

AYANNA SEARS

For: Deputy Assistant Secretary, Human Capital and Diversity

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

	t System, 5 USC § 8336(c)	
[X] Approved under the Federal Employees Retin	rement System, 5 USC § 8412(d)	
Category of Coverage: Secondary/Administrative	e (Firefighter)	
Bureau: Any DOI Bureau may use this Standa	ard PD and must use the Standard PD	Number
Classification Title: Fire Management Officer		
Organization Title:		
Standard Position Number: FDI0227	Series and Grade: GS-0401-11	
RECOMMENDATION FOR COVERAGE: Secon under both CSRS and FERS.	ndary/Administrative Firefighter coverage	e is recommended
organization that provides short and long-range fire coordination, and evaluation of the fire management implementing an integrated fire management progris intended for use at locations that have varying six 4 staff reporting to it year-round. This is an admin firefighting mission, and is clearly in an establish by substantial service in a primary firefighter proposer government is a MANDATORY PREREQUISITY.	nt program. The position is responsible for am to achieve resource management object the staff during fire seasons but does not he inistrative position in an organization has hed career path. Prior firefighting expensition or equivalent experience outside TE for incumbents of this position.	r developing and ctives. This SPD ave a minimum of aving a crience, as gained the Federal
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Date: 2020.06.17 08:39:55 -04'00'

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a. Employee (optional) b. Supervisor	the same and the same of the	Dat	te: 2020.06.04 14:24:39	9 -06'00'	06/04/2020	personi	nel office or the	U.S. Office of Pers	onnel Mar	nagement	rallable from the
b. Supervisor	MARTINE CO. BOTO TROP LAND	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
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Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

*2. Check one.

- · "Redescription" means the duties and/or responsibilities of an
- existing position are being changed.

 "New" means the position has not previously existed.

 "Reestablishment" means the position previously existed, but had been cancelled.
- · "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one.

- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
- To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278.
 See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
- 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position. Reserved position.

11. Check one.

- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
- · A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
- one to show whether the position is non-sensitive, 12. Check noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

- 13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
- 14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - · For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
- Enter the organizational, functional, or working title if it differs from the official title.
- 17. Enter the name of the incumbent. If there is no incumbent, enter 'vacancy.'
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
- 19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
- Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
- 23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 recertifications of the statements in items #20 and #21 respectively.
- 24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Fire Management Officer GS-0401-11

I. INTRODUCTION

This position serves as a Fire Management Officer (FMO) on a Unit or as a Zone FMO in a fire management organization that provides short and long-range fire management planning, program direction and coordination, and evaluation of the fire management program. The position is responsible for developing and implementing an integrated fire management program to achieve resource management objectives. Provides leadership, coordination, and direction, for the administration of the fire suppression, detection and prevention programs; dispatching and other communication services; fuels/vegetation management; aviation management; mitigation and education; and the integration of fire and aviation management plans and activities with other natural resources. The employee must remain abreast of the latest scientific, technological advances in the fire sciences and be ready to apply them to the latest issues, both within the bureau and in interagency workgroups. This position is at the full performance level.

NOTE: This SPD is intended for use at locations that have varying size staff during fire seasons but does not have a minimum of 4 staff reporting to it year-round.

II. MAJOR DUTIES

Supervision and Safety (20%)

Exercises delegated supervisory authorities and responsibilities 20% of duty time. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met.

Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, prepares schedules for completion of work, and approves leave. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinates within the unit to ensure timeliness, form, procedure, accuracy, quality and quantity standards are met. Engages or participates in the hiring process for subordinate employees. Evaluates work performance of subordinates, setting standards, monitoring, and final evaluating of subordinate performance. Effects minor disciplinary measures, such as verbal warnings, cautions, and reprimands. May certify time and attendance and approve travel authorizations and vouchers. Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Ensures all communication - written, oral, visual, and signed - is non-discriminatory and is sensitive to all employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

Program Management (30%)

Directs all phases of the fire management program and is responsible for its planning, program direction, coordination and evaluation. Analyzes fire management plans and initiates changes within guidelines or makes recommendations to meet changing conditions within the limits of current or anticipated funding. Ensures that the fire management program is in compliance with environmental laws, regulations, and policies.

Provides leadership, coordination and direction in the application of standards, methods, and guidelines for all fire and aviation management program elements. Provides advice and guidance in the implementation of policies and standards received from higher authorities.

Ensures that the fire prevention program is effective and meets short-term objectives and long-term goals. Develops and reviews fire prevention plans. Works with other agencies in the development and delivery of cooperative fire prevention programs and training.

Develops and implements a communication plan. Briefs decision makers. Coordinates plans of action with affected cooperators. Ensures information related to wildland fire, prescribed fire, and fire program components for internal and external audiences is accurate and timely.

Coordinates program activities with federal, state, tribal, and local government entities/agencies. Develops, implements and administers grants and agreements (e.g., Emergency Equipment Rental Agreements, mutual assistance, and Rural Fire Assistance).

Serves on various interagency committees, teams and work groups dealing with specific local or geographic issues. Identifies research needs and applies new technology.

May direct, supervise or contribute to phases of the budget formulation process to assure balance in the fire organization at varying levels of funding, and initiates changes as appropriate. Monitors the expenditure of funds to assure fiscal integrity.

Manages the environmental and workplace hazards of the wildland fire environment and provides leadership and direction to subordinates in the recognition and mitigation of these hazards following applicable laws, policies, and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

Planning and Operations (50%)

Participates in fire management planning activities. Planning involves interacting with all disciplines as well as officials from other federal, state, tribal, and local agencies and the public. Plans include short-range issues as well as long-range strategies.

Reviews preparedness actions and operating plans used in the management of wildland fires. Negotiates cooperative agreements and resolves difficult and controversial public relations problems. Develops alternative wildland fire strategies by taking into consideration values to be protected and selects the appropriate alternative.

Ensures that the fuels management program is consistent with ecosystem management principles and land use plans and is applied on a landscape basis. Establishes priorities for fire hazard

reduction and fuels management based upon minimizing potential damage and maximizing multiple resource benefit and enhancement. Reviews and evaluates fuels management and fire use plans and prescriptions to achieve specific ecosystem and resource management objectives.

Identifies and evaluates the implications of the fuels management program on air quality standards, and provides operational guidance to mitigate potential impacts from smoke to sensitive areas.

Participates as a member of an interdisciplinary team in the development of land use plans.

Coordinates and initiates all fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives, by using the full range of strategic and tactical options as described in an approved Fire Management Plan (FMP).

Initiates a decision support document for all wildland fires which is completed and retained for all fires that escape initial attack.

Coordinates operations with cooperating agencies on multi-jurisdictional wildland fires addressing risk to human safety and potential for damage to resources and improvements. May debrief with incident management team personnel and coordinate safe travel plans.

Monitors fire season severity predictions, fire behavior, and fire activity levels and takes appropriate actions to ensure safe, efficient and effective operations.

May be responsible for aviation activities at the local level and may serve as the aviation officer or subject matter expert.

Organizes trains, equips, and directs a qualified workforce to meet local, geographic area, or national level fire program management needs.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

OTHER SIGNIFICANT FACTS:

Prior wildland firefighting experience and training on the fireline is a mandatory requirement to carry out the duties and responsibilities of this position.

This position is subject to the qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide.

This position requires a valid state driver's license.

This is a Testing Designated Position under the Department of the Interior Drug-Free Workplace Program.

The incumbent is responsible for actively supporting and implementing the Equal Opportunity Program as specified in bureau guidance and affirmative action plans. This includes ensuring equal opportunity for all supervised employees and selections for training and education

programs, promotions and awards, as well as fair and impartial recruitment and selection of new employees.

Performs other similar duties as assigned.

IV. FACTOR LEVEL DESCRIPTIONS

Factor 1 - Knowledge Required by the Position

(Level 1-7, 1250 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment.

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology).

Comprehensive knowledge of the principles, practices, and concepts of wildland fire management (e.g., fire effects, fire hazard and risk analysis, fuel and flammability assessment, smoke management, incident management, prescribed fire, and fire use) sufficient to perform program development and oversight for the fire and aviation management programs.

Comprehensive knowledge of laws, regulations, and agency policies and procedures applicable to the use and protection of natural and cultural resources.

Knowledge of accepted wildland fire safety practices and procedures.

Comprehensive knowledge of the latest technological advances in fire management sufficient to evaluate their applicability to specific situations.

Knowledge of budgeting policy, procedures and techniques sufficient to develop program budgets and annual work plans.

Knowledge of capabilities, limitations, approved safety standards, and operating procedures of commonly used fixed and rotary wing aircraft.

Knowledge of supervisory policies, procedures, and methods in order to manage a diverse workforce.

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR).

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

Factor 2 - Supervisory Controls

(Level 2-4, 450 points)

The incumbent receives assignments in terms of broad functional responsibilities, goals, and overall objectives. The supervisor and employee confer on priorities and deadlines.

The incumbent independently plans, obtains resources, creates objectives, interprets policies and regulations, and resolves technical or administrative conflicts with internal and external stakeholders. Coordinates fire management activities and plans with other resource management personnel independently or in collaboration with interdisciplinary resource teams.

Significant developments are discussed with the supervisor, and the work is reviewed for compatibility with overall program objectives.

Factor 3 - Guidelines

(Level 3-3, 275 points)

Guidelines include Department, Bureau, and multi-agency policies and procedures, regulations, plans, specialized fire information, and professional practices. Due to the number of interdependent variables of the fire management program, the incumbent is required to select, adapt, and interpret existing methods, practices, and instructions or to generalize from several guidelines and techniques in carrying out the activities.

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 appropriate plan.

Factor 4 - Complexity

(Level 4-4, 225 points)

Primary responsibility of the position is to provide technical guidance, program development and review, and to plan, coordinate, and monitor the fire management program and operations using data from various sources within the incumbent's area of responsibility.

The incumbent must consider a number of variables and features that may complicate the planning process on the varied land areas. The land areas and the functional programs are characterized by a number of complex features and may include: (1) terrain that varies from short grass prairies to forests, with varying elevation ranges; (2) large areas of unique ecosystems, some of which may be wilderness area, and may contain cultural resources; (3) habitat that supports numerous wildlife species; (4) land areas that may contain several threatened or endangered plants and animals; (5) variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided effect on plans, methods, and procedures of all fire management activities; (6) a wide variety of fuels ranging from grasslands to forests, requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning and other factors.

The work involves many areas of uncertainty, and a number of technical, resource, administrative and socio-economic problems. This requires the incumbent to extend, modify, or adapt procedures to resolve problems.

Factor 5 - Scope and Effect

(Level 5-3, 150 points)

The purpose of the work is to plan, develop, implement, coordinate, and evaluate an integrated fire management program to achieve resource management objectives.

The fire management program is extremely important to the ecosystem and the incumbent's actions have an effect on the local economy, recreational pursuits, and public safety.

The results of the work influences the effectiveness in meeting the agency land management objectives and goals.

Factor 6 & 7 - Personal Contacts & Purpose of Contacts (Level 3c, 180 points)

Personal contacts are made with personnel at all levels of cooperating land management and fire protection agencies at the federal, state, tribal, and local level. Primary contacts are with fire management personnel, resource specialists and other unit coordinators. Other personal contacts are with environmental and conservation groups, news media, contractors, private landowners, political officials, and the general public.

Most contacts are to exchange information, provide fire management advice, coordinate work efforts, negotiate solutions to common problems, and to plan and develop cooperative endeavors with federal, state, tribal, or local officials.

Sometimes the contacts are made to influence or persuade other subject matter experts to adopt a course of action or change program direction, resolve disputes, or to obtain compliance with objectives.

Factor 8 - Physical Demands

(Level 8-2, 20 points)

Normally the work is sedentary but often requires physical exertion while overseeing fire suppression activities including walking over rough, steep, uneven terrain in all types of weather. The incumbent is faced with emergency situations at all hours and must respond quickly. The position may require long shifts or multi-day assignments under primitive living conditions during emergencies. During the fire season, extended fire assignments away from the unit may be required under very stressful conditions.

Factor 9 - Work Environment

(Level 9-2, 20 points)

Most work is performed in an office setting. Field work is sometimes performed in steep terrain where surfaces may be uneven, rocky, or covered with thick vegetation. Temperatures are frequently extreme, both from weather and fire conditions where the presence of smoke and/or dust conditions are frequently severe. The hazardous nature of fire suppression work requires that protective clothing (boots, hard hats, etc.) be worn during emergencies. The incumbent must exercise a variety of safety practices and precautions for their own and others' well-being.

Evaluation Summary	Final Level	Points			
Knowledge Required by the Position	1-7	1250			
Supervisory Controls	2-4	450			
Guidelines	3-3	275			
Complexity	4-4	225			
Scope and Effect	5-3	150			
Personal Contacts & Purpose of Contacts	3c	180			
Physical Demands	8-2	20			
Work Environment	9-2	20			
Total Points:		2570			
Point Range:		2355-2750			
Final Grade:		GS-11			
Official Title: Fire Management Officer		SPD #: FDI0227			
Standard(s) used to evaluate the position	in the Natural Reso Biological Sciences	Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 Sept. 2005 No Transmittal Nbr.			
Comments: Major duties account for 100% of tir	ne				