



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

Attachment 2

[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: FDI211B/FDI211A Series and Grade: GS-0462-04/05

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

This position serves as a 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 incumbent's work facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation. **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 10:29:14 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

5-16-19

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

Date

5/17/19

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

Date

05/16/19

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

Date

05/16/19

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 08:37:04 -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. FDI211A	
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# DOI111				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		13. Competitive Level Code	
		<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			
								14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment		Forestry Technician (Fire Dispatch)		GS		0462		5	
c. Second Level Review		Department of the Interior, FLERT Specialist This PD has been approved as follows under 5 USC 9436(e) and 9412(d)							
d. First Level Review		Firefighter Law Enforcement Primary Secondary/Administrative Sec/Supvy							
e. Recommended by Supervisor or Initiating Office		Approval Date May 24, 2019							
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>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</i>				<i>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.</i>					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature				Date		Signature			
21. Classification/Job Grading Certification. <i>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.</i>				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									
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, 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.
- 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-0462-05**

LEGACY SPD#: DOI111

I. INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of Interior (DOI). This position serves as a 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 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. This position is at the full performance level.

II. MAJOR DUTIES

Operations/Mobilization (60%)

Receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies according to predefined plans or in response to resource orders from the field. Based upon prior wildland firefighting experience and training, anticipates needs based upon the status of fire suppression activities and makes recommendations regarding orders/anticipated orders.

Serves as a dispatcher, receiving, filling, and tracking resource requests for fire and other emergency incidents. Initiates requests to higher organizational levels for additional resources as needed.

Maintains resource status and tracking systems and operates telecommunications systems.

Collects, processes, collates and submits incident information to support fire operations (e.g., fire reports, ICS-209's, situation reports, statistical reports, smoke permits, spot weather forecasts, prescribed fire burn requests).

Reviews for completeness, 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.

Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems) and makes the initial assessment of outputs.

Fire Program Management Support (40%)

Shares information with supervisors, fire management personnel, cooperators, and other interested entities. Provides critical logistical support information to supervisor and makes recommendations concerning the efficient use of available resources.

Monitors all fire radio communications and maintains logs on all telephone and radio conversations that transpire. Monitors and broadcasts all weather warnings, watches, and lightning detection maps to provide safety for field personnel.

Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides. Gathers intelligence to perform briefings, update incident statistics, inform supervisors and fire management personnel, and for inputting data in situation reports and Incident Status Summary (ICS-209). Trains other dispatchers in the ICS-209 report application.

Coordinates and assists with fire training and orientation.

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 other similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-4, 550 Points)

Knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, fire behavior, and weather conditions to effectively dispatch fire management resources.

Knowledge of fire management operations, dispatch procedures, and resources (e.g., guidelines, initial attack, expanded dispatch, Incident Command System (ICS) terminology, resource qualification and capabilities).

Ability to recognize changing fire conditions (e.g., fuels, resource availability, fire weather warnings and watches, fire behavior, and burning conditions).

Basic knowledge of aviation operations (e.g., aircraft capabilities and limitations, flight planning, aviation safety).

Knowledge of communication equipment, radio use, computer and software used in all aspects of dispatch.

Ability to read topographical maps and aerial photos to determine incident location.

Ability to obtain and document incident size-up information per the dispatch center's operating guide and brief supervisor of incident status or anticipated needs.

Ability to communicate orally and in writing in a clear and concise manner.

Ability to remain calm under urgent and frequently changing conditions.

Factor 2 - Supervisory Controls

(Level 2-2, 125 Points)

Works under the supervision of a higher-level employee who makes daily assignments.

Work is assigned in terms of ongoing responsibilities, priorities, and general instructions. The employee works independently in planning and carrying out assignments. Specific guidance is provided in unusual assignments. Deviations from "standing instructions" must be approved by a higher-level employee or the supervisor. Work is evaluated for thoroughness, timeliness, and overall impact.

Factor 3 – Guidelines

(Level 3-2, 125 Points)

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center. Guidelines may not cover all situations. The employee draws from experience and exercise judgement in dealing with emergency situations.

Factor 4 – Complexity

(Level 4-2, 75 Points)

Work is complicated by the need to perform a diversity of unrelated and related duties, each requiring many steps where organizational skills and the ability to make sound decisions quickly and calmly are essential to fire operations support. Complexity increases due to the need to mobilize resources in support of multiple incidents as well as new ignitions occurring simultaneously. Communications equipment and computer data entry and retrieval require strict adherence to technical procedures. Priorities and methods change quickly.

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.

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, resource specialists and other unit coordinators. Other personal contacts may be with national and local news media, contractors, local representatives, law enforcement personnel, 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 contacts is to exchange vital information and determine the availability of equipment, supplies, and other urgently needed resources and personnel.

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, long hours, 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	2-2	125
Guidelines	3-2	125
Complexity	4-2	75
Scope and Effect	5-2	75
Personal Contacts & Purpose of Contacts	2a	45
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:		1035
Point Range:		855-1100
Final Grade:		GS-05

Official Title: Forestry Technician	SPD#: FDI211A
Standard(s) used to evaluate the 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	
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.
FDI211B

2. Reason for Submission

☐ Redescription

☐ New

3. Service

☐ Hdqtrs

☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

☐ Reestablishment

☒ Other

Explanation (Show any positions replaced)

New DOI Fire Standard PD

Replaces legacy SPD# DOI111

7. Fair Labor Standards Act

☐ Exempt

☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel

☐ 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

4

rl

05/13/2019

c. Second Level Review

Department of the Interior, FLERT Specialist

This PD has been approved as follows under 5 USC 5335(c) and 5412(d)

☒ Firefighter

☒ Law Enforcement

☒ Primary

☒ Secondary/Administrative

☒ See Supvy

Approval Date

May 24, 2019

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

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.

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.

Typed Name and Title of Official Taking Action

Renae Lockwood,

Classification Program Manager

Signature

RENAE

LOCKWOOD

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

Date

05/13/2019

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-5 level.

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

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, 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.
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-0462-04**

LEGACY SPD#: DOI111

I. INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of Interior (DOI). This position serves as a 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 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.

II. MAJOR DUTIES

Operations/Mobilization (60%)

Receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies according to predefined plans or in response to resource orders from the field.

Serves as a dispatcher, receiving, filling, and tracking resource requests for fire and other emergency incidents. Initiates requests to higher organizational levels for additional resources as needed.

Maintains resource status and tracking systems and operates telecommunications systems.

Collects and may process incident information to support fire operations (e.g., fire reports, ICS-209's, situation reports, statistical reports, smoke permits, spot weather forecasts, prescribed fire burn requests). Organizes records of all orders placed and actions taken.

Receives requests and processes 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.

Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems).

Fire Program Management Support (40%)

Shares information with supervisors. Provides critical logistical support information to supervisor.

Monitors all fire radio communications and maintains logs on all telephone and radio conversations that transpire. Monitors and broadcasts all weather warnings, watches, and lightning detection maps to provide safety for field personnel.

Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides. Gathers intelligence for briefings and inputs data in situation reports and Incident Status Summary (ICS-209) as directed.

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 employees 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 other similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-3, 350 Points)

Knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, fire behavior, and weather conditions to effectively dispatch fire management resources.

Knowledge of fire management operations, dispatch procedures, and resources (e.g., guidelines, initial attack, expanded dispatch, Incident Command System (ICS) terminology, resource qualification and capabilities).

Ability to recognize changing fire conditions (e.g., fuels, resource availability, fire weather warnings and watches, fire behavior, and burning conditions).

Basic knowledge of aviation operations (e.g., aircraft capabilities and limitations, flight planning, aviation safety).

Knowledge of communication equipment, radio use, computer and software used in all aspects of dispatch.

Ability to read topographical maps and aerial photos to determine incident location.

Ability to obtain and document incident size-up information per the dispatch center's operating guide and brief supervisor of incident status or anticipated needs.

Ability to communicate orally and in writing in a clear and concise manner.

Ability to remain calm under urgent and frequently changing conditions.

Factor 2 - Supervisory Controls

(Level 2-2, 125 Points)

Works under the supervision of a higher-level employee who makes daily assignments.

Work is assigned in terms of ongoing responsibilities, priorities, and general instructions. The employee works independently in planning and carrying out assignments. Specific guidance is provided in unusual assignments. Deviations from "standing instructions" must be approved by a higher-level employee or the supervisor. Work is evaluated for thoroughness, timeliness, and overall impact.

Factor 3 – Guidelines (Level 3-2, 125 Points)

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center. Guidelines may not cover all situations. The employee draws from experience and exercise judgement in dealing with emergency situations.

Factor 4 – Complexity (Level 4-2, 75 Points)

Work is complicated by the need to perform a diversity of unrelated and related duties, each requiring many steps where organizational skills and the ability to make sound decisions quickly and calmly are essential to fire operations support. Complexity increases due to the need to mobilize resources in support of multiple incidents as well as new ignitions occurring simultaneously. Communications equipment and computer data entry and retrieval require strict adherence to technical procedures. Priorities and methods change quickly.

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.

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, resource specialists and other unit coordinators. Other personal contacts may be with national and local news media, contractors, local representatives, law enforcement personnel, 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 contacts is to exchange vital information and determine the availability of equipment, supplies, and other urgently needed resources and personnel.

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, long hours, 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	1-3	350
Supervisory Controls	2-2	125
Guidelines	3-2	125
Complexity	4-2	75
Scope and Effect	5-2	75
Personal Contacts & Purpose of Contacts	2A	45
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:		835
Point Range:		655-850
Final Grade:		GS-04
Official Title: Forestry Technician (Fire Dispatch)		SPD#: FDI211B
Standard(s) used to evaluate the 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.		
Comments: Major duties account for 100% of time.		