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 (Prevention & Mitigation)

Organization Title:

Standard Position Number: DOI127 Series and Grade: GS-0455/0462-06/07

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

The incumbent serves in a key fire management position as a Range/Forestry Technician (Prevention and Mitigation). The primary purpose of this position is to assist in implementing and promoting the wildland fire prevention and mitigation program. The incumbent prepares and implements, or assists in the preparation and implementation of, the wildland fire prevention and mitigation plan ensuring that it is well coordinated with other unit function plans and with cooperating entities. Works cooperatively on joint federal, tribal, state and local wildland fire prevention and mitigation programs. **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:

for Deputy Assistant Secretary, Human Capital and Diversity — 6/9/10 Date

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

1. Agency Position No.: DOI127

2. Reason for Submission: [x] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: Replaces DOI027

3. Service: [ ] Hdqtrs [x] Field

4. Employing Office Location:

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [x] 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 [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [x] Neither

12. Sensitivity: [x] 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	Range/Forestry Technician (Prevention & Mitigation)	GS	0455/0462	07	LE	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 offiical title)*:

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.*

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

Signature: Date: 5/18/10

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)

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										

Department of the Interior, FLERT Specialist

FLERD has been approved as follows under 5 USC 8336(c) and 8412(d)

X Firefighter ___ Law Enforcement

___ Primary X Secondary/Administrative ___ Sec/Supvy

Final Date June 9, 2010

24. Remarks

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

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION ☒ AS SHOWN ON CURRENT DESCRIPTION ☐ AS HEREBY AMENDED

IIa. _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO. DOI127 Range/Forestry Technician (Prevention & Mitigation)	SCHEDULE	SERIES	GRADE
	GS	0455/0462	6

☒ SAME AS PRESENT: AMENDED FOR ☐ CSC TITLE ☐ POS. NO. ☐ SCHEDULE ☐ SERIES ☒ GRADE

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.

_____ (Signature of Supervisor) _____ (Date)

TITLE _____

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

Linda F. Erwin, DOI HR (Official Exercising Classification Authority) 5/18/10 (Date)

TITLE HR Specialist

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 basic functions within which the incumbent works are described in the attached full performance level GS-07 position description. However, the incumbent is assigned to this position at a developmental level. He/she will perform less difficult assignments with considerable independence in planning, selecting methods, and carrying out the work. The more difficult/complex work is performed under closer guidance, in terms of objectives, problem areas to be encountered, judgement being applied, and interpretation of regulations/guidelines.

The supervisor spot checks work in progress and reviews completed work for adequacy, accuracy, adherence to instructions, interpretation of guidelines, judgement used, and additional developmental needs.

Department of the Interior, FLERT Specialist _____

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

X Firefighter _____ Law Enforcement

_____ Primary X Secondary/Administrative _____ Sec/Supvy

Approval Date June 9, 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 is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field wildland fire management organization as a Range/Forestry Technician (Prevention and Mitigation). The primary purpose of this position is to assist in implementing and promoting the wildland fire prevention and mitigation program.

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

This position requires a valid state driver's license.

MAJOR DUTIES: (100%)

Prepares and implements, or assists in the preparation and implementation of, the wildland fire prevention and mitigation plan ensuring that it is well coordinated with other unit function plans and with cooperating entities. Works cooperatively on joint federal, tribal, state and local wildland fire prevention and mitigation programs.

Assists in planning for both short and multi-year activities in wildland fire prevention and mitigation. Coordinates with other preparedness activities and resource management programs.

Assists in developing a coordinated approach to hazardous fuels reduction with particular emphasis on wildland/urban interface.

Monitors wildland fire prevention and mitigation activities and evaluates the effectiveness of the programs. Recommends revisions to wildland fire prevention and mitigation guidelines and procedures.

Prepares programs and evaluates various wildland fire prevention and mitigation program packages and presentations.

Prepares plans for routes, methods and frequency of contacts and inspections. Plans the type and placement of printed signs and posters for maximum exposure of prevention awareness in an interagency environment.

Works with the public to promote prevention and mitigation awareness of wildland/urban interface fire issues through meetings, personal contacts, radio and news releases.

Provides wildland fire prevention education to schools and promotes wildland fire prevention awareness through fairs, rodeos, parades, special events, and the news media.

May perform some or all of the following type of fire trespass work:

Implements fire trespass policies and procedures. Coordinates investigation of fire trespass. Works with management to determine the value of losses resulting from fire trespass. Coordinates fire investigation courses for unit assigned personnel.

As a fire investigator, investigates ignition source causes and location on government land including observing, collecting, and preserving and/or examining evidence. Interviews and/or obtains statements of witnesses. Prepares written reports which may include diagrams, maps and photos.

Provides assistance to other cooperating Federal, State, Local agencies, and Law Enforcement agencies on fire investigations that are multi-jurisdictional.

FACTORS:

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

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Ability to apply wildland fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.

Knowledge of computer techniques and word processing software in order to develop, implement, maintain, and edit the wildland fire prevention and mitigation plans and other programmatic plans.

Knowledge of federal, tribal, state, and local agency roles and responsibilities in wildland fire prevention and mitigation programs sufficient to recommend operating plans and oversee the scheduling, organization and implementation of such plans at the field level.

Knowledge to determine the appropriate materials needed to clearly communicate information to a variety of public audiences (technical and non-technical), political and legal representatives, natural resource specialists and wildland fire and land managers.

Knowledge of community and media relations to effectively communicate wildland fire issues.

Ability to organize, coordinate, and present wildland fire prevention and mitigation programs.

2. Supervisory Controls (Level 2-3, 275 points)

The supervisor assigns work in the form of unit objectives, goals, and priorities. The supervisor and the incumbent confer on the development of general objectives, projects, and deadlines.

The incumbent, in consultation with the supervisor, accomplishes assignments within the constraints of Bureau policy and regulations. Has the latitude to independently plan and carry out assigned programs and responsibilities. Provides independent advice on technical questions and interpretations of policies and guidelines in the assigned areas of responsibility and is considered an authority in these subject areas. Keeps the supervisor informed of controversial issues and proposed compromises. Technical assistance, if required, is available.

Completed work is reviewed for compliance with the overall unit's objectives.

3. Guidelines (Level 3-2, 125 points)

The assignments are undertaken within the framework of federal, tribal, state, and local regulations, policies, and existing guides (e.g., manuals, instruction letters, and handbooks). The incumbent must use judgment in selecting the appropriate guideline because of the number, similarity, linkage, and/or overlapping nature of the guides. These guidelines contain criteria to solve the core question or problem, though the applicability may not be readily apparent, thus requiring the incumbent to perform interpolation to arrive at the solution.

A higher graded specialist is readily available to provide technical assistance and advice.

4. Complexity (Level 4-3, 150 points)

Assignments involve a broad range of duties in the interagency field of wildland fire management. The work requires coordination and communication among fire, resource, educational, and interpretive personnel, as well as with numerous agencies, groups and stakeholders. The complexity of the work is reflected in the coordination required, the number of stakeholders involved, and the communication networks employed. The incumbent must utilize communication and educational systems that reach a broad range of specific internal and external audiences.

The incumbent must be effective in confronting and resolving conflicts and sensitive issues among individuals, organizations and agencies. The individual plans, implements and evaluates conventional wildland fire prevention and mitigation programs.

5. Scope and Effect (Level 5-3, 150 points)

The purpose of the work is to implement field level wildland fire prevention and mitigation programs and to efficiently coordinate these programs with other agencies, cooperators, stakeholders, partners and institutions. Primary responsibility is to develop local area programs, guidelines, standards and procedures.

Completed reports and recommendations influence decisions by managers concerning wildland fire prevention and mitigation and community assistance programs at the field level. The work involves identifying problems, studying, analyzing and making recommendations concerning these programs, thereby affecting the efficiency and productivity of operations in these

programs. The work performed influences the effectiveness of the interagency wildland fire program and the relationship with communities and stakeholders.

6. & 7. Personal Contacts & Purpose of Contacts (Level 3B, 110 points)

Personal contacts include co-workers, staff specialists, state, or regional office fire personnel, Fire Management Officers, Land Managers, counterparts in the five federal wildland fire bureaus, state lands and forestry departments, tribal governments, municipalities, members of professional councils and societies with an interest in wildland fire prevention and mitigation, fire ecology, law enforcement, news media, local businesses, the scientific and academic communities, and the general public.

Contacts are made for the purpose of performing studies, gathering information, consulting, advising, recommending, planning, guiding and promoting the development and implementation of the wildland fire prevention and mitigation, fire education, and community assistance programs; reviewing and evaluating interagency fire mitigation techniques and efforts; making presentations and/or instructing groups in regard to the wildland fire prevention and mitigation program.

Contacts are required to share wildland fire prevention, mitigation, educational techniques and information effectively with a wide variety of internal and external audiences. Contacts are also necessary to conduct day-to-day business and to anticipate administrative and managerial problems before they arise.

Contacts require tact, determination, and communicative skill, especially to persuade and convince the public and outside organizations of the benefits of wildland fire prevention and mitigation.

8. Physical Demands (Level 8-2, 20 points)

While the majority of work is performed in an office setting and is sedentary, on a regular and recurring basis, the incumbent is in the field where physical exertion is required in the form of long periods of standing, walking over rough, uneven or rocky surfaces and exposure to extreme heat, smoke and temperatures.

9. Work Environment (Level 9-2, 20 points)

Work is typically performed in an office setting. Fieldwork may involve moderate risks and exposure to sun, wind, weather, and temperature extremes, bad roads, rocks, tree limbs, sand and similar discomforts. The incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated safety officer.

1400 points, GS-7 (1355-1600)