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: Senior Fire Dispatcher

Standard Position Number: DOI112 Series and Grade: GS-0455/0462-06/07

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

This position serves as a Senior 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 performs, and directs others, in receiving fire reports, determining location, land status, and current fire information. The incumbent coordinates aviation dispatch operations, as well as determines appropriate resource response to incidents and requests from the field and dispatches personnel, equipment, aircraft, and /or supplies. **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

for

DI–625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS

2. NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION [X] AS SHOWN ON CURRENT DESCRIPTION; [ ] AS HEREBY AMENDED

11a. _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO.	SCHEDULE	SERIES	GRADE
DOI112 Range/Forestry Technician (Fire Dispatch)	GS	0455/0462	BOTH 06 & 07

[X] SAME AS PRESENT; AMENDED FOR: [ ] CSC TITLE, [ ] POS. NO., [ ] SCHEDULE, [ ] SERIES, [ ] GRADE

CERTIFICATIONS

5. 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 statues or their implementing regulations.

(Signature of IMMEDIATE Supervisor)
Title _____ Date _____

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

Martin Pursley, MSc 3/25/16
(Signature of Official Exercising Classification Authority) (Date)

TITLE Director, Talent Management, DOI

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

GPO 16–78978-1

This position, Initial Attack Fire Dispatcher Position (IADP), has been removed from the Interagency Fire Program Management (IFPM) Qualification Standard and Guide effective December 17, 2015, per Fire Management Board Memorandum 15-006, Decision Paper #5.

Therefore:

Under the Introduction the position description is amended to delete:

"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 the this position description."

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 April 4, 2016

DISTRIBUTION:
[ ] Classification Copy
[ ] Supervisor's Copy
[ ] Employee's Copy
[ ] OPF Copy

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

1. Agency Position No.: DOI112

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

Explanation *(Show any positions replaced)*: replaces DOI012

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 [ ] 2–Noncritical Sensitive [ ] 3–Critical [ ] 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 (Fire Dispatch)	GS	0455/0462	07	YE	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)*: Senior 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.*

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
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 8, 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. DOI112 Range/Forestry Technician (Fire Dispatch)	SCHEDULE	SERIES	GRADE
	GS	0455/0462	06

☐ 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 Human Resources 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 duties and responsibilities of this position are essentially the same as those described at the GS-07 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-07 level.

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 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 Senior Fire Dispatcher located in a dispatch center. This may be a single agency dispatch office that has a high program complexity or interagency dispatch center. 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.

This is a drug testing designated position.

DUTIES

Operations/Mobilization (55%)

Performs, and directs others, in receiving fire reports, determining location, land status, and current fire information.

Coordinates aviation dispatch operations (e.g., aircraft capabilities and limitations, flight planning, aviation safety).

Determines appropriate resource response to incidents and requests from the field and dispatches personnel, equipment, aircraft, and/or supplies.

Based upon current wildland fire suppression activity and utilizing prior wildland firefighting experience and training, anticipates fire suppression needs and determines resource allocation.

Operates and/or directs the operation of various dispatch telecommunication systems.

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.

Performs, and directs others, in inputting data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems) and makes assessment of outputs.

Fire Program Management Support (45%)

Provides information and consults 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.

Reviews internal operating procedures and systems, makes recommendations for improvement, and updates/develops operating plans and mobilization guides.

Provides assistance on problems encountered by lower level dispatch personnel.

Prior wildland firefighting experience on the fireline is mandatory.

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

Knowledge of fire management operations, dispatch procedures, and resources used for the tactical and logistical support for wildland and prescribed fire incidents (e.g., guidelines, initial attack, expanded dispatch, Incident Command System (ICS) terminology, resource qualification and capabilities).

Knowledge of the capabilities and limitations for a variety of suppression resources in order to determine the appropriate resource for a specific mission.

Knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, fire behavior, and weather conditions to effectively dispatch fire management resources, propose and update guidelines, issue internal instructions to other dispatchers, and resolve dispatch problems.

Skill in recognizing the effects of changing fire conditions to inform field personnel and agency administrators or Multi-Agency Coordination (MAC) Group of critical information (e.g., fuels, resource availability, fire weather warnings and watches, fire behavior, and burning conditions).

Knowledge of fire operations and safety precautions sufficient to (1) determine appropriate fire management response and resource allocation (2) perform dispatch coordination functions with varying internal procedures, (3) develop information for special reports and briefings, (4) develop alternative strategies when competing units are requesting resources in short supply, (5) update and revise internal dispatch guidelines and procedures, and (6) locate additional sources for resources.

Knowledge of aircraft flight planning, including but not limited to scheduling flights, pilots and aircraft; duty limitations, ordering procedures, procurement and cost comparison analysis.

Knowledge of airspace designations and notification procedures for airspace coordination (i.e., Military Training Route (MTR), Military Operating Airspace (MOA), Temporary Flight Restriction (TFR), hazards).

Knowledge of fixed- and rotary-wing aircraft relating to fire and administrative operations in terms of capabilities, duty limitations, scheduling, flight following, incident or accident notification, and economics.

Knowledge of aviation safety, including airspace management, search, rescue and medivac procedures, incident reporting procedures, briefing and debriefing pilot, chief of party and passengers. and incident or accident notification.

Knowledge of wildland fire management computer programs and data output to solve data entry/retrieval problems, and develop operating guidelines and procedures.

Skill in interpreting topographical maps and aerial photos sufficient to determine incident location and prepare reports and briefings.

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

Ability to remain calm under urgent and frequently changing conditions.

Ability to provide on-the-job training.

Ability to organize and prioritize work.

Factor 2. Supervisory Controls Level 2-3, 275 points

The supervisor assigns work, provides general instructions, and sets overall goals and standards of performance. Supervisor is available for consultation and advice on new or unusual aspects.

The employee independently plans and carries out the work handling problems in accordance with instructions, policies, previous training, or accepted practices. Makes recommendations on operating procedures.

Day to day work is reviewed through analysis of post activity, e.g., what has been achieved, appropriateness, and conformity to policies and procedures.

Factor 3. Guidelines Level 3-3, 275 points

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center.

The incumbent is expected to use sound judgment, creativity, innovation, and ingenuity in applying guidelines, and is permitted broad latitude for independent and innovative action due to the wide range of variables under which the work is accomplished. Each incident is different, and the requirements for safe, timely, cost effective and legal operations given the number and variety of situations encountered in carrying out assignments, requires the incumbent to adapt or extend guidelines or choose from among alternative procedures.

Factor 4. Complexity Level 4-3, 150 points

The Center coordinates with multiple agencies (e.g., Federal, State, Tribal, and local) the movement of tactical and logistical resources in support of emergency incidents. The incumbent directs coordination efforts for multiple large incidents and new ignitions possibly occurring simultaneously in a variety of fuel types within a geographic area.

The employee analyzes specific situations encountered and selects the most appropriate course of action.

Threats to life, property, and natural resources are commonplace. The incumbent's decision-making is complicated by the number, size and locations of incidents requiring support, time constraints, priority, risks, availability of resources, and the expenditure of public funds.

Factor 5. Scope And Effect Level 5-3, 150 points

The work of the employee facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation. Duties and support functions have a significant impact on fire management operations and the efficiency of the program.

The center's work is critical to the safety of personnel, the public, and to the protection of resources.

Factors 6/7. Personal & Purpose Of Contacts Level 2B, 75 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 the contacts is primarily to exchange information, coordinate work efforts, reach agreement on current or proposed guidelines and regulations and to resolve questions of a complex nature. Contacts are also made to obtain interagency agreement to reduce or eliminate duplication of effort, to give or gain cooperation and to resolve conflicts. Contacts with national and local news media, contractors, political officials, law enforcement personnel and the public are primarily to exchange information.

Factor 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.

Factor 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.

1485 points, GS-7 (1355-1600)