



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

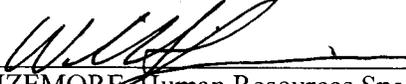
Classification Title: Range/Forestry Technician (Fire Dispatch)

Organization Title: Fire Dispatcher

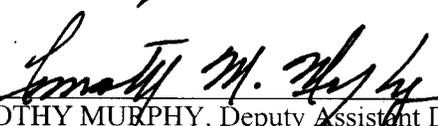
Standard Position Number: DOI111 Series and Grade: GS-0455/0462-04/05

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. The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities. The incumbent receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies according to pre-defined plans or in response to resource orders from the field. **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.**


ALAN SIZEMORE, Human Resources Specialist, DOI

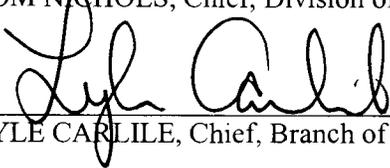
05-28-2010
Date


TIMOTHY MURPHY, Deputy Assistant Director (NIFC)

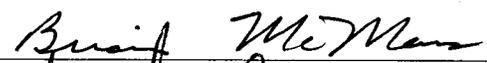
6-3-10
Date


TOM NICHOLS, Chief, Division of Fire and Aviation, NPS

6/2/10
Date


LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA

6/4/10
Date

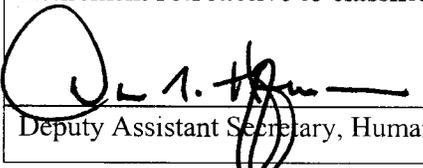

BRIAN MCMANUS, Chief, Branch of Fire Management, FWS

6/3/2010
Date


MICHAEL GILLMORE, Supervisory Program Analyst, DOI

6/7/10
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:


Deputy Assistant Secretary, Human Capital and Diversity

6/8/10
Date

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.
DOI111

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code

14. Agency Use

2. Reason for Submission
 Redescription Reestablishment
 New Other
Explanation *(Show any positions replaced)*
replaces DOI011

3. Service
 Hdqtrs Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

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

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	Range/Forestry Technician (Fire Dispatch)	GS	0455/0462	05		5/18/10
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)*
Fire Dispatcher

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

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
BIA BLM FWS NPS

b. Second Subdivision

c. Third Subdivision

d. Fourth 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

Signature _____ Date _____

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

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
GS-0455, GS-0462, Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 (12/91)

Typed Name and Title of Official Taking Action
LINDA F. ERWIN, DOI HR
Human Resources Specialist

Signature _____ Date 5/18/10

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
a. Employee <i>(optional)</i>								
b. Supervisor								
c. Classifier								

Department of the Interior, FLERT Specialist
This PD has been approved as follows under 5 USC 8338(c) and 8412(d)
 Firefighter Law Enforcement
 Primary Secondary/Administrative Sec/Supvy
Date June 8, 2010

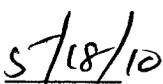
24. Remarks TDP: This is a drug testing designated position.

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

POSITION CLASSIFICATION AMENDMENT

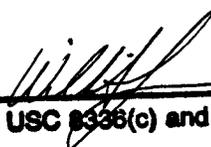
1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. DOI111 Range/Forestry Technician (Fire Dispatch)	SCHEDULE GS	SERIES 0455/0462	GRADE 04
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. _____ (Signature of Supervisor)	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="text-align: center;">  Linda F. Erwin, DOI HR (Official Exercising Classification Authority) </div> TITLE Human Resources Specialist
_____ (Date)	<div style="text-align: center;">  5/18/10 (Date) </div>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-05 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-05 level.


 Department of the Interior, FLERT Specialist
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
 Firefighter Law Enforcement
 Primary Secondary/Administrative Sec/Supvy
 Approved Date: June 8, 2010

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

INTRODUCTION

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-risk incidents as needed or directed.

The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities.

Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

DUTIES

Operations/Mobilization (55%)

Receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies according to pre-defined 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, smoke permits, spot weather forecasts, prescribed fire burn requests).

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.

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 (45%)

Shares information with cooperators and other interested entities.

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

Records and maintains communication logs.

Coordinates and may assist with fire training and orientation.

Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides.

FACTORS

1. **Knowledge Required by the Position** (Level 1-4, 550 points)

Prior wildland firefighting experience on the fireline is mandatory.

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.

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.

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 judgment in dealing with emergency situations.

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.

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.

6&7. Personal and Purpose of Contacts

(Level 2/A, 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 are with national and local news media, contractors, political officials, law enforcement personnel, and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, 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.

8. Physical Demands

(Level 8-1, 5 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.

9. Work Environment

(Level 9-1, 5 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.

1005 points = GS-5 (855-1100)