

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

[X] Approved under the Civil Service Retirement System, 5 USC § 8336(c)						
[X] Approved under the Federal Employees Retirement System, 5 USC § 8412(d)						
Category of Coverage: Secondary/Administrative (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	. 0					
RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommender 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	-					
GRANT BEEBE, Assistant Director, Fire and Aviation (Acting), BLM Date	-					
William Kaage 5/17/10	9					
WILLIAM (BILL) KAAGE, Chief, Ibiyision of Fire and Aviation, NPS Date	•					
LEON W. BEN J.P., Director, Bratech of Wildland Fire Management, BIA Date	2					
Date Self Wildiand The Wallagement, BIA	5					
CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS Date	4					
APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement Retirement retroactive to classification date. Approval is by DOI Secretary's Designee:	(FF/LEO)					
AYANNA SEARS C=US, 0=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 (Please Read Instructions on the Back) 1. Agency Position No. FDI211A											
Reason for Submission									6. OPM Certification No.		
Redescription New Hdqtrs X Field											
Reestablishment X	Other				5.00	Executive F	tements Required	oyment and	9. Subject to IA Action		
Explanation (Show any positions replaced) New DOI Fire Standard PD Lexempt Nonex Nonex			nexempt	Financial Disclosure Financial Interest 11. Position (s 12. Sensitivity			X Yes No 13. Competitive Level Code				
Replaces legacy SPD# DOI111 Scompetitive				Supervisory	1-Non-	3Critical	15. 0011	ipeditve Edver Code			
,,,,,,,				epted (Specify in R	emarks)	Managerial	Sensitive L 2-Noncritical	⊐ 4⊷Special	14. Agei	ncy Use	
SES (Gen.) SES				S (CR)	XNeither	Sensitive	Sensitive				
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)					75	GS	0462	5	rl	05/13/2019	
c. Second Level Review											
d First Level Review	2000										
e. Recommended by Supervisor or Initiating Office				_							
16. Organizational Title of I	Position (if diff	ferent from official	title)			17. Name of En	nployee (if vacant, sp	ecify)		7.	
18. Department, Agency, o	r Establishme	ent			c. Third S	Subdivision					
Department of the	Interior										
a. First Subdivision	_	*			d. Fourth Subdivision						
BIA BLM NPS FW	5	(9)	袋								
b. Second Subdivision					e Fifth Subdivision						
Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)						
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							oses relating to se or misleading latutes or their				
a. Typed Name and Title o					b. Typed	Name and Title	of Higher-Level Supe	ervisor or Ma	nager (op	tional)	
Signature Date S					Signature Date						
-											
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.				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.							
Classification Prog	ram Mana	ager			Inform	ation for E	mployees. The	standards.	and in	formation on their	
Signature	Signature Date Date Date Date Date Date Date Dat							classification of the or the U.S. Office			
RENAL REMAR LEGENOOD LOCATION Dets: 2019 05.11					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	09:06:52 -04*	Initials	05/13/2019 Date	Initials	Date	Initials :	Date Date	Inageme	nt. Date	
a. Employee (optional)									,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1	
b. Supervisor					 						
c. Classifier						1					
24. Remarks This position is at	24. Remarks This position is at the full performance level.										
25. Description of Major Duties and Responsibilities (See Attached)											
25. Description of Major Duties and Responsibilities (See Attached) NSN 7540-00-624-4265 Proving Edition Line 1,851											

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											
Reason for Submission 3, Service 4, Employing Office Location			on 5 Duty Station				6. OPM Certification No.				
Redescription											
Reestablishment X Other 7. Fair Labor Standards Act			`	Executive P	tements Required	ployment and	9. Subject to IA Action				
Explanation (Show any positions replaced) New DOI Fire Standard PD L Exempt No 10 Position Status			nexempt	Financial Di	sclosure Final 12. Sensitivity	ployment and ancial interest	X Yes No 13 Competitive Level Code				
Replaces legacy SPD# DOI111					Supervisory	1-Non-	3-Critical	13, 0011	pannye Level Code		
Excepted (Specify in R			emarks)	Managerial	Sensitive L		14. Ager	icy Use			
					(CR)	Neither	2-Noncritical Sensitive	4-Special Sensitive			
15 Classified/Graded by Official Title of Position						Pay Plan	Occupational Cod	e Grade	Initials	Date	
a. Office of Personnel Management											
b. Department, Agency or Establishment Agency or Establishment Forestry Technician (Fire Dispatch)						GS	0462	4	rl	05/13/2019	
c. Second Level Review	18		200			2					
d. First Level Review		0000									
e. Recommended by Supervisor or Initiating Office		**	•			***					
16. Organizational Title of	Position (if diff	erent from official t	tle)			17, Name of En	nployee (if vacant, s	pecify)			
18. Department, Agency, (or Establishme	nt	170		c Third 9	Subdivision		***			
Department of the		•••			C. IIIIG	DUDUIVISION					
a. First Subdivision			· · · · · · · · · · · · · · · · · · ·		d. Fourth Subdivision						
BIA BLM NPS FW	rs .	190			year to inflation						
b. Second Subdivision	****		*		e. Fifth Subdivision						
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						oses relating to se or misleading atutes or their					
a. Typed Name and Title	of Immediate S	upervisor			b. Typed	Name and Title	of Higher-Level Sur	pervisor or Ma	nager (opi	ional)	
Signature			!Date		Signatur					Date	
Date					Idale						
21. Classification/J	ob Grading	Certification. / c	ertify that this posi-	1	22. Posit	ion Classificatio	n Standards Used in	Classifying/G	rading Po	sition	
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					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 Prog	gram Mana	ager			Inform applica	ation for E tion, are ava	mployees. The lable in the pers	standards, connel office	and in	formation on their	
Signature Polytally signed by Pate position may be reviewed and correct process of Personnel Management. Info						newed and corre agement. Info	cted by the mation or	ed by the agency or the U.S. Office nation on classification/job grading			
LOCKWOOD Date: 2019.05.13 09:08:52 -04'00' 05/13/2019					<u> </u>						
23. Position Review	Initials	Date	Initials Date	•	Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)						-	10	4.479			
b. Supervisor						1			<u> </u>		
c. Classifier				14		t 6	i				
24. Remarks This is a career ladder position. Full performance is at the GS-5 level.											
25. Description of M	lajor Duties	and Responsit	oilities (See Attacl	hed)		· · · · · · · · · · · · · · · · · · ·				00 -2	
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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	75				
Personal Contacts & Purpose of Contacts	2A	45			
Physical Demands	20				
Work Environment	20				
Total Points:	835				
Point Range:	655-850				
Final Grade:	GS-04				
Official Title: Forestry Technician (Fire I	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.