

POSITION DESCRIPTION (Please Read Instruction on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	1. Agency Position No. SOA9501
Explanation (Show any positions replaced) SOD for SPD#9501S		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks)		11. Position Is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1- Non Sensitive <input checked="" type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive	13. Competitive Level Code	14. Agency Use
15. Classified/Graded by	Official Title of Position: <u>Department of the Interior, FLERT Specialist</u> Pay Plan: <u>GS-12</u> Occupational Code: <u>3000</u>			Initials	Date
a. U.S. Office of Personnel Management	This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <u>Firefighter</u> <u>Law Enforcement</u>				
b. Department, Agency or Establishment	<u>Primary</u> <u>Secondary/Administrative</u>			<u>Sec/Supvy</u>	
c. Second Level Review	Approval Date: <u>November 12, 2002</u>				
d. First Level Review	<u>Fire Management Coordinator</u>	<u>GS</u>	<u>0401</u>	<u>12</u>	
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 <u>Department of the Interior</u>	c. Third Subdivision
a. First Subdivision <u>U.S. Fish and Wildlife Service</u>	d. Fourth Subdivision
b. Second Subdivision <u>Regions</u>	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	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	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  
Ser. Def. for GS-401; GS-460, 1/99.

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
FPL GS-13. SPD Servicewide. STATEMENT OF DIFFERENCE: Job Classified 1 grade lower as GS-12. Performs kinds of duties as attached pd, but under closer supervision.

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

Beard Aug 7-13-02  
APPROVED FOR SERVICEWIDE USE