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

1. Agency Position No. S000A28

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

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

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 Sensitive [ ] 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. U.S. Office of Personnel Management	Department of Interior, TPPB Recruitment Team Specialist This PD has been approved as follows under 5USC 8336(c) and 8412(d) [X] Firefighter [ ] Law Enforcement					
b. Department, Agency or Establishment	[ ] Primary [X] Secondary/Administrative [ ] Secondary/Supvy Approval Date July 11, 2001					
c. Second Level Review						
d. First Level Review	Prescribed Fire Specialist	GS	0401	09		
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: U.S. Fish and Wildlife Service

b. Second Subdivision: Region

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

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position
US OPM PCS Ser. Def. for GS-401, Jan 97, Clas-01; Cross Comp. with US OPM PCS for GS-0454, Sept 93; TS-126; Handbook of HRCD-7 Jul 93.

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										

24. Remarks
STATEMENT OF DIFFERENCE: The position is classified one grade lower as GS-09. The incumbent performs the kinds of duties outlined in the attached position description, under closer supervision. Promotion may be granted when the incumbent is sufficiently trained and has demonstrated the ability to perform at the higher grade, and has met all requirements for promotion. FPL=GS-11 APPROVED FOR SERVICEWIDE USE Pearl Suge 5-8-2001

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

PRESCRIBED FIRE SPECIALIST
GS-401-11

Introduction

The incumbent of this position serves as a Refuge Prescribed Fire Specialist. The purpose of the position is to provide planning direction and operational oversight for the prescribed fire program and is responsible for the development, management, and implementation of the prescribed fire program on individual or multiple field stations within a prescribed fire district.

The incumbent integrates prescribed fire, smoke management, fuels modification principles and procedures, fire effects knowledge, and knowledge of scientific data collection and analysis principles into a comprehensive prescribed fire program for a prescribed fire district.

Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent outside the Federal Government, is a **mandatory prerequisite** for incumbents of this position.

Major Duties

The incumbent functions under the general direction of the Project Leader or Fire Management Officer and serves as the technical staff specialist for the planning and implementation of the station's and/or a prescribed fire district's prescribed fire program.

Plans and develops a program for the documentation, prediction, and analysis of fire behavior and effects. Uses this information to recommend to the field station manager fire management prescriptions, strategies, and short- and long-term program objectives.

Plans and directs surveys for the collection, analysis, and documentation of data relating to fire effects on biotic and abiotic resources.

Plans, performs, and evaluates studies to develop fire management prescriptions for prescribed burns and fire management strategies for wildland fires.

Plans and directs studies which monitor and analyze fire behavior parameters which include rate of spread, fire intensity, and fire weather for prescribed fires and wildfires. Compiles, evaluates, and prepares reports on data obtained, and uses this data to support the development of fire plans.

Coordinates and prepares all sections of station fire management plans dealing with prescribed fire, including general implementation procedures and scheduling of prescribed burns. Reviews all plans for individual prescribed burning projects.

Provides general supervision of prescribed burning operations to ensure that goals and objectives are being achieved. On large and complex burns, personally implements and directs burns, as qualified.

Plans and implements prescribed burn operations in accordance with safety-related laws, policies and guidelines, including the Occupational Safety and Health Act, Departmental and Service polices and guidelines, and National Wildfire Coordinating Group guidelines.

Uses BEHAVE, RXWINDOW, and other specialized computer programs to predict fire behavior under a variety of conditions.

Prepares or reviews Wildland Fire Implementation Plans and Wildland Fire Situation Analyses for wildland fires, where appropriate.

Plans and directs fuels management surveys to document presence or absence of hazardous amounts of fuel. Uses this information to prioritize prescribed burns, and to determine wildland fire boundaries.

Evaluates the prescribed fire program to better meet program goals by refining prescription treatments and monitoring methods, and by integrating applicable technical and scientific advancements. Identifies the type of prescribed fire that is most appropriate to specific situations and areas. Organizes and performs studies to develop fire management prescriptions for prescribed burns.

Collects information for the analysis and prediction of prescribed fire behavior and effects to meet resource objectives.

Identifies areas of fire management requiring research. Works with research scientists in the development of project statements to accomplish the research.

Factors:

1. Knowledge Required by the Position.

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

Comprehensive professional and specialized knowledge of the effects of fire on natural resources, knowledge of fire ecology principles as they apply to local fuel and vegetation types, fire research methods and procedures, and fire behavior and weather relationships.

Broad knowledge and comprehension of the laws, policies and guidelines pertaining to safety such as national and agency policies and guidelines, 10 Standard Fire Orders, 18 Watchout Situations, and other related fire safety guidelines, including OSHA and NWCG guidelines.

Knowledge of the principles, limitations, uses and development of prescriptions for prescribed burns and burning techniques.

Knowledge of neighboring agency and State land management policies and practices.

Thorough knowledge of fire behavior monitoring and documentation techniques, and the ability to work safely around all fire situations and in unfamiliar terrain.

Knowledge of the methods of fire behavior modeling including the development of fuel models, the generation of fire behavior predictions, and the methods of integrating fire behavior predictions into the fire planning process.

Knowledge in the use of computers and the proven ability to utilize a variety of specific fire management computer software packages including BEHAVE, RXWINDOW, Firefamily, smoke modeling systems, etc.

Skill in recognition and mitigation of a variety of miscellaneous hazards encountered within the wildland fire environment and other work environments, i.e., aviation, mechanized equipment, and hazardous materials.

Skill in oral and written communication.

2. Supervisory Controls.

Work is assigned in terms of broad objectives and policies. As a professional authority in prescribed fire management, priorities are formulated by the incumbent and recommended to the supervisor.

The incumbent is expected to implement programs independently, relying on personal knowledge and abilities to formulate methods and approaches. Programs are reviewed to determine that objectives are being met and that methods and results are sensitive to other programs and political considerations.

3. Guidelines.

Guidelines include a variety of laws such as the National Environmental Policy Act, the Clean Air Act, Threatened and Endangered Species Act, Wilderness Act, agency regulations and directives, the Comprehensive Conservation Plan, and fire management plans. Professional judgment is used in following and interpreting these guidelines and references to solve operational problems or to facilitate the planning process, often including areas where precedents are inadequate and/or incomplete.

4. Complexity.

The position involves various duties concerned with assessing the effects of fire on natural resources and the development of project plans, as well as the execution, monitoring, and refinement of such plans. Projects involve planning the details of a substantial variety of projects, including training course development and participation in workshops, for such precedents are not fully applicable or do not exist.

Considerable complexity exists in assessing conflicts between the Clean Air Act, the Endangered Species Act, the Wilderness Act, etc. This requires considerable judgment in developing the plans. Projects often require departure from previous approaches, which requires resourcefulness in planning and executing work.

Complexity of the fire management program is high due to the pressure of multiple fire management strategies, multiple station objectives, and dealing with hazardous fuels. The complexity increases significantly due to the multi-station prescribed fire district, requiring the incumbent to provide services to individual FWS stations simultaneously. Due to the nature of fire management work, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

5. Scope and Effect.

The incumbent is responsible for prescribed fire management planning and for the execution of all prescribed fire activities in the district. The incumbent is recognized as a professional authority on the effects of fire on natural resources. Recommendations are considered to be optimum solutions and serve as the basis for determining new programs or for setting priorities for existing programs. Work will significantly influence the direction of fire management at the station.

6. Personal Contacts.

Contacts include, but are not limited to, coworkers, professionals, and technicians involved in fire management and fire research, such as the USDA Forest Service, Bureau of Land Management, National Park Service, and state and local air quality agencies; a variety of State, Native American Tribal, and other agency officials; representatives or officials of conservation organizations, universities, the media; and, local citizens and contractors, and Service personnel at all levels. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence.

7. Purpose of Contacts.

Contacts are for the purpose of discussing technical requirements of the program, coordinating with others in resolving problems, reaching agreements concerning differences, data gathering and analysis, information exchange, training, formulating new projects, developing interagency agreements and explaining programs, particularly their controversial aspects.

8. Physical Demands

Some of the work is sedentary, usually performed in an office. Strenuous physical activity can be expected when field duties include fire suppression and prescribed fire activities. A level of physical fitness is required to allow the employee to work under periods of stress and physical exertion such as walking in rough terrain during field inspections and on fire assignments. At times, travel by light fixed-wing or helicopter is required. Fire assignments require a physical fitness level meeting the requirements of 310-1, Wildland Fire Qualification Subsystem Guide.

9. Work Environment.

The incumbent's work will be performed both in the field and in offices. Incumbent may be required to work under hazardous conditions encountered in prescribed burning and fire suppression (excessive heat, smoke, dust, rough terrain, sharp hand tools, motorized equipment, and insects). Many of these same conditions will prevail during other regular field activities. Incumbent must wear protective clothing and other safety equipment.

Factor Evaluation System
Position Evaluation Statement

Title, Series, and Grade: Prescribed Fire Specialist, GS-401-11
Organization: Servicewide
Position Number: S000028

Evaluation Factors	Points Assigned	Standard Used (BMK#, FL#, etc.)	Comments
1. Knowledge Required	1250	FL#1 - 7	Professional knowledge of ecological concepts, principles and practices applicable to natural and cultural resource management
2. Supervisory Controls	450	FL#2 - 4	Work is assigned in terms of broad objectives and policies.
3. Guidelines	275	FL#3 - 3	A variety guidelines exists. Some may be inadequate or incomplete requiring considerable judgement.
4. Complexity	225	FL#4 - 4	Problems evolve due to the demands of multiple station objectives.
5. Scope and Effect	150	FL#5 - 3	Responsible for the execution of all prescribed fire activities in the district.
6. Personal Contacts		Level 3	Primary contacts are with co-workers, professionals and scientists involved in wildland fire management and research, conservation organizations, other agency officials, the media, and local citizens and contractors.
7. Purpose of Contacts		Level b	Contacts are primarily to discuss technical requirements of the program, and to coordinate efforts.
	110 = Factor 6. (Level 3) + Factor 7. (Level b)		
8. Physical Demands	20	FL#8 -2	Duties include fire suppression and

			prescribed fire activities.
9. Work Environment	20	FL#9 - 2	Required to work under hazardous conditions.

SUMMARY		Remarks
Total Points	**2500**	

Grade Conversion **GS-11**

Standard(s) Used: **US OPM Series Definition for GS-401, dated January 1997, Clas-01; Cross comparision with US OPM PCS for Rangeland Management Series, GS-0454, Sept 1993 TS-126; Handbook of HRCD-7, July 1999.**

Prepared By _____ **Title** _____

Approved By Pearl Inge 5-8-2001 **Title** Personnel Management Specialist