



**U.S. DEPARTMENT OF THE INTERIOR
 Certification of Position Approval
 for Retirement
 Under 5 USC 8336(c) and 8412(d)**

Approved under the Civil Service Retirement System, 5 USC 8336(c)

Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Indian Affairs

Classification Title: Standard Position Description (Interdisciplinary)
Wildland Fire Program Manager/Rangeland Management Specialist/ Forester

Organization Title: Assistant Regional Fire Management Officer F308-BIA

Position Number: F308 - BIA Series and Grade: GS-0401/0454/0460-09/11

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

This position has administrative duties in an organization having a firefighting mission. The primary purpose of this BIA agency position is to serve as the Assistant Regional Fire Management Officer and staff specialist in wildland fire suppression and prescribed fire for a low/moderate complexity region. This position provides planning, direction, operations oversight, and specialized expertise in a combination with a sound natural resource background to guide the agency's wildland fire suppression and prescribed fire programs. **The position requires prior firefighting experience and is clearly in an established career path.**

James L. Stires
 JAMES L. STIRES, Director, BIA Fire Program, NIFC

10-29-00
 Date

Marcia L. Scifres
 MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

10/31/2000
 Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 07/28/2000 . Approval is by DOI Secretary's Designee:

Wendell K. Sutton
 Wendell K. Sutton, Deputy Assistant Secretary, Human Resources

11/6/00
 Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <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		6. OPM Certification No.					
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive* <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither					
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use		Explanation (Show any positions replaced) Standard Position Description							
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. U.S. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Wildland Fire Program Manager Rangeland Management Specialist		GS		0401		11				07-28-00	
d. First Level Review		Forester		GS		0454		11				07-28-00	
e. Recommended by Supervisor or Initiating Office		Wildland Fire Program Manager Range Conservationist Forester		GS		401 454 460		11					

16. Organizational Title of Position (if different from official title)
Assistant Regional Fire Management Officer F308-BIA

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision DIVISION OF FORESTRY	
a. First Subdivision BUREAU OF INDIAN AFFAIRS		d. Fourth Subdivision BRANCH OF FIRE MANAGEMENT	
b. Second Subdivision OFFICE OF TRUST RESPONSIBILITIES		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 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) STEPHEN A. HAGLUND CHIEF, BRANCH OF FIRE MANAGEMENT	
Signature	Date	Signature	Date
			3/29/00

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
GS-401 General Biological Science Series; GS-460 Forestry Series; GS-454 Rangeland Management Series

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.

Typed Name and Title of Official Taking Action
**Allison S. Beard
Personnel Management Specialist**

Signature: Date: **JUL 28 2000**

23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									

Department of Interior, P/LS Retirement Team Specialist
This PD has been approved as follows under 5 USC 5356(c) and 5412(d):
 Firefighter Law Enforcement
Primary Secondary/Administrative Secondary/Supvy
Approval Date: **11/06/00**

24. Remarks ***Positions in the Bureau of Indian Affairs are in the competitive service, unless occupied by an incumbent appointed under Schedule A 213.3112(a)(7). In such cases, the position is in the excepted service during the tenure of the excepted employee.**
Reference standard position description from National Park Service, #F09. Full Performance Level: GS-11

POSITION CLASSIFICATION AMENDMENT

POSITION NUMBER	FULL PERFORMANCE LEVEL GS-11
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ORGANIZATIONAL LOCATION

Department of the Interior
Bureau of Indian Affairs

TITLE: Wildland Fire Program Manager Rangeland Management Specialist Forester F308-BIA	FLSA STATUS <input type="checkbox"/> EX <input checked="" type="checkbox"/> NON-EX	COMP. LEVEL:
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This represents restructuring of the target position to GS09.

This position is being restructured to the lower grade(s) indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.

Incumbent serves in a training capacity and may not be expected to perform the entire scope of duties as described. Assignments are given to prepare the incumbent to eventually acquire the knowledge expected at the full performance level. They will typically combine productive work with on-going training and instruction as appropriate and will relate to the objective of attaining full performance on the job. Incumbent will be given less responsibility at first and work will be more closely reviewed. The more difficult assignments may be screened by the supervisor so that a lesser degree of judgement is expected of the incumbent. Complexity of work may be increased by the supervisor and supervision received may gradually decrease as experience and competence are developed by the incumbent.

Performance will be evaluated with appropriate status of training in mind.

NOTE: At the discretion of management, incumbent may be non-competitively promoted to the established next higher level, provided: (1) target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; (2) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade; and (3) the incumbent meets all regulatory and qualification requirements for such promotion.

CERTIFICATIONS

<p>I certify that the position identified above has changed as reflected in this amendment.</p> <p>_____ Signature of Supervisor</p> <p>_____ Date</p> <p>Title: _____</p>	<p>I certify that the changes reflected are proper and the position as hereby amended is properly classified.</p> <p><i>Alison S Beard</i> JUL 28 2000 _____ Signature of Official Exercising Date Class. Auth.</p> <p>Title <u>Personnel Management Specialist</u></p>
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STANDARD POSITION DESCRIPTION
BUREAU OF INDIAN AFFAIRS
WILDLAND FIRE MANAGEMENT PROGRAM

NO. _____

- () **Wildland Fire Program Manager, GS-401-11**
- () **Rangeland Management Specialist, GS-454-11**
- () **Forester, GS-460-11**

ASSISTANT REGIONAL FIRE MANAGEMENT OFFICER

Incumbent serves as the Assistant Regional Fire Management Officer and staff specialist in wildland fire suppression and prescribed fire for a low/moderate complexity Region. The Agencies in the Region have low/moderately complex fire management program involving suppression, fuels management and prescribed burning. The primary purpose of this position is to provide planning, direction, operations oversight, and specialized expertise in a combination with a sound natural resource background to guide the Agencies wildland fire suppression and prescribed fire programs.

Prior firefighting experience as gained by substantial service as a firefighter is a **MANDATORY PREREQUISITE** for incumbents of this position.

Duties (80% or more of the time)

Serves as the principal staff specialist and subject matter expert in the application of state-of-the-art principles and techniques of wildland fire management and prescribed fire for the Region.

Independently performs complex analyses, develops alternatives, and makes management recommendations affecting wildland fire management and prescribed fire programs. Develops long range plans by integrating fire and natural resource concepts for each of these programs. Coordinates with agencies and meets annual goals for burn acreage, fire protection and smoke management. Insures that burn plans are written, reviewed and approved.

Coordinates agency programs for fire prevention, preparedness, detection, wildland fire management, resource rehabilitation, mobilization (step-up), prescribed fire, aviation operations (including contract administration) and training programs. Provides general oversight of prescribed burning and mechanical fuel treatment operations to insure that goals and objectives are being achieved.

Reviews annual Agency operating plans, recommends procedures to cover operations. Reviews and refines fuels management prescriptions to achieve management goals. Performs without technical guidance from supervisor.

Reviews and recommends revisions as necessary to all sections of Agency Fire Management Plan pertaining to wildland fire management and prescribed fire. Works in cooperation with Natural Resource Management in the development of these parameters considering the full range of fire effects and impacts/benefits on a wide variety of flora and fauna, cultural and natural resource values.

Directs the development and establishment of regional fire management standards and technical

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guides for:

Fire program management, such as fire management decision protocols, contingency planning, prescribed fire project planning, and smoke management.

Wildland fire use and/or prescribed fire, including resource objectives, fuels treatments, management strategies, and prescription development.

Staffing and funding request to support the full spectrum of complexity in fire management in the region, including prescribed fire projects, suppression preparedness, training and interagency shared resources.

Serves as wildland and prescribed fire training coordinator, including identification of regional and agency fire training needs, and allocation of training funds on a priority basis. Selects personnel from within the region to instruct, attend training, develops and teaches new fire training courses and workshops to keep fire personnel current with emerging technology.

Serves as wildland and prescribed fire qualifications coordinator, including oversight of the taskbook and certification process, for the region. Works closely with the national coordinator of the BIA automated qualifications analysis and tracking system.

Helps Agencies and the regional office prepare wildland fire and prescribed fire budget proposals and enter required data into FMPA budget analysis software. May coordinate the prioritization and approval of projects for hazard fuels reductions and prescribed burning for resource benefits. May monitor prescribed fire and hazard fuels project expenditures by Agencies and act as a clearinghouse for reallocating surplus fuels management funds to other Agencies/regions to maximize overall program efficiency.

Conducts program reviews in order to evaluate compliance with policies, objectives and standards and to assess overall program effectiveness. Provides technical advice on management strategies and local problems. Recommends changes in fire management operations and programs to increase program effectiveness and efficiency and to solve local problems.

Responsible for rehabilitation programs resulting from fire related activities. Conducts in-depth analyses of wildland fire impacts. Independently or in cooperation with interdisciplinary teams, writes rehabilitation plans which require the application of scientifically based principles of vegetation and land management.

Factors

1. Knowledge Required by the Job

Knowledge of the policies, techniques and practices of wildland firefighting as obtained through substantial service as a firefighter of the Federal government or in a similar firefighting position

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outside of the Federal government. This knowledge is a **MANDATORY PREREQUISITE** of this position. In addition, the incumbent must have been previously qualified as an Incident Commander Type III and as a Task Force Leader and as a Burn Boss Type II.

Professional knowledge of the scientific principles of natural sciences, ecology, or biological science where the knowledge is directly applicable to wildland fire science, both wildland fire and prescribed fire.

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, fire weather fire behavior and the methods used to monitor, describe, analyze and predict fire behavior. Knowledge and skills are sufficient to solve problems covering diverse fuels management situations.

Professional knowledge of how to plan and carry out a prescribed burning operations, including burning techniques and the principles, limitation, uses and development of prescriptions for prescribed fires.

Professional knowledge and skills required to modify or adapt standard processes and procedures; to assess, select and apply appropriate precedents; and to devise strategies needed to overcome significant resource problems related to program management and evaluation. Skill and knowledge sufficient to deal with special problems that require sustained efforts for solution.

Knowledge of methods for the collection, storage retrieval and analysis of results from fire effects monitoring activities.

Knowledge of agency and departmental policies covering the entire spectrum of vegetation management with a particular emphasis on wildland fire ecology.

Knowledge of Department of Interior Manuals regarding aviation policy and procedures.

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

Knowledge of the requirements imposed by the legislation and regulations such as NEPA, the Endangered Species Act, the Clean Air Act, the Indian Forest Management Act, the Historic Preservation Act, etc.

Knowledge of the effects of fire and fire suppression techniques on Tribal natural and cultural resources, as well as related social, political and economic values.

Knowledge and skill in planning budgets, computerizing and establishing wildland fire management and administrative practices within the Region, and integrating Agency/Tribal programs and practices with cooperating agencies.

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Knowledge of BIA policies and planning practices as they relate to wildland fire management practices.

Knowledge of supervisory techniques to direct and evaluate others in accomplishments of field projects, including knowledge of equal opportunity requirements and practices.

2. Supervisory Controls

The incumbent is supervised by the Regional Fire Management Officer. Work is assigned by outlining broad objectives and goals. The incumbent has considerable latitude for independent actions in daily operations. As a professional authority in wildland fire and prescribed fire management, priorities are formulated by the incumbent and recommended to the supervisor.

The Assistant FMO is expected to implement Regional policy, procedures 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. Supervisor periodically checks for technical accuracy and is available for assisting in the more unique or controversially situations.

3. Guidelines

Guidelines includes laws such as the Indian Forest Management Act, Clean Air Act, Threatened and Endangered Species Act, National Environment Policy Act, Historic Preservation Act and Department and Bureau manuals, guides, and handbooks. Scientific reference materials are used in reviewing and updating methods, practices and procedures.

Resourcefulness and experienced professional judgement is used in interpreting these guidelines and references to solve operational problems or to facilitate the planning process including areas where few or no precedents exist.

4. Complexity

Assignments involve an analysis of the role and effects of fire within ecosystems and resultant wildland fire management practices based upon state-of-art scientific principles and guided by objectives derived from legal mandates, departmental and agency policy. Integrates diverse and often conflicting land management and reservation protection goals, such as natural process perpetuation, trust resource protection, Tribal member property protection and air quality management.

Complexity of the wildland and prescribed fire programs are very high due to the influence of multiple wildland fire management strategies. Prescribed fire projects often require a departure from previous approaches and a need for resourcefulness in planning and executing work. Each suppression action and prescribed fire has its own special problems with regards to fire behavior, weather, fuels, topography, values at risk, resource availability, etc. The incumbent must use considerable judgement in advising on these problems to protect values at risk. Errors in judgement can result in injury or

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death and real property loss in the millions of dollars.

5. Scope and Effect

The purpose of this work is to provide professional guidance and direction to a agencies' wildland and prescribed fire management program through the use of scientifically sound wildland and prescribed fire management principles and practices.

The technical expertise provided has a lasting environmental impact. The health of reservation's vegetation communities and ecosystems is dependent upon sound management decision-making which is based upon sound technical advice. The incumbent is recognized as a professional authority on the role and effect of fire on the natural resources. Work will significantly influence the direction of wildland fire management within the Region.

The incumbent works in activities where errors can result in personal injury, property loss, large capital expenses and tort claims, as well as significant and lasting negative impacts to basic natural resources.

6. Personal Contacts

Contacts are with coworkers, subordinates, technicians and professionals involved in wildland and prescribed fire management, including Agency and national office BIA aviation and fire management personnel, other federal agencies and regional, state and local fire organizations. Other contacts are with researchers and scientists, federal and state land management agencies, local community groups, conservation organizations, media and other branches or work units within the Regional Office. Contacts are performed as formal presentations, interviews, informal exchanges, written reports and correspondence. These contacts are an everyday occurrence. Contacts may take place under adverse conditions.

7. Purpose of Contacts

Contacts are made to share state-of-the-art wildland and prescribed fire management knowledge, principles, methods and techniques. Contacts are made to coordinate activities such as formulation of prescribed fire or fuels management projects, development of mutual boundary response plans; to prepare zone and regional mobilization and incident management plans; to coordinate training, to maintain the interagency incident qualifications; to coordinate and integrate wildland fire suppression and prescribed fire management activities with Tribal governments and to provide public information to Tribal governments, interested Tribal groups and the media.

8. Physical Demands

The work is partly sedentary but does require the incumbent to maintain physical fitness. The work requires physical endurance in hiking and climbing over steep terrain, often beyond an eight-hour period, in heavy concentrations of smoke during ongoing wildland fire or prescribed fire activities.

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9. Work Environment

Work is performed in indoor and outdoor settings. When outdoors, the incumbent will be exposed to a wide range of smoke, weather and terrain variances. At times, the incumbent is required to operate various types of vehicles, including four-wheel drive. Incumbent is required to fly as an observer in helicopters and fixed-wing aircraft in low flying reconnaissance operations, to work around operating helicopters.