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

1. Agency Position No.: S000A29

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

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

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: [X] Exempt [ ] 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, FF/LE Retirement Team Specialist MG This PD has been approved as follows under 5USC 8336(c) and 8412(d)					
b. Department, Agency or Establishment	X Firefighter ___ Law Enforcement Primary X Secondary/Administrative Secondary/Supvy					
c. Second Level Review	Approval Date July 11, 2001					
d. First Level Review	Prescribed Fire Specialist	GS	0401	11		
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-11. The incumbent performs the kind 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-12 APPROVED FOR SERVICEWIDE USE Darl Luge 5-8-2001

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

Prescribed Fire Specialist
GS-401-12

Introduction

The position serves as a Regional Prescribed Fire Specialist. As such, the incumbent is considered an authority on the technical and specialized aspects of fire programs. The purpose of the position is to provide specialized and professional guidance for refuges within the region in the development, management, implementation, and evaluation of prescribed fire programs. The incumbent oversees the integration of fire-related environmental, social, political, economic and technological information into land management activities to efficiently accomplish resource management objectives.

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 and Responsibilities (80%-100%)

Participates with the Regional Fire Management Coordinator (RFMC) and other Regional Office staff members in representing the Regional Chief, National Wildlife Refuge System and the Regional Director in the formulation and establishment of Regional fire policies and programs affecting fish and wildlife resources on Service lands.

Serves as consultant and authoritative expert to refuge fire management officers and refuge prescribed fire specialists on the use of prescribed fire as a management tool in achieving various fire management objectives on Service lands in the Region, particularly those of the National Wildlife Refuge System.

Plans, designs, and provides leadership in refuge prescribed burning programs, including serving as prescribed fire burn boss. Supervises refuge prescribed burn crews as requested and as other priorities allow. Incumbent travels to field stations needing certification of prescribed burn bosses as required by the Wildland and Prescribed Fire Qualification System Guide.

Uses BEHAVE, RXWINDOW, and other computer programs to develop custom fuel models as necessary to more accurately predict fire behavior for prescribed fires. Serves as technical advisor in the development of prescribed burning plans, smoke management plans, and evaluates effects of prescribed burns and wildfires. Advises refuge managers of proper time for burning to achieve desired effects on vegetation. Offers review comments on fire behavior, fuels, weather, and related factors involved in developing prescriptions.

Develops and provides guidance for the integration of fire and principles of ecosystem dynamics in wildlife habitat management. Performs, develops, and reviews habitat analysis programs to monitor changes in individual refuge ecosystems in relation to prescribed burning and wildfires.

Reviews and evaluates prescribed burn plans and fire management plans for ecological soundness, technical adequacy, and compliance with professional standards and Service policy. Works with refuge personnel in the development of fire research proposals, and the development and application of new methods and approaches to prescribed fire activities.

Conducts field inspections before and after prescribed fires or wildfires, as appropriate, to determine habitat conditions and utilization of wildlife. Analyzes data, prepares reports, and provides technical advice and assistance in the development of prescribed burns for habitat development and management.

Conducts program reviews and trips to field stations in order to evaluate compliance with policies, objectives, and standards, overall effectiveness of operations, and to provide technical assistance in the solution of specific local problems. Institutes or recommends changes in operating procedures or programs to increase effectiveness of operations and to provide technical assistance in the solution of specific local problems.

Coordinates the Region's fire ecology activities with outside agencies, groups, and individuals. Serves as a Service representative on various agency and interagency committees, teams and working groups dealing with specific local, Regional, or national fire management problems.

In coordination with the RFMC, formulates Regional policies, writes plans, and administers programs necessary for the administration of the fire management program.

Assists in the development and establishment of regional fire management standards and technical guides for:

- Fire program management, such as fire management decision protocols, contingency planning, prescribed fire project planning, fuels inventory methods, environmental coordination, and smoke management.
- Wildland fire use and prescribed fire, including resource objectives, fuels treatments, management strategies, and prescription development.
- Staffing and funding requests to support prescribed fire projects, prescribed fire modules, fire ecology research and technological support.

May participate as a member of an interagency fire management team.

Maintains communication with the Fire Management Branch at the National Interagency Fire Center in order to provide input on fire management policy of national scope. As requested, will provide input on Servicewide prescribed fire policy decisions and guidelines.

Assists with budget submissions and recommends allocation of available funds and FTEs (i.e., FireBase) to various refuges within the Region for prescribed burning needs.

In conjunction with the RFMC, develops and negotiates cooperative prescribed fire agreements within the Region and by State with various federal and state agencies and other land management partners.

Factors:

1. Knowledge Required by Incumbent.

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 knowledge of ecological concepts, principles, and practices applicable to natural and cultural resource management necessary to develop and implement the wildland and prescribed fire management program. This includes knowledge of fire ecology and the interrelationships of vegetation, wildlife, and soil resources necessary to interpret the findings from the analysis of long-term fire effects data and define the significance of ecological changes that are occurring.

Comprehensive knowledge of professional wildland fire science and land management principles, practices and concepts sufficient to serve as a technical authority on prescribed fire. This knowledge is required to advise, evaluate and review highly complex refuge fire management programs and to help implement refuge fire management plans.

Knowledge of other agency's practices and procedures in wildland and prescribed fire science to develop complementary fire management plans within the interagency fire community. The scope of the work extends not only to FWS programs but also to wildland and prescribed fire management programs in other cooperating agencies, such as the Forest Service, Bureau of Indian Affairs, National Park Service, Bureau of Land Management, and state fire management organizations.

Skill in designing and evaluating wildland fire management plans, prescribed burn plans, and fire management decision support documents which support complex fire and resource management objectives, as well as integrating these plans with those developed by other federal and state fire and resource management agencies.

Knowledge of scientific data acquisition and analysis standards, methods and recording techniques to serve as technical expert in the management and summation of scientific data.

Knowledge and skills sufficient to provide technical direction, guidance, and coordination for a very broad, highly active, and diversified prescribed fire program, including prescribed fire for hazard fuels reduction and for ecosystem restoration, and unplanned ignitions managed for resource benefits, fire behavior assessment and prediction, and short and long term fire effects analysis.

Ability to resolve complex wildland and prescribed fire management issues that involve use and interpretation of complex and sometimes conflicting fire and resource management policies, as well as various environmental protection laws such as the National Environmental Policy Act, the Threatened and Endangered Species Act, the Clean Water Act, the Clean Air Act, and various laws protecting cultural resources.

Skill in oral and written communication in order to ensure that plans are well written and easily understood, scientific reports and policy documents are credible and unambiguous, and that pertinent information is shared effectively with refuges, cooperators and the resource management community in general.

2. Supervisory Controls.

Incumbent works under the supervision of the RFMC located in the Regional Office, who assigns work in very broad terms according to Regional priorities. Because of the nature of duties assigned on refuges, the incumbent may receive requests for work assignments on refuges from respective project leaders, and will prioritize and address them.

The Regional Fire Management Coordinator will provide guidance, technical advice, and work assignments that will require travel to refuges throughout the Region, and to other Regions. Incumbent must use considerable independent judgment in making decisions on fire management activities. The work is handled independently according to policies, previous training, experience, and accepted practices. The incumbent is expected to recommend solutions to particularly complex problems. Coordinates with Refuge Managers, Regional Office Refuges and Wildlife staff, and the Service fire management staff.

Assignments that deal with controversial issues that would establish or modify refuge or Service policy, or that could result in major changes to existing programs or the establishment of new programs, are reviewed with the supervisor for attainment of objectives and compatibility with approved management plans or policies. All work projects are submitted to the supervisor as "completed staff work." Review of program accomplishments is primarily conducted through feedback from Refuge Managers and Refuges and Wildlife staff.

3. Guidelines.

The assignments are undertaken within the broad framework of agency regulations, policies, and existing guides which are often adequate to deal with the more complex or unusual problems, or with novel, undeveloped, or controversial aspects of resources management. Guidelines may point toward conflicting decisions or provide few precedents pertinent to specific problems; proven methods of treating a problem may be lacking or incomplete. The guidelines and regulations permit broad latitude for independent and innovative action due to a wide variety of physical, biological and socioeconomic conditions and issues which are found over the area of responsibility.

Must exercise leadership and ingenuity in researching new techniques and providing solutions for resource management problems to field managers which may include the modification of existing plans and criteria. The incumbent is authorized to deviate from or extend traditional methods and practices and develop new techniques, as necessary.

4. Complexity.

The assignment involves a broad scope of duties in the field of fire ecology and prescribed fire management. Responsibility is to provide technical expertise, program development, and assistance with execution of the prescribed burning program to the refuges of the Region. Position requires a high degree of professional competence in the analysis of biological and ecological processes, with awareness of political and sociological implications.

Incumbent advises on complex and controversial fire management, fuels management, and prescribed fire problems where procedures and operations still need to be developed for fire management programs covering a wide diversity of ecosystems.

Refuge lands administered by the Service are intermingled with other ownerships, and urban-wildland interface problems complicate fire management. Smoke management is a considerable and increasing problem.

The incumbent must consider a number of variables and features that may complicate the planning process on the varied land areas. The land area and functional programs are characterized by great diversity and significant complex features, including: (1) great variety of vegetative cover and fuel types ranging from heavily forested, mountainous terrain to grasslands interspersed with shrubs and/or wetlands and marshes ranging from below sea level to over 9,000 feet in elevation; (2) habitat that supports a great variety of endangered flora and fauna, migratory birds, and resident wildlife species; and (3) extended periods of temperature extremes, prolonged droughts, floods, winds, hail, lightning, and other environmental phenomena. The work involves many situations of uncertainty and controversial interaction of technical, resource, administrative,

and socioeconomic problems requiring development of new techniques, criteria, and actions in the resolution of a great variety of issues in diverse environmental conditions.

5. Scope and Effect.

The incumbent is responsible for overseeing prescribed fire management planning and for the execution of all prescribed fire activity in the Region. Purpose of the work is to provide professional expertise in the analysis and development of technique, intensity, and season of prescribed burning to best modify vegetation for refuge management purposes, and to monitor changing habitat conditions to provide accurate information for management decisions in relation to fire ecology.

Recommendations serve as the basis for determining new programs, or for setting priorities for existing programs. The incumbent's work will, through development and execution of fire management programs, affect or influence attainment of refuge habitat and wildlife management objectives and goals. It will also have an effect on the use of prescribed burning in wildlife management Servicewide, in other agencies, and indeed wherever similar vegetation and wildlife exist. Incumbent will provide professional analyses of the various aspects of the fire management program. These analyses are utilized in the development of overall long-range management goals, objectives, and operations.

6. Personal Contacts.

Contacts are with co-workers, professionals, and scientists involved in wildland fire management and research such as the Forest Service, National Biological Resources Division, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, state fire management organizations, the Environmental Protection Agency, state, regional and county Air Pollution Control authorities, State Historic Preservation Offices, local agencies, universities, professional societies, private landowners, general public, as well as the media. Contacts are performed as formal presentations, interviews, informal exchanges, written reports, and correspondence.

7. Purpose of Contacts.

Contacts are for data gathering and analysis, information exchange, training, formulation of new projects and research proposals, development of interagency agreements, and negotiation and explanation of programs, particularly their controversial aspects. Contacts are adversarial at times. Contacts are often oriented toward information gathering for the development and refinement of various kinds of resource management programs at the local, Regional, and national levels.

8. Physical Demands.

The work is primarily sedentary. A level of physical fitness is required that will allow the incumbent to work under periods of extended stress and intermittent physical exercise such as walking in rough terrain during field inspections or during fire assignments. Incumbent must meet the physical fitness level commensurate with their highest "Red Card" qualification.

9. Work Environment.

The incumbent's work will be performed both in the field and in offices. Incumbent may be required to work under very 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.