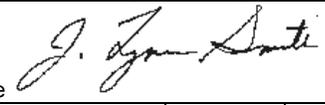


Position Description (Please read Instructions on the Back)							1. Agency Position No.						
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.					
Explanation (Show any positions replaced)				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 type="checkbox"/> Yes <input type="checkbox"/> No					
NPS Standard Position Description Fire Management Program				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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input 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 PDL603 *406									
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 OFFICER		GS		401		12		JLS		11/24/98	
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 Interior						c. Third Subdivision							
a. First Subdivision National Park Service						d. Fourth Subdivision							
b. Second Subdivision Alaska Region						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 Forestry Series, GS-460 dated January 1980; Fishery Biology/Wildlife biology Series, GS-482/486, dated 1991							
Typed Name and Title of Official Taking Action J. Lynn Smith Human Resources Program Manager						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 in the U.S. Office of Personnel Management.							
Signature 				Date 11/24/98									
22. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
23. Remarks Department of Interior, FF/LE Retirement Team Specialist <u>M. Pospahala</u> . This PD has been approved as follows under 5 USC 8336(C) and 8412(d): <input checked="" type="checkbox"/> Firefighter ___ Law/Enforcement ___ Primary <input checked="" type="checkbox"/> Secondary/Administrative ___ Secondary/Supvy Approval Date <u>December 17, 1998</u> . *Agency Use Code should be entered in FPPS as last three spaces of position allocation number													
25. Description of Major Duties and Responsibilities (See attached)													

**NATIONAL PARK SERVICE
STANDARD POSITION DESCRIPTION
FIRE MANAGEMENT PROGRAM**

CLASSIFICATION TITLE: FIRE MANAGEMENT OFFICER

SERIES AND GRADE: GS-401-12

Introduction

As a staff specialist, this position plans and manages a professional, comprehensive, and complex wildland fire management program for a park or group of parks. The park or group of parks has a highly complex program involving wildland fire suppression, fuels management, and prescribed burning (e.g., currently 30-49 FIREPRO workload/complexity points). The incumbent plans and implements all phases of wildland fire management, and as such, is responsible for direct oversight and control of all planned and unplanned ignition wildland fires, dispatch, and mobilization operations.

Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a **MANDATORY PREREQUISITE** for incumbents of this position. This is a professional (administrative) position in the firefighting program of the park.

Major Duties (80-100%)

Develops short and long-range plans for local wildland fire management. Coordinates activities necessary to comply with the National Environmental Policy Act and other legal policy requirements. Works closely with the Regional/Support Office Fire Program Manager to ensure compliance with agency and departmental policy.

Plans and directs surveys for the collection, analysis, and documentation of data relating to fire effects on biotic and abiotic resources. Together with resource managers, analyzes these data to determine whether the prescribed burning program is meeting long-term goals and objectives for fuels management and ecosystem health. In the absence of a Prescribed Fire Specialist, serves as the Prescribed Fire Manager for the park. Maintains awareness of technological developments in wildland fire science and related disciplines.

Coordinates program activities with various neighboring federal, state, and local government entities/agencies. Develops joint, interagency procedures for complex prescribed burning operations and/or management procedures for complex strategies on unplanned ignitions. Serves on interagency committees. Attends interagency policy and procedural development meetings. Develops interagency plans for smoke management and prescribed fire.

Prepares and/or revises annually, cooperative agreements concerning wildfire management, boundary issues, prescribed fire, smoke management, incident mobilization plans, radio frequency use, and cross-agency fiscal matters.

Deals with a variety of complex technical problems relating to fire weather, smoke management, fire behavior, and computer modeling. Identifies problems, researches alternatives, and develops techniques to solve problems.

Formulates and directs the budget accountability program for preparedness, hazard fuels operations and emergency fire accounts. Approves all expenditures. Maintains accountable property records.

Deals directly with National Weather Service meteorologists and state Department of Air Quality regulators on complex, public-sensitive technical issues concerning smoke management, air quality, and prescribed burning.

May manage an NPS Hot Shot Crew or Prescribed Fire Support Module.

Supervisory Duties (less than 25% of the time)

Directs and coordinates subordinate staff and specialists in prescribed fire management, wildland fire management, fire aviation operations, fire equipment management, fire support dispatching activities, fire effects monitoring, fire behavior monitoring, and clerical support personnel.

Develops and revises, as needed, appropriate position management and organization plans. Hires, counsels, evaluates, and disciplines employees. Make recommendations for promotion and/or incentive awards.

The incumbent is responsible for furthering the goals of equal employment opportunity by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, the incumbent initiates nondiscriminatory practices and affirmative action for (1) merit promotion of employees and recruitment of hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

Factor 1. Knowledge Required by the Position

Level 1-7, 1250 points

Professional knowledge of the biological sciences in order to develop and implement an integrated approach to the park's wildland fire management program, and to determine, establish, and apply biological facts, principles, methods, and techniques that are necessary to plan, monitor, control, and study the effects of wildland fire.

Knowledge of the techniques, policies, and practices of fire management as obtained through substantial 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.

Broad knowledge of the principles and methodology of fire science as applied to diverse fire regimes and fuels conditions, resource protection strategies, and multiple management objectives.

Ability to integrate fire science knowledge with pertinent natural and cultural resources programs.

Knowledge and skill of fire science to advise park management and staff as well as other agency personnel on the fire management aspects of program development and integration.

Knowledge of wildfire suppression strategies and tactics.

Knowledge and skill in conducting studies on impacts of fire suppression and fire use practices on natural and cultural resources, and visitor use infrastructure and experience.

Knowledge of supervisory techniques to direct and evaluate the work of others, including knowledge of equal opportunity requirements and practices.

Ability to communicate verbally and in writing in order to develop plans, write reports, and advise, meet, and deal with community and other Federal and State agencies, and at times the media, in proposed fire planning for both control and prescribed management practices, and to explain and interpret professional fire management practices to the community.

Knowledge and skill of the administrative aspects of managing the program, including planning budgets, working with computers, and establishing local policies.

Knowledge of NPS policies and planning practices as they relate to fire management.

Knowledge of the effects of fire on the natural and cultural resources of the park.

Factor 2. Supervisory Controls

Level 2-4, 450 points

The supervisor provides general direction for integrating fire management activities into other park programs and planning activities. The incumbent has broad latitude to develop and implement a complex fire management program in cooperation with interagency partners without close supervision. Potentially controversial or especially sensitive assignments are discussed with the supervisor, a Regional specialist, and/or the Program Center to devise an appropriate course of action. Completed work is reviewed for achievement of fire program goals.

Factor 3. Guidelines

Level 3-4, 450 points

Guidelines include Departmental and NPS policies and procedures, regulations, plans, specialized fire information, and professional practices. Although the guidelines adequately cover many situations, because of the high complexity of the fire program managed, inevitably the guidelines are of limited use for dealing with many complex situations. The incumbent uses resourcefulness in deviating from traditional methods when such situations are encountered. Because of the complex fire management strategies and inter-park or inter-agency issues that are characteristic of the work of this position, the incumbent often recognizes the need for and recommends new or modified guidelines to the regional or national offices.

Factor 4. Complexity

Level 4-4, 225 points

Complexity of the fire program is high, and includes all types of fire management activities. The work requires making many decisions involving work planning, interpretation of considerable

data, and integration of several professional/specialized fields. The diversity of resource management concerns, variety of vegetation types and fuels, and the number and complexity of wildland fire suppression actions and prescribed burns is relatively high and complicates the decision-making process considerably (i.e., typical of parks scoring 30 or more total program workload and complexity points in the FIREPRO analysis). Actions on planned and unplanned ignitions typically involve complicated procedures requiring coordination of several simultaneous operations and the mobilization of many resources. Inter-agency and inter-park operations are common, and may require a high degree of adaptability to local conditions, constraints, and variations. If serving a group of parks, the number of parks may significantly affect the complexity of work since several of the parks may have complex suppression or prescribed burning programs.

Factor 5. Scope and Effect

Level 5-4, 225 points

The purpose of the work is to plan and manage a comprehensive and complex fire management program that includes a number of locations within a broad geographic area. The incumbent works extensively with external contacts (e.g., with managers and technical specialists in outside agencies) as well as the local public to establish cooperative agreements, develop local policies, and resolve complicated issues. Such work affects the work and programs of these external entities. Internal work affects the health of the local ecosystem, the safety of employees and local residents, relationships and agreements with other local agencies, and ultimately influences the acceptability and effectiveness of fire management activities in the area.

Factor 6. Personal Contacts

Level 6-3, 60 points)

Personal contacts are with employees within the agency and outside the organization from a wide array of disciplines, such as resources specialists, biologists, foresters, ecologists, and supporting technicians. Maintains routine contact with regional fire management personnel and local fire management cooperators.

Factor 7. Purposes of Contacts

Level 7-3, 120 points

The purposes of contacts are to influence and encourage commitment and to gain advice on fire program/management goals and objectives. There is a need to overcome some reluctance to integrate fire management concepts and theory into fire science programs. The incumbent uses tact and diplomacy to achieve an integrated fire management program.

Factor 8. Physical Demands

Level 8-2, 20 points

Much of the work is sedentary and performed at a desk. The incumbent is required to walk over rough, uneven terrain in any type of weather to direct operations on prescribed burns and the suppression or monitoring of unplanned ignitions. Physical exertion is needed while inspecting and evaluating conditions of the fire units.

Factor 9. Work Environment

Level 9-2, 20 points

Work is normally performed in an office environment and at times in the field viewing sites. While in the field, the incumbent is exposed to moderate discomforts such as extremes in heat, cold, and inclement weather and moderate risks, which may require safety gear.

Classification Evaluation

Classification Allocation: Fire Management Officer, GS-401-12

Position Classification Standards Used: Forestry Series, GS-460, 1/80 Fishery Biology Series/Wildlife Biology Series, GS-482/486, 1/91

Background

This position is located in a park or group of parks with a highly complex fire program, i.e., fire activity is high, both the wildfire and prescribed fire components of the program are well-developed and very active; the prescribed fire program is complex; the park terrain is varied and presents a variety of significant complications; the incumbent regularly works with interagency contacts on a variety of complex issues; a number of controversial issues exist that require regular attention and intervention from the incumbent; and because of the size and complexity of the program, staffing levels are frequently substantially higher than at the GS-11 level.

Title and Series Determination

This position serves as the Fire Management Officer for a park or group of parks. The work requires professional-level knowledge of the biological sciences in order to develop and implement an integrated approach to the park's fire management program, and to determine, establish, and to apply biological facts, principles, methods, and techniques that are necessary to plan for, monitor control, and study the effects of wildland fire. As no series is specifically designated for positions that deal with the science of fire, and a general rather than specialized knowledge of biology is required in order to effectively operate the program, the most appropriate series for this position is the General Biological Series, GS-401. The title Fire Management Officer is considered most descriptive of the type of duties the incumbent will be required to perform, since no titles are specified for positions in the General Biological Series, GS-401. Therefore, the proper title and series are Fire Management Officer, GS-401.

Grade Level Determination

This position is evaluated against the Forestry Series, GS-460, and cross-referenced against the Fishery Biology Series/Wildlife Biology Series, GS-482/486. Both standards are organized into a nine-factor system.

Factor 1. Knowledge Required by the Position

Level 1-7, 1250 pts.

This position requires professional knowledge of biology as it relates to an intensive fire management program. Knowledge and skill are used to plan, coordinate, implement, and evaluate a comprehensive fire management program. As such, the incumbent assesses, selects, and applies precedents; devises strategies and plans to overcome significant resource problems; and modifies or adapts standard techniques, processes, and procedures to fit specific situations. The position requires a high level of skill and resourcefulness to achieve program and project objectives while reducing potential negative affects on other resources, and minimizing negative impacts to neighboring landowners. Such characteristics are typical of Level 1-7.

The position does not meet Level 1-8, where the work requires employees to apply new scientific findings, developments, and advances to the solution of critical problems of a particularly unique, novel, or highly controversial nature; and where programs significantly impact agency priorities on a national or regional basis. Critical fire-related problems of this nature are not a regular characteristic of this park. Also, while the work of this position may well have some impact beyond park boundaries (e.g., via multi-jurisdictional fire management with adjoining landowners and cooperators; via the incumbent's role as FMO to more than one park, if appropriate; and/or via the incumbent's oversight of one of the few NPS "specialty" crews that travel and assist the fire programs of other parks), it does not regularly impact agency priorities at the level implied in the Level 1-8 criteria.

Factor 2. Supervisory Controls

Level 2-4, 450 pts.

The incumbent's supervisor establishes overall goals within the context of other park programs and planning activities. The Fire Management Program Center establishes overall resources available. Within this framework, the incumbent independently plans and executes an overall fire management program, coordinates the work with others both within and outside of the organization, and resolves most of the problems that arise. Completed work - in the form of plans, local policies, agreements, and recommendations - are reviewed for achievement of program goals and objectives. This meets Level 2-4.

The position does not meet all aspects of Level 2-5, where employees operate within the context and constraints of national legislation and work is reviewed in relation to broad policy requirements and administrative controls. Although this position operates with a great deal of independence, it is subject to closer controls than Level 2-5. Budgets must be approved at both the Regional and Program Center level; other plans must be reviewed and approved by the park, Regional, and/or Program Center levels. With such controls on the position, it does not meet Level 2-5.

Factor 3. Guidelines

Level 3-4, 450 pts.

Guidelines for this position exist in the form of national legislation (e.g., the Clean Air Act, the Endangered Species Protection Act, the Organic Act, the Wilderness Act, etc.), NPS-18, local fire management plans, specialized fire techniques and information, and professional practices. While the guidelines provide a good framework for the goals, objectives, and approved practices of the program, they are typically inadequate for dealing with complex and/or controversial situations. In addition, they are also typically inadequate for dealing with the vast array of cooperators and area organizations that the incumbent must regularly work with. In such situations, the incumbent regularly extends traditional methods and practices or at times develops new techniques. This meets Level 3-4.

While the position does appear to exceed certain aspects of Level 3-4, it does not meet all of the criteria for Level 3-5. For example, while successful practices and techniques tested here may be utilized by other organizations, it would be overstating the role of the position to say the incumbent is a recognized authority with responsibility for developing policies, plans, and standards that guide other personnel in their programs. While the incumbent may serve on several local interagency committees that work to develop agreements and understandings regarding how fire will be managed in this area, this does not meet the Level 3-5 criteria.

Another critical component of the Level 3-5 criteria is that such positions are largely occupied with major problems that are highly unusual or of national significance. While smoke management and other similar issues are complex problems on a national level as well as at this park, and this position may be located in a high-profile park, this position's related problems are regional in nature; and further, while the incumbent must deal with many complex problems, often simultaneously, the position is largely occupied with operating the park's fire program, not the major problems characterized at Level 3-5. In order to be credited with Level 3-5, the position must meet all of that level's criteria; because this position does not meet all of the criteria, it is credited with Level 3-4.

Factor 4. Complexity

Level 4-4, 225 pts.

The incumbent administers a complex fire management program with several well-developed components (i.e., wildfire, hazardous fuel reduction, fire effects monitoring, etc.). In addition, the size, location, and complexity of the program results in a variety of external pressures, significant problem-solving, and often sensitive external relations. Like Level 4-4 criteria, the work requires flexibility and judgment in approaching problems and applying methodologies and practices to obtain an optimum balance between program requirements and policies, differences in the missions of cooperators and agencies (e.g., USFS, BLM, state organizations, etc.), and the demands of a variety of interest groups (e.g., the local public, environmental groups, researchers, etc.). Because of the complexity of the program, and often the lack of directly applicable guidelines to cover unusual situations, the incumbent is frequently required to draw on precedent situations for guidance and in many cases, to improve existing or develop new techniques. This meets Level 4-4.

The position does not meet Level 4-5, where incumbents must solve problems concerned with novel, undeveloped, or controversial aspects of fire management and where problems are complex or difficult due to such characteristics as the abstract nature of the concepts, or existence of serious conflicts among scientific requirements, program direction, and administrative requirements. While this position may have to deal with controversial situations, the complexity of the program is not such that the other critical components of Level 4-5 noted above are present in the position on a regular and recurring basis.

Factor 5. Scope and Effect

Level 5-4, 225 pts.

The purpose of the work is to plan and manage a comprehensive and complex fire management program. Like the Level 5-4 criteria, the incumbent is concerned with problems which occur at a number of locations within a broad geographic area. Because of the difficulty of many of the problems encountered, the incumbent frequently improves existing techniques or develops new approaches to resolve specific situations. The scope of the work meets Level 5-4. The incumbent works extensively with external contacts (e.g., with managers and technical specialists in outside agencies) as well as the local public to establish cooperative agreements, develop local policies, and resolve complicated issues. Such work affects the work and programs of these external entities. Internal work affects the health of the local ecosystem, the safety of employees and local residents, relationships and agreements with other local agencies, and ultimately influences the acceptability and effectiveness of fire management activities in the area. The effect of the position also meets Level 5-4.

The position does not meet Level 5-5, where the purpose of the work is to isolate and define unknown conditions, resolve critical problems, and develop new approaches and guides; and

where the work affects top-level agency administrators and the development and/or effectiveness of the policies, programs, and actions of the agency in a number of program areas in one or more states. Such criteria are typical of the scope and effect of a regional or headquarters level position. Although the position has considerable impact on fire management activities in the local area (perhaps even of an extended area if the position serves as FMO for several satellite parks), and certainly the incumbent may contribute recommendations, etc. to national-level debates, this position simply does not, on a regular and recurring basis, meet the broad scope and effect intended at this level.

Factor 6. Personal Contacts

Level 6-3, 60 pts.

Contacts include NPS employees involved in the fire program throughout the organization; managers and technical specialists from a variety of external organizations (e.g., USFS, BLM, state departments, public interest groups, etc.); and the general public. This meets Level 6-3.

The position does not meet Level 6-4, where employees have regular contacts with high-ranking officials from outside the agency at national or international levels in highly unstructured settings.

Factor 7. Purpose of Contacts

Level 7-3, 120 pts.

The purposes of the contacts are to exchange information; coordinate work efforts; and influence and motivate both internal and external contacts. In some cases the incumbent must try to convince others to integrate fire management concepts and theory into broader resource programs. In other cases, the incumbent must try to persuade others to accept and adopt research conclusions, NPS strategy, and unpopular proposals. Contacts are often skeptical and at times fearful. This meets Level 7-3. The position does not meet Level 7-4, where employees regularly negotiate, justify, or resolve highly important or controversial matters involving significant issues; this usually involves active participation in hearings or conferences involving issues of considerable consequence or importance. While the fire management program at this park is indeed complex, regular issues of such scale are unusual, and would typically not be handled without some help from the supervisor or Superintendent. The contacts described in Level 7-4 are typical of positions at higher levels in the organization.

Factor 8. Physical Demands

Level 8-2, 20 pts.

Administrative work is typically sedentary. However, the work does require some physical exertion in the form of walking over rough, muddy, and uneven terrain; bending, stooping, and crouching; and lifting moderately heavy items when the incumbent visits fire camps, and/or makes field assessments. This meets Level 8-2.

Factor 9. Work Environment

Level 9-2, 20 pts.

Although administrative work is typically performed in an office setting, visits to the field involve exposure to moderate risks such as flying in aircraft, exposure to extreme temperatures, and a variety of fire hazards. Protective clothing and special precautions are necessary. This is characteristic of Level 9-2.

Conclusion

The total points allocated to this position equal 2820, which falls within the GS-12 range of 2755-3150. The appropriate classification of this position is Fire Management Officer, GS 401-12.

