



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: F105 Series and Grade: GS-0301-07

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 position is located in a Bureau of Land Management field office where the incumbent provides management, technical expertise, oversight and implementation 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.**

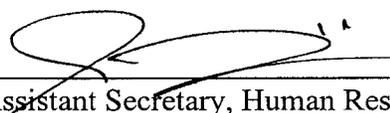

Bureau Program Designee

10-09-01
Date


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

01/17/2002
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement. Approval is by DOI Secretary's Designee:


Deputy Assistant Secretary, Human Resources

3/4/02
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							
Department of the Interior, FLERT Specialist, <u>At Bureau</u> This PD has been approved as follows under 5 USC 6336(c) and 8412(d)							
IIa. _____	<input checked="" type="checkbox"/> Firefighter _____ Law Enforcement _____						
b. _____	_____ Primary <input checked="" type="checkbox"/> Secondary/Administrative _____ Sec/Cupvy						
c. _____	Approval Date: <u>March 4, 2002</u>						
4. CSC TITLE AND BUREAU POSITION NO. M006 Fire Mitigation and Education Specialist	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SCHEDULE</td> <td style="width: 33%;">SERIES</td> <td style="width: 33%;">GRADE</td> </tr> <tr> <td style="text-align: center;">GS</td> <td style="text-align: center;">0301</td> <td style="text-align: center;">07</td> </tr> </table>	SCHEDULE	SERIES	GRADE	GS	0301	07
SCHEDULE	SERIES	GRADE					
GS	0301	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

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. <div style="border: 1px solid black; height: 100px; width: 100%; transform: rotate(-45deg); position: absolute; top: 50px; left: 50px;"></div>	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="text-align: center;"> Todd W. Ryan 4/10/01 (Official Exercising Classification Authority) (Date) TITLE <u>Position Classification Speciali</u> </div>
_____ (Signature of Supervisor) (Date) TITLE _____	_____ (Date)

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 basic functions within which the incumbent works are described in the attached full performance level GS-09 position description. However, the incumbent is assigned to this position at a developmental/trainee level. He/she will perform the less difficult assignments with considerable independence in planning, selecting methods, and carrying out the work. The more difficult/complex work is performed under closer guidance, in terms of objectives, problem areas to be encountered, judgment being applied, and interpretation of regulations/guidelines.

The supervisor spot checks work in progress and reviews completed work for adequacy, accuracy, adherence to instructions, interpretation of guidelines, judgment used, and additional developmental needs.

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



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Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Fire Mitigation and Education Specialist

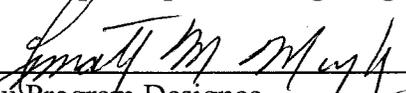
Organization Title: _____

Position Number: F105 Series and Grade: GS-0301-09

RECOMMENDATION FOR COVERAGE REVIEW:

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

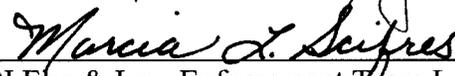
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Bureau Program Designee

10-02-01

Date

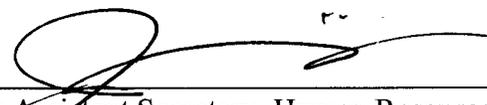


DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

12/11/2001

Date

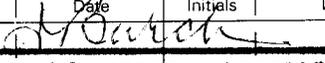
APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement. Approval is by DOI Secretary's Designee:



Deputy Assistant Secretary, Human Resources

12/17/01

Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. F105		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
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 <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 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		16. Organizational Title of Position <i>(if different from official title)</i>	
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office	
		Fire Mitigation and Education Specialist		GS		0301		09	
								twr	
								4/10/01	
18. Department, Agency, or Establishment Department of the Interior					17. Name of Employee <i>(if vacant, specify)</i>				
a. First Subdivision Bureau of Land Management					c. Third Subdivision				
b. Second 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 <i>(optional)</i>				
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 <i>(optional)</i>				
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					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 4/10/01									
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>						Department of the Interior, FLERT Specialist			
b. Supervisor						This PD has been approved as follows under 5 USC 8336(c) and 8412(d)			
c. Classifier						Firefighter		Law Enforcement	
						Primary		Secondary/Administrative	
						Approval Date		7, 2001	
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

Introduction:

The position is located in a Bureau of Land Management field office where the incumbent provides management, technical expertise, oversight and implementation to the wildland fire mitigation, education, community assistance, and legal restitution for fire loss and trespass programs. This position is utilized in a fire organization at field office level in those situations where the Wildland Fire Mitigation and Community Assistance programs are limited in size and less complex.

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

Major Duties:Wildland Fire Mitigation

(30%)

Incumbent makes recommendations on and implements plans for wildland fire mitigation, including risk assessment, ignition management, program direction and loss prevention programs, inter-agency coordination and pre-suppression/suppression components of a fire management program at the field office level.

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

Incumbent is the focal point of coordination below the state office level for wildland fire mitigation program implementation and program inclusion into the fire management planning process. Through coordination with the Field Office Fire Management Officer (FMO), 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 local land management programs.

Analyzes 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 plans to mitigate fire causes. These plans include vigorous public awareness activities, informational promotions, law enforcement activities and road/area signing efforts. Markets fire mitigation programs to individual representatives, local interest groups and affiliated participants.

Coordinates 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.

Fire Education (30%)

Incumbent makes recommendations on and implements plans for 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 the local level on wildland fire education activities. Is responsible for the local transfer-of wildland fire mitigation and fire education concepts, applications and materials. Attends meetings and interagency coordination workshops, providing fire mitigation expertise. Incumbent maintains a wildland fire mitigation program involvement with other cooperating activities at the local level.

Works with federal, state and local wildland fire management groups and entities to develop products and programs.

Works with others in developing, presenting or monitoring local and state interagency workshop, national and agency wildland mitigation and education training curricula, courses, exhibits and presentations.

Community Assistance (30%)

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%)

Coordinates, monitors and implements local wildland fire trespass policies, procedures and actions.

Coordinates and/or assists in wildland fire cause determination and investigation training with Bureau and other federal agency investigators, law enforcement personnel and local authorities.

Works with managers to negotiate administrative and legal restitution for fire suppression and resource damage costs resulting from fire trespass cases.

Factors:

1. Knowledge Required by Position (Level 1-6, 950 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.

Knowledge that demonstrates a practical understanding of the preparedness/suppression component of the fire management program.

Knowledge of federal, state, local and other agency's wildland fire mitigation, fire education, community assistance, and fire trespass plans sufficient to recommend operating plans and oversee the scheduling, organization and implementation of such plans at the field office level.

Ability to establish, communicate with and maintain effective relationships with local public interest groups, community planners, private landowners, and governments involved with fire management planning efforts.

Knowledge of 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 wildland fire education.

2. Supervisory Controls (Level 2-3, 275 points)

How Work Is Assigned - The supervisor, Field Office Fire Management Officer, makes assignments by defining the employee's responsibilities and establishing objectives, priorities, and deadlines. The supervisor helps the employee with new or unusual situations that do not have clear precedents.

Employee Responsibility - The employee plans and carries out assignments in the established order and handles problems according to instructions, policies, previous training, and accepted wildland fire mitigation/fire education/community assistance, fire trespass program practices. Assignments typically require the employee to identify and understand relationships that may affect the approach to and outcome of the work. The employee selects and applies the methods. The supervisor does not review the employee's selection in detail.

How Work Is Reviewed - The supervisor reviewed completed work for technical validity, appropriateness, and consistency with policies and requirements.

3. Guidelines (Level 3-3, 275 points)

The assignments are undertaken within the framework of federal, state, and local regulations, policies, and existing guides which require professional interpretation to deal with local resource and fire management problems. 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 independent and innovative action due to a wide variety of physical, biological, and socioeconomic conditions and issues that are found at the field office level.

Exercises ingenuity in researching and adopting techniques and providing solutions for fire mitigation, trespass, community assistance, and fire education problems to field managers which may include the modification of existing plans and criteria.

The state level Fire Mitigation and Education Specialist is available to provide technical assistance and advice on unprecedented program problems.

4. Complexity (Level 4-3, 150 points)

Nature of the Assignment - The work typically includes varied duties that involve many different and unrelated processes and methods such as those relating to well-established aspects of the wildland fire mitigation/fire education/community assistance, fire trespass fields.

What Needs to be Done – Decisions regarding what needs to be done depend upon an analysis of the subjects or issues involved and the chosen course of action may need to be selected from many alternatives.

Difficulty and Originality Involved – The work involves conditions and elements that must be identified and analyzed to distinguish interrelationships.

5. Scope and Effect (Level 5-3, 150 points)

The purpose of the work is to design, create and implement effective field office 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 develop and implement local field office programs, develop guidelines, standards and procedures and provide leadership and guidance.

Completed reports and recommendations influence decisions by managers concerning the fire mitigation, fire education, community assistance, and fire trespass programs at the field office level. The work involves identifying problems, studying, analyzing and making recommendations concerning these programs, thereby affecting the efficiency and productivity of operations in these programs.

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

Personal contacts include co-workers, staff specialists, state office fire personnel, 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, 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; and the general public. May also participate as a technical expert in communities and seminars of local or statewide 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 fire mitigation, fire education, community assistance, and fire trespass 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.