



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)
Fire Program Manager/Rangeland Management Specialist/ Forester

Organization Title: Regional Fire Management Officer F311-BIA

Position Number: F311 - BIA Series and Grade: GS-0401/0454/0460-11/12

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. This position is located in a Regional Office. The primary purpose of this BIA agency position is to oversee and manage the region's fire management program. Responsibilities include program review and oversight, and interagency coordination and overall leadership of the region's fire management program. Provides technical expertise to agencies and Tribes regarding their fire management 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 07/25/2000 . Approval is by DOI Secretary's Designee:

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

11/06/00
 Date

POSITION DESCRIPTION (Please Read Instructions on the Back.)

1. Agency Position No.

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.	
Explanation (Show any positions replaced) Standard Position Description				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 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>	
14. Agency Use									

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	Fire Program Manager Rangeland Management Specialist	GS	0401 0454	12		07-25-00 07-25-00
d. First Level Review	Forester	GS	0460	12		07-25-00
e. Recommended by Supervisor or Initiating Office	FIRE PROGRAM MANAGER RANGE CONSERVATIONIST FORESTER	GS	401 454 460	12		

16. Organizational Title of Position (if different from official title)
REGIONAL FIRE MANAGEMENT OFFICER **F311-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 *Stephen A. Haglund* Date *3/23/00*

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

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

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.

Signature *Allison S. Beard* Date *JUL 25 2000*

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

Department of Interior, FPMR Regulations, 422
 This PD has been approved in full by initial SUPC 0330(6) and 90:
 X Firefighter Law Enforcement
 Primary X Secondary/Administrative Secondary
 Approval Date *11/6/00*

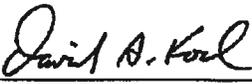
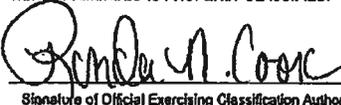
24. Remarks: *Positions in the Bureau of Indian Affairs are in the competitive service, unless occupied by an incumbent appointed under Schedule A 213.3112(a)(7). In such cases, the position is in the excepted service during the tenure of the excepted employee.
Reference standard position description from the National Park Service, #403. Full Performance Level: GS-12.

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

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS Bureau of Indian Affairs		2. NAME Standard Position Description	
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION: 11a. <u>Department of the Interior</u> b. <u>Bureau of Indian Affairs</u> c. <u>Office of Trust Responsibilities</u>		<input checked="" type="checkbox"/> AS HEREBY AMENDED d. <u>Bureau of Indian Affairs – National Interagency Fire Center</u> e. <u>Boise, Idaho</u>	
4. CSC TITLE AND BUREAU POSITION NO. Regional Fire Management Officer, F311-BIA		SCHEDULE GS	SERIES 401/454/460
		GRADE 11/12	
<input checked="" type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE, <input type="checkbox"/> POS. NO., <input type="checkbox"/> SCHEDULE, <input type="checkbox"/> SERIES, <input type="checkbox"/> GRADE <input checked="" type="checkbox"/> OTHER			

CERTIFICATION

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 statutes or their implementing regulations.		6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.	
	January 10, 2011		January 10, 2011
Signature of IMMEDIATE Supervisor	Date	Signature of Official Exercising Classification Authority	Date
Name <u>David A. Koch</u>		Name <u>Ronda N. Cook</u>	
Title <u>Assistant Fire Director - Training</u>		Title <u>Director, Center for Jobs & Compensation & Design</u>	

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.

Based on an assessment conducted by fire management subject matter experts, the following change will be made to Knowledge Required by the Position. This change does not significantly affect any of the major job duties or the ability to perform them. This amendment replaces the amendment dated October 16, 2001. The qualification requirements (selective factors) described in the amended language are required at any filled grade level (i.e. at the GS-11 or GS-12 grade level).

Existing Language:**1. Knowledge Required by Position**

Knowledge of the techniques, policies, and practices of fire management as obtained through substantial service as a wildland firefighter of the Federal government or in a similar position outside the Federal government. As a minimum, the incumbent must have been previously qualified as an Incident Commander Type III and in a Type II Command or General Staff position and as a Task Force Leader and as a Burn Boss II. This knowledge is a MANDATORY REQUIREMENT to perform the fire program management duties of this position.

Amended Language:**1. Knowledge Required by Position**

Knowledge of the techniques, policies, and practices of fire management as obtained through substantial service as a wildland firefighter of the Federal government or in a similar position outside the Federal government. In addition incumbent must have been previously qualified as a Task Force Leader (TFLD) and any one of the following: Incident Commander Type 3 (ICT3) or, any Type 2 Command and General Staff Position or, Prescribed Fire Burn Boss Type 2 (RXB2).

Department of the Interior, FLERT Specialist
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
 Firefighter Law Enforcement
 Primary Secondary/Administrative Sec/Supvy
 Approval Date 1/16/11

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS BUREAU OF LAND MANAGEMENT	2. NAME OF INCUMBENT
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3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION; AS HEREBY AMENDED

11 a. <u>DEPARTMENT OF THE INTERIOR</u>	d. <u>Bureau of Indian Affairs - National Interagency Fire Center</u>
b. <u>BUREAU OF INDIAN AFFAIRS</u>	e. <u>Boise, ID</u>
c. <u>OFFICE OF TRUST RESPONSIBILITIES</u>	

4. CSC TITLE AND BUREAU POSITION NO. Regional Fire Management Officer, SPD No. F311-BIA	SCHEDULE GS	SERIES 401/455/460	GRADE 12
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SAME AS PRESENT; AMENDED FOR: CSC TITLE, POS. NO., SERIES, GRADE OTHER

CERTIFICATIONS

<p>5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.</p> <p style="text-align: center;"><u><i>JL Stiles</i></u> (Signature of Supervisor) (Date)</p> <p>Title <u>CHIEF, BRANCH OF FIRE MANAGEMENT</u></p>	<p>6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p style="text-align: center;"><u><i>Paula Reed</i></u> <u>10-16-01</u> (Signature of Official Exercising Classification Authority) (Date)</p> <p>Title <u>PERSONNEL MANAGEMENT SPECIALIST</u></p>
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if hired at the lower grade level, the incumbent must be or have been qualified as a Task Force Leader and Type 3 Incident Commander Trainee and Burn Boss 2 Trainee and have served on a Type I or Type II incident at the unit or above level or you have served on a Type I or Type II incident at the unit leader or above level or have served on a Geographic Area Multi-Agency Coordinating Group.

For promotion to the full performance level, individuals must meet all qualifications required by the Standard Position Description for BIA Regional Fire Management Officers. Full performance qualifications required are: Task Force and Type 3 Incident Commander and Burn Boss 2 and Type II Incident Command and General Staff or Geographic Area Multi-Agency Coordinating Group experience.

POSITION CLASSIFICATION AMENDMENT

POSITION NUMBER	FULL PERFORMANCE LEVEL GS-12
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ORGANIZATIONAL LOCATION

Department of the Interior
Bureau of Indian Affairs

TITLE: Fire Program Manager Rangeland Management Specialist Forester F311-BIA	FLSA STATUS <input checked="" type="checkbox"/> EX <input type="checkbox"/> NON-EX	COMP. LEVEL:
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This represents restructuring of the target position to GS11.

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 25 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. _____

- () Fire Program Manager, GS-401-12
- () Rangeland Management Specialist, GS-454-12
- () Forester, GS-460-12

REGIONAL FIRE MANAGEMENT OFFICER

Introduction

This position is located in a Regional Office. The purpose of the position is to oversee and manage the Region's fire management program. Responsibilities include program review and oversight, and interagency coordination, and overall leadership of the Region's fire management program. The Region served by this position is classified as low/medium complexity. The makeup of the Tribes and agencies served by this position are almost exclusively low and moderately complex programs. Because of the relatively low complexity of Regional agency and tribal fire programs, fewer technical specialists are necessary at the Regional level. As a result, although this position may supervise one or two employees, supervision is not a major component of this position.

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

Major Duties (80-100%)

Manages the Regional wildland fire management program. Advises the Regional Director on any sensitive, controversial, or novel fire management issues; decisions and commitments made affect the overall fire management program in the Region. Provides advice and technical expertise to agencies and Tribes regarding their fire management programs. Oversees planning and operational reviews of Tribal and Agency fire management programs within the Region. Reviews Tribal and Agency plans, budgets, (FMPA) and requests. Oversees regular inspections/program reviews of fire management activities. Ensures consistent application of national and regional fire management policy and guidelines and ensures appropriate and correct reporting.

Coordinates national fire program initiatives at the regional level, and offers recommendations regarding the development of implementation strategies for such initiatives. Reviews fire program planning for each unit within the Region and ensures that databases and FMPA statistics are correct. Provides feedback to the NIFC concerning deficiencies in FMPA. Coordinates the submission of supplemental budget requests for all Tribes, Agencies in the region. Sets regional priorities for capital equipment requests, and funding for hazard fuels reduction/ resources management prescribed burning projects. Provides input on BIA National policy decisions and guidelines. Oversees implementation of specialized fire management computer applications at the regional and agency levels. Compiles and consolidates all required reports.

Fire Program Manager, GS-401/454/460-12

As the Regional BIA representative, coordinates and confers with other regions and cooperating fire management agencies, such as the U.S. Forest Service, the Bureau of Land Management, the National Park Service, the Fish and Wildlife Service, Tribes, states, and private land managers. Routinely deals with cooperators that have large and complex fire organizations, such as several U.S. Forest Service regions, several state BLM offices, and Tribal entities. Ensures continuity and coordination with these entities so that local fire management plans, agreements, and decision criteria between agencies are compatible with BIA policy. Serves as the interagency liaison expert. Serves as technical specialist, representing and speaking for the BIA at professional meetings and symposia.

Maintains awareness of fire program initiatives, developments and practices of wildland fire science, transmitting results to the field as appropriate. Establishes and maintains a Regional fire training program, assuring that all qualifications for the profession are met by fire specialty personnel. Coordinates with other agencies as needed to Plan and conduct training.

Coordinates aircraft operations and acquisitions pertaining to aircraft use for wildland and prescribed fire operations. Prepares and negotiates cooperation fire agreements and contracts within the Region with Tribes, other Federal Agencies and states. Inspects and reviews suppression activities on project fire occurring within the Region, insures and reviews emergency rehabilitation of the same.

Supervisory Duties (less than 25% of the time)

May supervise one or two employees, including planning, assigning, and evaluating the work of subordinates. Ensures that assignments are carried out efficiently and effectively, and that the overall services provided are sufficient to meet the needs of the Regional Office. Ensures that all staff meet minimum requirements for positions/jobs assigned to.

The incumbent is responsible for furthering the goals of equal employment opportunity by taking positive steps to assure the accomplishment of affirmative actions objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, the incumbent initiates nondiscriminatory practices and affirmative action for (1) merit promotion of employees and recruitment of hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills

Factors

1. Knowledge Required by the Position

Professional knowledge of the biological sciences and natural resource management in order to develop and implement an integrated approach to the region's wildland fire management program, and to determine, establish, and apply biological facts, principles, methods, and techniques that are

Fire Program Manager, GS-401/454/460-12

necessary to plan, monitor, control, and study the effects of wildland fire.

Knowledge of the techniques, policies, and practices of fire management as obtained through substantial service as a wildland firefighter of the Federal government or in a similar position outside the Federal government. As a minimum, the incumbent must have been previously qualified as an Incident Commander Type III and in a Type II Command or General Staff position and as a Task Force Leader and as a Burn Boss II. This knowledge is a **MANDATORY REQUIREMENT** to perform the fire program management duties of this position.

Knowledge of fire science and natural resource management concepts, i.e., fire ecology, fire behavior, hazard fuel assessment, smoke management, fire meteorology principles, laws, programs and precedents sufficient to develop, propose, and recommend substantial Regional program innovations, significant program changes, or alternate courses of critical fire management action.

Knowledge of other agency practices and procedures in fire science to interface fire plans with neighboring fire programs, i.e., Forest Service, state forests, BLM, NPS, Fish and Wildlife Service, etc

Skill in developing Fire Management Plans throughout a multi-state and multi-reservation area Skill in designing, reviewing, and advising on plans and ability to design variable and alternative plans and approaches to fire planning for widely diverse reservations.

Ability to provide leadership and accomplish goals working with interdisciplinary and interagency teams and with counterparts from other agencies, and state and private representatives. Includes ability to clearly define problems, conduct meetings, and guide people who may have conflicting agendas toward a common goal.

Knowledge of cost-effectiveness management analysis for integrated suppression, fuels management, and ecosystem prescribed burning for individual reservations and broader interagency geographic areas.

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

Ability to program and manage budgets, including auditing and tracking the financial programs of agency-level fire programs.

Ability to communicate orally and in writing in order to develop plans, write reports, provide advice and technical expertise to agencies and Tribes, and work effectively with employees of other agencies.

2. Supervisory Controls

The supervisor provides overall objectives and BIA-NIFC determines the resources available. The incumbent exercises initiative and provides overall leadership for the Regional fire management program, independently planning, carrying out, and coordinating the work and resolving most conflicts that arise. Review of work is typically focused on Firefighter and public safety, Regional fire program achievement, effect of advice given, achievement of program objectives, and contribution to the field of fire management and natural resource management.

3. Guidelines

Guidelines exist in the form of national legislation, Department and Bureau manuals guides and handbooks, procedural reference manuals, incident business management handbooks, interagency agreements, and annual financial management directives. Guidelines must be interpreted in the context of the planning objectives of top level management policy. The incumbent uses initiative and resourcefulness to research trends and patterns to develop new methods, criteria, or propose new policy.

4. Complexity

The work includes a variety of fire management duties requiring many different and unrelated processes and methods relating to the fire technology and natural resource management. Determinations are based on sensitivity and understanding of Tribal objectives, current fire science, study results, and proposed, substantive changes in fire management or natural resource planning. Decisions made must take into consideration the diversity of land forms, vegetation types, ecosystems, fire regimes and fire program objectives of Tribes, as well as variations in policy interpretation between various federal and state agencies. The work requires making many decisions concerning interpretation of considerable fire data, planning of the fire program, and/or the refining of fire program and management program methods and techniques to be used.

5. Scope and Effect

This position significantly impacts the full scope of fire management activities through the Region. Certain programs and areas of responsibility may influence national fire management programs, policies, and control techniques. The work will often directly interrelate with other resource and operation divisions as well as with other state, federal and Tribal groups and individuals in order to achieve Tribal fire management goals, objectives, and integrate operations throughout the area. Decisions made could have far-reaching implications to Tribal member livelihood, life and property loss, and to fire impacts on resource values and suppression costs.

Fire Program Manager, GS-401/454/460-12

6. Personal Contacts

Contacts are frequently non-routine and are made with professional and highly technical personnel and managers throughout the BIA and in other Federal agencies, with Tribes and State agencies. Contacts also include legal personnel; members of concerned Tribal groups; press, radio, and television personnel; university personnel; and other organizations.

7. Purpose of Contacts

Contacts are initiated to resolve significant fire management problems both within the BIA and Tribes and with other agencies, organizations, and individuals. Contacts are also established to coordinate interagency mobilizations and operational activities on wildland fires and prescribed burns, to establish interagency agreements and mutual aid assistance, and to provide for multi-disciplinary cooperation and coordination among other BIA/Tribal program areas.

8. Physical Demands

Much of the work is sedentary and performed at a desk. The incumbent is required to walk over rough, uneven terrain in any type of weather to inspect and evaluate the conditions of fire sites and overall ground programs..

9. Work Environment

Work is normally performed in an office environment and at times, in the field viewing sites. There is exposure to moderate discomforts such as extremes of heat, cold, and inclement weather when performing on-the-ground inspections. Safety gear may be required when in the field.