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: FDI0239 Series and Grade: GS-0462-04

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

This is a temporary position and 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. 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

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

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

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

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

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS

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

For: Deputy Assistant Secretary, Human Capital and Diversity
**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. **Agency Position No.**
   FDI0239

2. **Reason for Submission**
   - [ ] Redescription
   - [ ] Reestablishment
   - [X] Other

3. **Service**
   - [ ] Hdtrs
   - [X] Field

4. **Employing Office Location**

5. **Duty Station**

6. **CPM Certification No.**

7. **Fair Labor Standards Act**
   - [X] Exempt
   - [ ] Nonexempt

8. **Financial Statements Required**
   - [ ] Executive Personnel
   - [ ] Financial Disclosure
   - [ ] Employment and Financial Interest

9. **Subject to IA Action**
   - [X] Yes
   - [ ] No

10. **Position Status**
   - [X] Competitive
   - [ ] Supervisory
   - [ ] Managerial
   - [ ] SES (Gen.)
   - [ ] SES (CR)

11. **Position Is**
   - [X] 1—Non-Sensitive
   - [ ] 2—Noncritical Sensitive
   - [ ] 3—Critical
   - [ ] 4—Special Sensitive

12. **Sensitivity**

13. **Competitive Level Code**

14. **Agency Use**

15. **Classified/Graded by**

   a. Office of Personnel Management

   b. Department, Agency or Establishment

   c. Second Level Review

   d. First Level Review

   e. Recommended by Supervisor or Initiating Office

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

17. **Name of Employee (if vacant, specify)**

18. **Department, Agency, or Establishment**

   Department of the Interior

   a. First Subdivision
   BIA BLM NPS FWS

   b. Second Subdivision

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 (optional)

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.**

   a. Typed Name and Title of Position

   b. Type of Official Taking Action

   c. Classification Program Manager

22. **Position Classification Standards Used in Classifying/Grading Position**


   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**

   a. Employee (optional)

   b. Supervisor

   c. Classifier

24. Remarks

   This position is at the full performance 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.
   • "Restablishment" 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.
   • Enter geographical location by city and State (or if position is in a foreign country, by city and country).

4. Enter geographical location if different from that of #4.

5. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

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 information on the service. For a position in the excepted service, enter authority classification/job grading action.

9. Check one to show whether identical or 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, non-critical 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.

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

I. INTRODUCTION
This is a standard wildland fire management position description intended for use in the Department of Interior (DOI). This is a temporary position and 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.

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.

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<th>Final Level</th>
<th>Points</th>
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<td>Knowledge Required by the Position</td>
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<td>Supervisory Controls</td>
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<td>Guidelines</td>
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<td>Complexity</td>
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Final Grade: GS-04

Official Title: Forestry Technician (Fire Dispatch)  


Comments: Major duties account for 100% of time. This position is at the full performance level.