



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

Attachment 1

[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 (Firefighter)

Bureau: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

Classification Title: Forestry Technician (Fire Dispatch)

Organization Title: _____

Standard Position Number: FDI212B/FDI212A Series and Grade: GS-0462-06/07

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

This position serves as a Senior Fire Dispatcher located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center located in a fire management organization. The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities. **This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. 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.**

WILLIAM SIZEMORE Digitally signed by WILLIAM SIZEMORE
Date: 2019.05.17 10:31:06 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

GRANT BEEBE, Assistant Director, Fire and Aviation (Acting), BLM

Date

WILLIAM (BILL) KAAGE, Chief, Division of Fire and Aviation, NPS

Date

LEON W. BEN, JR., Director, Branch of Wildland Fire Management, BIA

Date

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS

Date

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

AYANNA SEARS

AYANNA SEARS
c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=AYANNA SEARS, 0.9.2342.19200300.100.1.1=14001003241288
2019.05.24 08:50:11 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No. FDI212A	
2. Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
<input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field							
Explanation <i>(Show any positions replaced)</i> New DOI Fire Standard PD Replaces legacy SPD# DOI112				7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action	
				<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status		11. Position Is		12. Sensitivity	
				<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
								13. Competitive Level Code	
								14. Agency Use	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	
a. Office of Personnel Management									
b. Department, Agency or Establishment		Forestry Technician (Fire Dispatch)				GS		0462	
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
		Department of the Interior, FLERT Specialist This PD has been approved as follows under 5 USC 6336(c) and 3412(d) <input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date: <u>May 24, 2019</u>							
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>			
18. Department, Agency, or Establishment						c. Third Subdivision			
Department of the Interior									
a. First Subdivision						d. Fourth Subdivision			
BIA BLM NPS FWS									
b. Second Subdivision						e. Fifth Subdivision			
						Signature of Employee <i>(optional)</i>			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.									
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						Signature			
Date						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			
Typed Name and Title of Official Taking Action						Flysheet for Forestry Technician, GS-0462, TS-111 Dec 1991; Aid & Technical Work in the Biological Sciences Series, GS-0400, TS-111 Dec 1991.			
Renae Lockwood, Classification 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 the U.S. Office of Personnel Management.			
Signature									
RENAE LOCKWOOD Digitally signed by RENAE LOCKWOOD Date: 2019.05.13 09:08:52 -04'00'						Date			
05/13/2019									
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
This position is at the full performance level.									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

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.
6. 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.
8. 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.
9. 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.
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.
12. Check one to show whether the position is non-sensitive, 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, "Job Grading System 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.
16. 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.
22. 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 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.

**Forestry Technician (Fire Dispatch)
GS-0462-07**

LEGACY SPD#: DOI112

I. INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). This position serves as a Senior Fire Dispatcher located in a dispatch center. This may be a single bureau dispatch office or interagency dispatch center. The area involved may encompass federal, state, Tribal and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-hazard incidents as needed or directed. The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities. This position is at the full performance level.

II. MAJOR DUTIES

Operations/Mobilization (55%)

Performs and directs others in receiving fire reports, determining location, land status, and current fire information. Coordinates aviation dispatch operations (e.g., aircraft capabilities and limitations, flight planning, aviation safety). Determines appropriate resource response to incidents and requests from the field and dispatches personnel, equipment, aircraft, and/or supplies. Based upon current wildland fire suppression activity and utilizing prior wildland firefighting experience and training, anticipates fire suppression needs and determines resource allocation. Operates and/or directs the operation of various dispatch telecommunication systems. Organizes and reviews completed records of all orders placed and actions taken to ensure adherence to established operating procedures.

Processes and interprets weather information (e.g., spot weather forecasts, weather station observations, current and forecasted weather, lightning detection, and fuel moisture levels). This information is used to determine burning indices, preparedness levels and staffing levels for suppression and aviation resources. Performs, and directs others, in inputting data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems) and makes assessment of outputs.

Fire Program Management Support (45%)

Provides information and consults with supervisors, multiple agencies, cooperators and other interested entities. Provides critical logistical support information to supervisor and makes recommendations concerning the efficient uses of available resources.

Makes initial and extended attack decisions in response to fire reports and orders for additional support from the field by arranging for and coordinating the transportation of personnel, equipment, aircraft, and supplies. Provides liaison between the unit and other dispatch offices

and the geographical coordination center concerning orders to supplement the unit's capabilities. Records and maintains communication logs.

Coordinates fire training and orientation. Reviews internal operating procedures and systems, makes recommendations for improvement, and updates/develops operating plans and mobilization guides. Provides technical guidance and on-the-job training for other dispatchers. Assists with scheduling to ensure adequate personnel are available. Provides technical guidance in unusual situations.

Follows up on assignments to ensure they are complete and meet accepted standards. Provides assistance on problems encountered by dispatch personnel.

OTHER SIGNIFICANT FACTS

This is an administrative position in an organization having a firefighting mission, and is in an established career path. 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 testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

May be required to possess and maintain a valid state driver's license.

Performs similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-5, 750 Points)

Technical knowledge of fire management operations, dispatch procedures, and resources used for the tactical and logistical support for wildland and prescribed fire incidents (e.g., guidelines, initial attack, expanded dispatch, Incident Command System (ICS) terminology, resource qualification and capabilities).

Knowledge of the capabilities and limitations for a variety of suppression resources in order to determine the appropriate resource for a specific mission.

Technical knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, fire behavior, and weather conditions to effectively dispatch fire management resources, propose and update guidelines, issue internal instructions to other dispatchers, and resolve dispatch problems.

Skill in recognizing the effects of changing fire conditions to inform field personnel and agency administrators or Multi-Agency Coordination (MAC) Group of critical information (e.g., fuels, resource availability, fire weather warnings and watches, fire behavior, and burning conditions).

Technical knowledge of fire operations and safety precautions sufficient to (1) determine appropriate fire management response and resource allocation, (2) perform dispatch coordination functions with varying internal procedures, (3) develop information for special reports and briefings, (4) develop alternative strategies when competing units are requesting resources in short supply, (5) update and revise internal dispatch guidelines and procedures, and (6) locate additional sources for resources.

Knowledge of aircraft flight planning, including but not limited to scheduling flights, pilots and aircraft; duty limitations, ordering procedures, procurement and cost comparison analysis.

Knowledge of airspace designations and notification procedures for airspace coordination (i.e., Military Training Route (MTR), Military Operating Airspace (MOA), Temporary Flight Restriction (TFR), hazards).

Knowledge of fixed and rotary-wing aircraft relating to fire and administrative operations in terms of capabilities, duty limitations, scheduling, flight following, incident or accident notification, and economics.

Knowledge of aviation safety, including airspace management, search, rescue and medivac procedures, incident reporting procedures, briefing and debriefing pilot, chief of party and passengers, and incident or accident notification.

Knowledge of wildland fire management computer programs and data output to solve data entry/retrieval problems, train dispatchers and develop operating guidelines and procedures.

Skill and knowledge in the use of maps and their interpretation to train dispatchers and others to pinpoint locations received from various reporting entities, to determine the most feasible access route to a given location.

Ability to communicate orally and in writing in a clear and concise manner. Ability to remain calm under urgent and frequently changing conditions.

Ability to provide on-the-job training. Ability to organize and prioritize work.

Providing developmental guidance and assistance to new employees.

Factor 2 - Supervisory Controls

(Level 2-3, 275 Points)

The supervisor assigns work, provides general instructions, and sets overall goals and standards of performance. Supervisor is available for consultation and advice on new or unusual aspects. The employee independently plans and carries out the work handling problems in accordance with instructions, policies, previous training, or accepted practices. Makes recommendations on operating procedures.

Day to day work is reviewed through analysis of post activity, e.g., what has been achieved, appropriateness, and conformity to policies and procedures.

Factor 3 – Guidelines

(Level 3-2, 125 Points)

Guidelines are found within bureau and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center.

The employee is expected to use sound judgment, creativity, innovation, and ingenuity in applying guidelines, and is permitted broad latitude for independent and innovative action due to the wide range of variables under which the work is accomplished. Each incident is different, and the requirements for safe, timely, cost effective and legal operations given the number and variety of situations encountered in carrying out assignments, requires the employee to adapt or extend guidelines or choose from among alternative procedures.

Factor 4 - Complexity

(Level 4-3, 150 Points)

The Center coordinates with multiple agencies (e.g., Federal, State, Tribal, and local) the movement of tactical and logistical resources in support of emergency incidents. The employee directs coordination efforts for multiple large incidents and new ignitions possibly occurring simultaneously in a variety of fuel types within a geographic area.

The employee analyzes specific situations encountered and selects the most appropriate course of action. Threats to life, property, and natural resources are commonplace. The employee's decision-making is complicated by the number, size and locations of incidents requiring support, time constraints, priority, risks, availability of resources, and the expenditure of public funds.

Factor 5 - Scope and Effect

(Level 5-3, 150 Points)

The work of the employee facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation. Duties and support functions have a significant impact on fire management operations and the efficiency of the program.

The center's work is critical to the safety of personnel, the public, and to the protection of resources.

Factors 6 & 7 - Personal Contacts & Purpose of Contacts

(Level 2a, 45 Points)

Personal contacts are made with all levels of cooperating land management and emergency support agencies. Primary contacts are with fire suppression personnel, fire managers, resource specialists, other dispatch offices, and the geographical coordination center. Other personal contacts may be with national and local news media, contractors, law enforcement personnel, Federal Aviation Administration, National Weather Service and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, tribal governments, private landowners, vendors, officials and providers of various types of equipment and services.

The purpose of the contacts is primarily to exchange information, coordinate work efforts, reach agreement on current or proposed guidelines and regulations and to resolve questions of a complex nature. Contacts are also made to obtain interagency agreement to reduce or eliminate

duplication of effort, to give or gain cooperation and to resolve conflicts. Contacts with national and local news media, contractors, local representatives, law enforcement personnel, and the public are primarily to exchange information.

Factor 8 - Physical Demands**(Level 8-2, 20 Points)**

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. The duties of this position create a highly stressful environment during peak activity, requiring the ability to keep calm in emergency situations. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required.

Factor 9 - Work Environment**(Level 9-2, 20 Points)**

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties. This creates a high stress work environment.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-5	750
Supervisory Controls	2-3	275
Guidelines	3-2	125
Complexity	4-3	150
Scope and Effect	5-3	150
Personal Contacts & Purpose of Contacts	2a	45
Physical Demands	8-2	20
Work Environment	9-0	20
Total Points:		1535
Point Range:		1355-1600
Final Grade:		GS-07
Official Title: Forestry Technician (Fire Dispatch)		SPD#: FDI212A
Standard(s) used to evaluate the position: Position Classification Flysheet for Forestry Technician, GS-0462, TS-111, December 1991 Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, December 1991		
Comments: Major duties account for 100% of time. This position is at the full performance level.		

POSITION DESCRIPTION (Please Read Instructions on the Back)1. Agency Position No.
FDI212B

2. Reason for Submission

☐ Redescription ☐ New
☐ Reestablishment ☒ Other

Explanation (Show any positions replaced)

New DOI Fire Standard PD

Replaces legacy SPD# DOI112

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

☐ 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

12. Sensitivity

☐ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Forestry Technician (Fire Dispatch)

GS

0462

6

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05/13/2019

c. Second Level Review

Department of the Interior, FLERT Specialist

d. First Level Review

This PD has been approved as follows under 5 USC 5336(c) and 5412(c)

☒ Firefighter ☐ Law Enforcement☐ Primary☒ Secondary/Administrative ☐ Sec Supply

e. Recommended by Supervisor or Initiating Office

Approval Date

May 24, 2019

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

c. Third Subdivision

a. First Subdivision

BIA BLM NPS FWS

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

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

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Renae Lockwood,

Classification Program Manager

Signature

RENAE
LOCKWOODDigitally signed by
RENAE LOCKWOOD
Date: 2019.05.13
09:08:52 -04'00'

Date

05/13/2019

22. Position Classification Standards Used in Classifying/Grading Position

Flysheet for Forestry Technician, GS-0462, TS-111 Dec 1991; Aid & Technical Work in the Biological Sciences Series, GS-0400, TS-111 Dec 1991.

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

This is a career ladder position. Full performance is at the GS-7 grade.

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

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

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- *1. Enter position number used by the agency for control purposes.
See FPM Chapter 312, Subchapter 3.
- *2. Check one.
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3. Check one.
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8. 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.
9. 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.
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See FPM Chapter 351.
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 - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
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16. 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.
22. 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 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.

**Forestry Technician (Fire Dispatch)
GS-0462-06**

LEGACY SPD#: DOI112

I. INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). This position serves as a Fire Dispatcher located in a dispatch center. As a developmental position, the incumbent is provided appropriate training and development assignments to assume the full performance position. This may be a single agency dispatch office or interagency dispatch center. The area involved may encompass federal, state, Tribal and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-hazard incidents as needed or directed. The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities. This is a career ladder position. Full performance level is at the GS-07 grade.

II. MAJOR DUTIES

Operations/Mobilization (55%)

Performs or assists in directing others in receiving fire reports, determining location, land status, and current fire information. Coordinates aviation dispatch operations (e.g., aircraft capabilities and limitations, flight planning, aviation safety). Determines appropriate resource response to incidents and requests from the field and dispatches personnel, equipment, aircraft, and/or supplies. Based upon current wildland fire suppression activity and utilizing prior wildland firefighting experience and training, anticipates fire suppression needs. Operates or assists in directing the operation of various dispatch telecommunication systems. Organizes and reviews completed records of all orders placed and actions taken to ensure adherence to established operating procedures.

Processes and may interpret weather information (e.g., spot weather forecasts, weather station observations, current and forecasted weather, lightning detection, and fuel moisture levels). This information is used to determine burning indices, preparedness levels and staffing levels for suppression and aviation resources. Performs or assists in directing others, in inputting data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems) and makes assessment of outputs.

Fire Program Management Support (45%)

Provides critical logistical support information to supervisor and cooperators and makes recommendations concerning the efficient uses of available resources.

Makes initial and extended attack decisions in response to fire reports and orders for additional support from the field by arranging for and coordinating the transportation of personnel, equipment, aircraft, and supplies. Provides liaison between the unit and other dispatch offices

and the geographic area coordination center concerning orders to supplement the unit's capabilities. Records and maintains communication logs.

May coordinate and assist with fire training and orientation. Reviews internal operating procedures and systems, makes recommendations for improvement, and updates operating plans and mobilization guides. Provides guidance and on-the-job training for other dispatchers. Assists with scheduling to ensure adequate personnel are available.

Provides guidance in unusual situations. Follows up on assignments to ensure they are complete and meet accepted standards. Provides assistance on problems encountered by dispatch personnel.

OTHER SIGNIFICANT FACTS

This is an administrative position in an organization having a firefighting mission, and is in an established career path. 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 testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Must possess and maintain a valid state driver's license.

Performs similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-4, 550 Points)

Basic knowledge of fire management operations, dispatch procedures, and resources used for the tactical and logistical support for wildland and prescribed fire incidents (e.g., guidelines, initial attack, expanded dispatch, Incident Command System (ICS) terminology, resource qualification and capabilities).

Knowledge of the capabilities and limitations for a variety of suppression resources in order to determine the appropriate resource for a specific mission.

Knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, fire behavior, and weather conditions to effectively dispatch fire management resources, propose and update guidelines, issue internal instructions to other dispatchers, and resolve dispatch problems.

Skill in recognizing the effects of changing fire conditions to inform field personnel and agency administrators or Multi-Agency Coordination (MAC) Group of critical information (e.g., fuels, resource availability, fire weather warnings and watches, fire behavior, and burning conditions).

Knowledge of fire operations and safety precautions sufficient to (1) determine appropriate fire management response and resource allocation, (2) perform dispatch coordination functions with varying internal procedures, (3) develop information for special reports and briefings, (4) develop alternative strategies when competing units are requesting resources in short supply, (5) update and revise internal dispatch guidelines and procedures, and (6) locate additional sources for resources.

Knowledge of aircraft flight planning, including but not limited to scheduling flights, pilots and aircraft; duty limitations, ordering procedures, procurement and cost comparison analysis.

Knowledge of airspace designations and notification procedures for airspace coordination (i.e., Military Training Route (MTR), Military Operating Airspace (MOA), Temporary Flight Restriction (TFR), hazards).

Knowledge of fixed and rotary-wing aircraft relating to fire and administrative operations in terms of capabilities, duty limitations, scheduling, flight following, incident or accident notification, and economics.

Knowledge of aviation safety, including airspace management, search, rescue and medivac procedures, incident reporting procedures, briefing and debriefing pilot, chief of party and passengers, and incident or accident notification.

Knowledge of wildland fire management computer programs and data output to solve data entry/retrieval problems, train dispatchers and develop operating guidelines and procedures.

Skill and knowledge in the use of maps and their interpretation to train dispatchers and others to pinpoint locations received from various reporting entities, to determine the most feasible access route to a given location.

Ability to communicate orally and in writing in a clear and concise manner. Ability to remain calm under urgent and frequently changing conditions.

Ability to provide on-the-job training. Ability to organize and prioritize work.

Provide developmental guidance and assistance to new employees.

Factor 2 - Supervisory Controls

(Level 2-3, 275 Points)

The supervisor assigns work, provides general instructions, and sets overall goals and standards of performance. Supervisor is available for consultation and advice on new or unusual aspects.

The employee independently plans and carries out the work handling problems in accordance with instructions, policies, previous training, or accepted practices. Makes recommendations on operating procedures.

Day-to-day work is reviewed through analysis of post activity, e.g., what has been achieved, appropriateness, and conformity to policies and procedures.

Factor 3 – Guidelines

(Level 3-2, 125 Points)

Guidelines are found within bureau and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center.

The employee is expected to use sound judgment, creativity, innovation, and ingenuity in applying guidelines, and is permitted broad latitude for independent and innovative action due to the wide range of variables under which the work is accomplished.

Each incident is different, and the requirements for safe, timely, cost effective and legal operations given the number and variety of situations encountered in carrying out assignments, requires the employee to adapt or extend guidelines or choose from among alternative procedures.

Factor 4 - Complexity

(Level 4-2, 75 Points)

The Center coordinates with multiple agencies (e.g., Federal, State, Tribal, and local) the movement of tactical and logistical resources in support of emergency incidents. The employee directs coordination efforts for multiple large incidents and new ignitions possibly occurring simultaneously in a variety of fuel types within a geographic area.

The employee analyzes specific situations encountered and selects the most appropriate course of action.

Threats to life, property, and natural resources are commonplace. The employee's decision-making is complicated by the number, size and locations of incidents requiring support, time constraints, priority, risks, availability of resources, and the expenditure of public funds.

Factor 5 - Scope and Effect

(Level 5-2, 75 Points)

The work of the employee facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation. Duties and support functions have a significant impact on fire management operations and the efficiency of the program.

The center's work is critical to the safety of personnel, the public, and to the protection of resources.

Factors 6 & 7 - Personal Contacts & Purpose of Contacts

(Level 2b, 75 Points)

Personal contacts are made with all levels of cooperating land management and emergency support agencies. Primary contacts are with fire suppression personnel, fire managers, resource specialists, other dispatch offices, and the geographic area coordination center. Other personal contacts may be with national and local news media, contractors, law enforcement personnel, Federal Aviation Administration, National Weather Service and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, tribal governments, private landowners, vendors, officials and providers of various types of equipment and services.

The purpose of the contacts is primarily to exchange information, coordinate work efforts, reach agreement on current or proposed guidelines and regulations and to resolve questions of a complex nature. Contacts are also made to obtain interagency agreement to reduce or eliminate duplication of effort, to give or gain cooperation and to resolve conflicts.

Contacts with national and local news media, contractors, local representatives, law enforcement personnel, and the public are primarily to exchange information.

Factor 8 - Physical Demands

(Level 8-2, 20 Points)

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required. Vehicle and aircraft travel associated with field visits and other administrative travel may be required.

Factor 9 - Work Environment

(Level 9-2, 20 Points)

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties. The duties of this position create a highly stressful environment during peak activity, requiring the ability to keep calm in emergency situations.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-4	550
Supervisory Controls	2-3	275
Guidelines	3-2	125
Complexity	4-2	75
Scope and Effect	5-2	75
Personal Contacts & Purpose of Contacts	2b	75
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:		1215
Point Range:		1105-1350
Final Grade:		GS-06
Official Title: Forestry Technician (Fire Dispatch)		SPD#: FDI212B
Standard(s) used to evaluate the position: Position Classification Flysheet for Forestry Technician, GS-0462, TS-111, December 1991 Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, December 1991		
Comments: Major duties account for 100% of time.		