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 MGMT SPECLST (PLNG).

Organization Title: .

Position Number: F2025 Series and Grade: GS-0401-11/12.

RECOMMENDATION FOR COVERAGE REVIEW:

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

This is an administrative position in an organization having a firefighting mission. The primary purpose of the position is to provide specialized and professional guidance, leadership, coordination and program direction in wildland fire planning for a state. The position requires knowledge of wildland fire operations, fuels management, fire ecology, fire behavior, fire hazard and risk analysis, and smoke management techniques.

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

FLERT HR Specialist (PDs) — Date: 10/23/06

Bureau Program Designee — Date: 10-17-06

Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Lead — Date: 10/23/06

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date of 10/5/06. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Performance, Accountability and Human Resources — Date: 11/1/06

(DOI Revised 01/99)

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

1. Agency Position No. F2025

2. Reason for Submission: ☐ Redescription ☑ New ☐ Reestablishment ☐ Other
Explanation *(Show any positions replaced)*

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 6: ☐ 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 8

12. Sensitivity FPPS: 1 LR: ☑ 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	Department of the Interior, FLERT Specialist					
b. Department, Agency or Establishment	This PD has been approved as follows under 5 USC 8336(c) and 8412(d)					
	X Firefighter ___ Law Enforcement					
	___ Primary X Secondary/Administrative ___ Sec/Supvy					
c. Second Level Review	Approval Date November 1, 2006					
	FIRE MGMT SPECLST (PLNG)	GS	401 (51)	12	twr	10/3/06
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

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

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

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
HR Specialist (Classification)

Signature | Date 10/5/06

22. Position Classification Standards Used in Classifying/Grading Position
Job Family Standard. Professional Work in the Natural Resources Management and Biological Sciences Group, 0400. September 2005

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	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks
FPL GS-12 BUS Determined locally
SOC 19-1031

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

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION ☐ AS SHOWN ON CURRENT DESCRIPTION ☐ AS HEREBY AMENDED

IIa. _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO. F2025	SCHEDULE	SERIES	GRADE
FIRE MGMT SPECLST (PLNG)	GS	401	11

☒ SAME AS PRESENT: AMENDED FOR ☐ CSC TITLE ☐ POS. NO. ☐ SCHEDULE ☐ SERIES ☒ GRADE

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.

_____ (Signature of Supervisor) _____ (Date)

TITLE _____

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER ~~AND THE~~ POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

Todd W. Ryan (Official Exercising Classification Authority) 10/5/06 (Date)

TITLE HR Specialist (Classification)

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-12 position description. However, the incumbent is assigned to this position at a developmental level. He/she will perform the day-to-day assignments with considerable independence in planning/carrying out the work. Additional guidance/review will be provided for the more complex assignments (e.g., those without established precedents), in terms of discussions of policies, controversial/sensitive areas, etc., 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.

The incumbent of this position may be non-competitively promoted toward the full performance position description after satisfactorily completing higher graded duties and upon completion of time-in-grade and qualification requirements.

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

Department of the Interior, FLERT Specialist Toni Orth

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

X **Firefighter** ____ **Law Enforcement**

____ **Primary** X **Secondary/Administrative** ____ **Sec/Supvy**

Approval Date November 1, 2006

INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI), Bureau of Land Management. The incumbent serves as the primary wildland fire planning specialist at the state level. The primary purpose of the position is to provide specialized and professional guidance, leadership, coordination, and program direction in wildland fire planning. 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 developing fire planning policies and procedures consistent with national level guidance and coordinating information between national, geographic area, fire planning units, and field organizations.

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

MAJOR DUTIES

Wildland Fire Planning (45%)

The incumbent provides program leadership and consultation for strategic fire management planning, assessments (e.g., wildland fire risk, prevention, etc.), and interagency and/or unit Fire Management Plan (FMP) development. Coordinates and reviews FMPs developed in the state and ensures that they reflect national and state management goals and objectives. Provides guidance and ensures FMPs are consistent with and complement land or resource management plans, enabling laws, policies, regulations, and environmental mandates (e.g., National Environmental Policy Act (NEPA), Clean Air Act, National Historic Preservation Act, etc.).

The incumbent works towards an interagency approach to wildland fire management planning, striving for consistency in budget development and allocation processes, models, assumptions and fire management plan format. Provides technical guidance to field staffs in formulating the FMP through the interpretation of policy, laws, and regulations.

The incumbent facilitates interagency agreement on contentious issues concerning resource usage, funding allocations, and long range strategies within jurisdictional boundaries between: agencies including the U.S. Forest Service; Bureau of Land Management; Bureau of Indian Affairs; National Park Service; Fish and Wildlife Service; tribes; state, county and local governments; field units; and, non government organizations.

The incumbent establishes and maintains cooperative relationships with public and private groups, state, tribal, and local governmental groups and other federal agencies related to wildland fire management planning activities; develops responses to sensitive correspondence; and provides staff advice, analysis, and expertise.

The incumbent ensures that FMPs are accurate and updated and adjusted to reflect changes in law, policy, procedures, land management, resources, and fire management objectives and conditions.

The incumbent coordinates with interagency fire management specialists to assure continuity between the FMP and supporting plans (e.g., prescribed fire, or prevention).

Incumbent provides technical support to fire management officers, land or resource management staffs and planners throughout the state. Provides technical advice in the development of policy, goals, objectives, and appropriate management response to wildland fire activities.

Participates in program reviews with other fire staff to ensure program accountability and efficiency.

Analysis (30%)

Manages and provides state level oversight on the full range of analytical tools used for bureau and interagency fire management planning and budgeting. Provides guidance on the use of analytical tools and makes recommendations on enhancements to meet user needs. The incumbent represents the bureau on interagency work groups involved in the enhancement, use, and management of these systems.

Coordinates and supports the use of geospatial information technology in strategic fire management planning. The incumbent keeps abreast of geospatial standards as they apply to their bureau and ensures compliance within the region(s).

Incumbent responds to data requests from internal and external entities by utilizing specialized software and modeling to evaluate the effectiveness of fire management strategies to meet land management goals and objectives. The incumbent also provides data collection and analysis assistance to field units.

The incumbent provides guidance to the field units on collection and evaluation of fire hazard risk, fuels, historic fire occurrence, fire effects, climatology and weather. Reviews and validates data for adequacy, appropriateness, and accuracy. The incumbent solicits information from staff members and field offices that address short- and long-term fire management planning needs.

Serve as a subject matter expert for the fire planning program and evaluation processes.

Budget (15%)

Works closely with bureau administrators, field unit fire management officers, fire program administrative personnel, budget and finance, and other state fire staff to provide seamless coordination with both fire and non-fire budget processes. Coordinates the states annual fire management program budget, integrates the budget with other program budgets to meet unit operation goals, and ensures that the fire management program budget is distributed according to fire planning analyses. Incumbent works with the bureau administrative staffs and the fire

management officers to make necessary strategic adjustments. Conducts trend analysis for both direct and indirect expenditures and where appropriate, adjusts budget allocations.

Reviews and validates non-FPA analyzed budget items (post-optimization additions) such as national shared resources.

Participates in the preparation of or may be responsible for all phases of the prior, current, or future state fire management budget.

Training (10%)

Incumbent ascertains where training would provide improved performance, significant cost savings, or more efficiency and ensures that fire planning, NEPA, and FPA training is made available within their area of responsibility.

The incumbent supports training development as a subject matter expert in FPA and other courses that support fire planning activities and serves as an instructor.

FACTORS

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

Knowledge and skill at the professional level in natural resource, land management, and fire planning principles, practices, and concepts sufficient to serve as technical authority for the full range of activities involved in fire management planning at the state level.

Comprehensive knowledge of interagency wildland fire operations, fuels management, fire ecology, fire behavior, fire hazard and risk analysis, smoke management techniques, and meteorology sufficient to perform consultative, program development, and oversight services for the state's fire management planning programs.

Knowledge of the latest developments in wildland fire operations and fire management planning sufficient to understand the relationship between wildland fire management and other bureau programs to achieve long term land management objectives.

Knowledge of agency policies, procedures and regulatory requirements covering land use and fire management including the National Environmental Policy Act, the National Historic Preservation Act, the Clean Air Act, and the Endangered Species Act.

Knowledge of budgeting and reporting systems (e.g., FPA and the National Fire Plan Operations and Reporting System) and software used in wildland fire program management sufficient to develop innovative applications of the technology to analyze fire management processes.

Knowledge of geospatial technology sufficient to ensure its effective use in wildland fire management planning.

Knowledge of the National Fire Danger Rating System and Predictive Services products in order to assess bureau, geographic area and local unit conditions, both existing and predicted.

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.

Previous on-the-line wildland firefighting experience is a requirement of this position.

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. The incumbent confers with the supervisor on the development of general fire management objectives, projects, 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. The incumbent is expected to resolve most problems that arise and to coordinate the work with others in the same or other disciplines as necessary. The incumbent keeps the supervisor informed of progress and potentially controversial fire management issues or matters that have far-reaching implications.

The supervisor reviews completed work for general adequacy in meeting objectives, expected results, and compatibility of other work. Recommendations are usually accepted as authoritative.

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

Guidelines in the form of broadly stated agency regulations, policy statements, and Federal land management statutes are sometimes inadequate to deal with the complex or unusual problems or with novel or controversial aspects of fire management planning.

Guidelines include Department, Bureau, and multi-agency policies and procedures, regulations, plans, specialized fire information, and professional practices. Due to the high complexity level of the fire management program and the number of interdependent and cascading variables in fire programs, the guidelines can only be provided as models. This requires that the incumbent use considerable ingenuity and seasoned judgment to extend the guidelines or to develop new methods, techniques, or strategies specific to fire management planning in the state.

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 fire management planning process.

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

The work involves developing diversified fire management programs within a state 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, both federal and state, and other government entities 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 analyses and integrates comprehensive physical, social and economic data in order to provide planning and budgetary recommendations.

Multiple elements and variables frequently change, requiring the incumbent to perform analysis of the effects of those changes on the fire management planning process and sequence work as necessary. The incumbent is required to extend, modify, or adapt current procedures to obtain the appropriate results.

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

The purpose of the position is to serve at the state level in fire planning and as a FPA expert for the technical analysis of the fire management planning program, providing leadership, training and advice to wildland fire management organizations on the technical application of FPA and FMP processes to assist them in developing safe and effective fire management programs. The work is carried out in an interagency, multi-disciplinary environment that requires the incumbent to coordinate with natural resource program managers and land management decision makers to ensure that the fire management program supports the achievement of land and resource management goals and objectives. Problem resolution in the planning process is made difficult due to presence of multiple agencies (two Departments and five land management agencies, multiple tribal, state, and local partners) with differing organizational structures and the existence of numerous other stakeholders with conflicting goals and objectives.

The technical expertise provided by this position affects the capability of a fire Bureau to effectively perform their fire management duties within a state, the budget that is allocated to carry out the state's fire program, and the resources allocated, including those needed to protect communities within the state from wildland fire.

6. Personal Contacts (Level 3c, 180 points)
7. Purpose of Contacts

Contacts include those with the national office, state office and field units; other federal, tribal, and state agencies throughout the geographic area, plus adjoining states/regions. Daily contacts may include field personnel, state office personnel, research scientists, private landowners, other bureau personnel, and the general public. Incumbent maintains regular personal contact with professionals and scientists involved in fire management, air quality and fire research from Federal, Tribal, State, and local agencies, universities, and professional societies. Contacts are

performed as formal presentations, interviews, informal exchanges, written reports and correspondence.

Contacts are for the purpose of coordination and collaboration with various organizations and individuals who may have conflicting viewpoints and require persuasion and negotiation to justify the feasibility of plans and proposals to persuade other experts to adapt new methods and approaches. Contacts are made to determine user needs, explain proposed actions, monitor and evaluate program effectiveness, coordinate program development work, data gathering and analysis, information exchange, development of interagency agreements, and negotiation and explanation of programs. Contacts may be adversarial at times. Contacts are often oriented toward information gathering for the development or refinement of various kinds of resource management plans or programs at the local, state, and national levels in an interagency setting.

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.