of Official Exercising Classification Authority) </div> <div style="text-align: right;"> 7/3/02 _____ (Date) </div>
Title _____	Title <u>Special Retirement/SPD Coordinator</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 second lower grade indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.

Incumbent serves in a training capacity and may not be expected to perform the entire scope of duties as described. Assignments are given to prepare the incumbent to eventually acquire the knowledge expected at the full performance level. They will typically combine productive work with on-going training and instruction as appropriate and will relate to the objective of attaining full performance on the job. Incumbent will be given less responsibility at first and work will be more closely reviewed. The more difficult assignments may be screened by the supervisor so that a lesser degree of judgement is expected of the incumbent. Complexity of work may be increased by the supervisor and supervision received may gradually decrease as experience and competence are developed by the incumbent.

Performance will be evaluated with appropriate status of training in mind.

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.

Department of the Interior, FLEET Specialist Amy Lippin
 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 July 30, 2002



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: Fire Mitigation and Education Specialist

Organization Title: _____

Position Number: F104 Series and Grade: GS-0301-12

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 position is located in a Bureau of Land Management state office where the incumbent provides management, technical expertise, oversight and policy development to the wildland fire mitigation, education, community assistance, and legal restitution for fire loss and trespass programs. **The position requires prior firefighting experience and is clearly in an established career path.**

[Signature]
Bureau Program Designer

2/26/01
Date

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

3/29/01
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 02/14/2001. Approval is by DOI Secretary's Designee:

[Signature]
Deputy Assistant Secretary, Human Resources

4/2/01
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

F104

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced) Standard Position # M003 Fire Mitigation and Education Specialist, GS-301-12, with secondary fire coverage.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code
				14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Fire Mitigation and Education Spec	GS	0301	12	twr	2/14/01
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

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

a. First Subdivision
Bureau of Land Management

b. Second Subdivision
State Office

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.

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
Handbook of Occupational Groups and Series, Series Definitions, Jan 1999, HRCD-7, Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98.

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

Signature _____ Date 2/14/01

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										

Department of Interior, EEO/LE Retirement Team Specialist
Approved as follows under 5USC 8336(1)
Law Enforcement
Secondary/Administrative
2/10/01 + April 2, 2001

24. Remarks

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

INTRODUCTION

The position is located in a Bureau of Land Management state office where the incumbent provides management, technical expertise, oversight and policy development to the wildland fire mitigation, education, community assistance, and legal restitution for fire loss and trespass programs.

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

MAJOR DUTIES

Wildland Fire Mitigation (30%)

Incumbent has responsibility for assisting field offices with wildland fire mitigation, including risk assessment, ignition management, program direction, and loss prevention programs, inter-agency coordination, and pre-suppression components of their fire management programs.

Represents the Bureau at local, state and inter-agency level on wildland fire mitigation and related activities. Attends meetings and interagency coordination workshops, providing fire mitigation expertise. Incumbent establishes and maintains an active wildland fire mitigation program involvement with other cooperating activities at local and state levels.

Incumbent is the focal point of coordination for wildland fire mitigation program inclusion in the fire management planning process. Through coordination with the State Fire Management Officer (SFMO), develops strong emphasis and action elements designed to mitigate the causes of fires. Reviews programs and plans to ensure that fire mitigation principles, practices and policies are incorporated into state and local land management programs.

Analyzes, models and identifies major causes of wildland fire and ensures that these causes are effectively addressed in the appropriate wildland fire mitigation programs and the fire management plan. Participates with supervisor and other members of the staff in the development and integration of fire mitigation into the overall program of work, including the recommending of policy development of immediate and long-range objectives, integration of various activities of the staff, and budgeting of allotments.

Reduces human and equipment caused ignitions through comprehensive risk assessments and develops strategic plans to mitigate fire causes. These plans include vigorous public awareness activities and programs, informational promotions, accelerated law enforcement programs, and road/area signing efforts. Markets fire mitigation programs to individual representatives, local interest groups, and State affiliated participants.

Coordinates all wildland fire restriction and closure plan development and implementation. Works with public affairs personnel, fire information personnel and coordinating agencies in developing, implementing and disseminating fire restriction and closure information.

Responsible for the development, implementation and evaluation of the states Fire Mitigation Plan, incorporating fire statistics, mitigation strategies, actions and activities, program development, including short and multi-year fire mitigation priorities. Assures all mitigation plans comply and meet national guidelines and standards.

Fire Education (30%)

Incumbent has responsibility for assisting field offices with wildland fire education programs. The incumbent is required to determine, develop and provide program expertise and materials to all supported programs.

Represents the Bureau at local, state and inter-agency level on wildland fire education activities. Is responsible for local, state and national technology transfer/development of wildland fire mitigation and fire education concepts, applications and materials. Attends meetings and interagency coordination workshops, providing fire mitigation expertise. Incumbent establishes and maintains an active wildland fire mitigation program involvement with other cooperating activities at local and state levels.

Incumbent serves on the geographic interagency Fire Mitigation/Education Committee. Works with Federal, state, and local wildland fire management groups and entities to develop products and programs that are adopted and meet interagency goals throughout the geographic/area.

Responsible for developing, presenting or monitoring local and state interagency workshops, national and agency wildland fire mitigation and education training curricula, courses, exhibits and presentations. Is considered an expert in the fields of Wildland Fire Mitigation and Wildland Fire Education and provides assistance to state and national interagency training committees in making short-term and long-term updates and changes in these training materials. This is accomplished by establishing performance and instructional objectives, testing and validating course content.

Community Assistance (30%)

The complexity of the Bureau's Fire Management Program has increased as communities and homes are developed adjacent to and among public lands and wildland fuels. This poses new and complex fire program challenges in preserving our natural and cultural resources, reducing the threat to civilian life and property from wildland fire and reducing the exposure to wildland and structural firefighters. The duties of this position in these important and life threatening situations include:

- Coordinates the identification and mitigation of wildland urban interface issues and risks to homeowners and communities from wildland fire and hazardous fuels. Develops and implements strategic planning processes that effectively mitigates these risks.
- Works with local homeowners, community stakeholders, various local, state, and federal agencies in an effort to educate and mitigate potential threats to these communities by wildland fire.

- Develops, coordinates, implements and monitors educational meetings, events and programs with local communities to reduce loss resulting from wildland fire.
- During a wildland fire event in these areas, assists with the development and implementation of additional strategic fire mitigation and protection planning which assesses the actual and potential risks and hazards.

Fire Trespass (10%)

Responsible for dealing with increased fire trespass resulting from rapidly expanding urban populations. Problems include recreation, equipment use, and debris burning. This poses an increased risk and potential loss to the natural and cultural resources our agency is legislated to preserve and protect. To meet these challenges and mitigate potential losses, the incumbent:

- Coordinates and monitors local and state wildland fire trespass policies, procedures and actions.
- Coordinates Bureau fire trespass policies and procedures with federal, state and local governments.
- Coordinates wildland fire cause determination and investigation training with Bureau and other Federal agency investigators, law enforcement personnel and local authorities.
- Works with agency managers to negotiate administrative and legal restitution for fire suppression and resource damage costs resulting from fire trespass cases.

FACTORS

1. Knowledge Required by the Position (Level 1-7, 1250 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.

In-depth knowledge of wildland fire management, fuels management, fire behavior, obtained by firefighting experience and specialized training; knowledge of fire prevention assessment and planning, fire regimes, fire effects, ecosystem and species response mechanisms to fire and post fire recovery, to comprehend, utilize and apply these principles to mitigate damage of unwanted fire and to convey these concepts to target audiences.

Knowledge and ability to use research and current programs to develop and structure solutions to critical, unique and controversial wildland fire mitigation and wildland fire educational situations. A comprehensive understanding of multi-agency wildland fire mitigation plans, ignition management, loss prevention, and policies sufficient to conduct loss prevention program analysis. The analysis includes, risk, hazard, value and fire history. The conclusions reached are

incorporated into fire management and mitigation management plans.

Knowledge to determine the appropriate materials needed to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural resource specialists and wildland fire and land managers.

Comprehensive knowledge of federal, state, local and other agencies, wildland fire and emergency management policies, practices and philosophies related to the following: budget systems, wildland fire trespass policies, restriction and closure plan regulations, cooperative agreements, fire management and ecosystem planning, the prescribed use of wildland fire, wildland and structural fire mitigation principles, wildland fire and structural fire suppression techniques.

Knowledge of federal, state, and local agency roles and responsibilities in wildland/structural fire mitigation and educational programs.

Knowledge of educational training principles and techniques, meeting management skills, and the ability to effectively organize, coordinate and present workshops and training sessions involving all aspects of wildland fire mitigation and education.

Skill in establishing and maintaining effective relationships with local public interest groups, community planners, private landowners, and governments involved with fire management planning efforts.

2. Supervisory Controls (Level 2-4, 450 points)

The 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 constructs action plans for work with only general guidance from the supervisor on program direction. The incumbent is considered the technical state expert on the fire mitigation, fire education, community assistance, and fire trespass. The incumbent works relatively free from technical controls, except for those contained in the Annual Work Plan.

The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting programs' objectives and for conformance to Bureau policies.

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

The assignments are undertaken within the broad framework of agency regulations, policies, and existing guides which require interpretation to deal with the more complex or unusual problems or problems concerned with novel, undeveloped or controversial aspects of resources or fire management. 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 the many variables present in fire mitigation.

Must exercise leadership and ingenuity in researching and designing new techniques and providing solutions for fire mitigation 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)

Assignments involve a broad range of duties in the interagency field of wildland fire management. Primary responsibility is to provide technical guidance, program development, coordination and review among Bureau programs for fire management operations in the state.

Many different factors must be considered in order to arrive at the nature of the job being accomplished. The job deals with emergency situations lacking reliable prediction (human behavior, various fuels and burning conditions, fire history, ignition factors, timeliness, resource suppression requirements, local and other agency regulations). Emergency situations are often complex and extremely demanding.

Even without an emergency, the work is complex, requiring continuous coordination and communication among field offices, as well as with numerous outside agencies, groups and stakeholders. The complexity of the work is reflected in the myriad of problems that must be continuously addressed, the coordination required, the number of people involved, the communication networks employed, the keen attention to detail required and the short time frames involved.

The incumbent must be effective in confronting and resolving conflicts and sensitive issues among individuals, organizations and agencies. The individual deals with complex tasks required in the planning, implementation and evaluation of systems, courses and social issues.

The work involves many areas of uncertainty and the complex interactions of a number of technical, resource, administrative, legal and socioeconomic problems. This requires the development of new techniques and criteria; or the prescriptions of particular practices, in the resolution of a wide range of fire management issues, including wildland fire mitigation, fire education, fire ecology and effects, fire protection, fire suppression, fire trespass, and community assistance in wildland/urban and rural intermix situations.

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

The purpose of the work is to design, create and guide effective statewide wildland fire mitigation and wildland fire educational programs and to efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. Primary responsibility is to provide leadership and guidance, to develop statewide programs, guidelines, standards and procedures and to coordinate, review and evaluate field offices results through on-site inspection, analysis of written reports, etc.

The results of the work performed on agency and interagency teams, task groups, committees, etc., have influence across organizational lines and various statewide geographic locations.

6. & 7. Personal Contacts and Purpose of Contacts

(Level 3C, 180 points)

Personal contacts include co-workers, staff specialists, other state office fire personnel, management staff at state offices, field office Fire Management Officers, Field Managers, counterparts in the United States Forest Service, Fish and Wildlife Service, Bureau of Indian Affairs, National Park Service, State Lands and Forestry Departments and other major land managers, municipalities, members of professional councils and societies with an interest in wildland fire ecology, fire mitigation, law enforcement, news media; business people, members of scientific academic community; may also participate as a technical expert in communities and seminars of statewide or national importance.

Contacts are made for the purpose of performing studies, gathering information, consulting, advising, recommending, planning, guiding and promoting the development and implementation of the interagency fire and aviation programs, coordinating contracts or agreements with university and private industry; reviewing, evaluating and certifying interagency fire mitigation techniques and efforts and conducting research into new educational methods; making presentations and/or instructing groups in regard to the overall program.

Contacts are to coordinate communications among agency and interagency fire management programs and to keep field specialists current with these programs. Contacts also are required to share wildland fire mitigation and educational techniques and information effectively with a wide variety of internal and external agency audiences. Additionally, contacts are necessary to conduct day-to-day business and to anticipate administrative and managerial problems before they rise.

Contacts require tact, determination, and persuasion especially to convince the public and outside organizations of the benefits of fire mitigation programs.

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 in the field when unusual fire situations arise.

9. Work Environment

(Level 9-1, 5 points)

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