

THIS IS A DRUG TESTING DESIGNATED POSITION.

| | | | | | | | | | | | | | | | |
|--|--|---|----------------|--|------|---|------------------------|---|----------|--|------|----------------------------|--|---------------------------|--|
| POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i> | | | | | | | 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 Explanation <i>(Show any positions replaced)</i> | | 3. Service | | 4. Employing Office Location | | 5. Duty Station | | 6. OPM Certification No. | | | | | | | |
| 7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest | | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither | | 12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive | | 13. Competitive Level Code | | 14. Agency Use *DOI011 | |
| 15. Classified/Graded by | | Official Title of Position | | | | Pay Plan | Occupational Code | Grade | Initials | Date | | | | | |
| a. Office of Personnel Management | | Range/Forestry Technician (FireDispatch) | | | | GS | 455/462 | 05 | | 5/8/03 | | | | | |
| c. Second Level Review | | <p>Department of the Interior, FLEET Specialist <i>Markus Pospolite</i></p> <p>This PD has been approved as follows under 5 USC 8336(c) and 8412(d)</p> <p>Firefighter Law Enforcement</p> <p>Primary Secondary/Administrative Sec/Supvy</p> <p>Approval Date <i>January 20, 2004</i></p> | | | | | | | | | | | | | |
| 16. Organizational Title of Position <i>(if different from official title)</i> Fire Dispatcher | | | | | | 17. Name of Employee <i>(if vacant, specify)</i> | | | | | | | | | |
| 18. Department, Agency, or Establishment Department of the Interior | | | | | | c. Third Subdivision | | | | | | | | | |
| a. First Subdivision BIA BLM FWS NPS | | | | | | d. Fourth Subdivision | | | | | | | | | |
| b. Second Subdivision | | | | | | e. Fifth Subdivision | | | | | | | | | |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position. | | | | | | Signature of Employee <i>(optional)</i> | | | | | | | | | |
| 20. Supervisory Certification. <i>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</i> | | | | | | <i>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.</i> | | | | | | | | | |
| a. Typed Name and Title of Immediate Supervisor | | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> | | | | | | | | | |
| Signature | | | Date | | | Signature | | | Date | | | | | | |
| 21. Classification/Job Grading Certification. <i>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.</i> | | | | | | 22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111. Forestry Technician Series, GS-462 Dec 91 TS-111. Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111 | | | | | | | | | |
| Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR 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 See Remarks | | | Date 5/8/03 | | | | | | | | | | | | |
| 23. Position Review | | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date | | | | |
| a. Employee <i>(optional)</i> | | | | | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | | | | | |
| 24. Remarks <i>Allison Beard BIA</i> <i>Todd Ryan BLM</i> <i>Pearl Inge FWS</i> <i>Cindi Steinheimer NPS</i> | | | | | | | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities <i>(See Attached)</i> | | | | | | | | | | | | | | | |

POSITION CLASSIFICATION AMENDMENT

| | | | |
|--|----------|----------------------|-------------------|
| 1. OFFICIAL HEADQUARTERS | | 2. NAME OF INCUMBENT | |
| 3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED | | | |
| IIa. _____ | d. _____ | | |
| b. _____ | e. _____ | | |
| c. _____ | | | |
| 4. CSC TITLE AND BUREAU POSITION NO. DOI011 Range/Forestry Technician (Fire Dispatch)/Fire Dispatcher | | SCHEDULE GS | SERIES 455/462 |
| | | GRADE 04 | |
| <input 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 checked="" type="checkbox"/> GRADE | | | |

CERTIFICATIONS

| | |
|---|---|
| 5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. | 6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. |
| _____ (Signature of Supervisor) | BIA BLM FWS NPS (See block 7) 5/8/03 (Official Exercising Classification Authority) |
| _____ (Date) | _____ (Date) |
| TITLE _____ | TITLE HR Specialist |

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-05 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-05 level.

Allison Beard
Allison Beard
HR Specialist (Classification)
Bureau of Indian Affairs

Todd W. Ryan
Todd W. Ryan
HR Specialist (Classification)
Bureau of Land Management

Cindi Steinheimer
Cindi Steinheimer
HR Specialist
National Park Service

Pearl Inge
Pearl Inge
HR Specialist (Classification)
U.S. Fish & Wildlife Service

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor _____ Date _____

Department of the Interior, FLERT Specialist *Manlio Pospisil*
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
 Firefighter Law Enforcement
 Primary Secondary/Administrative Sec/Supy
Approval Date *January 20, 2004*



**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 (Firefighter)

Bureau: Any DOI Bureau may use this PD and must use this DOI Standard PD Number*

Classification Title: Range/Forestry Technician (Fire Dispatch)

Organization Title: Fire Dispatcher

DOI Standard PD Number: DOI011* Series and Grade: GS-455/462-04/05

*This number should be entered in the employee's master records (FPPS) as last six spaces of Position Allocation Number.

RECOMMENDATION FOR COVERAGE: Secondary-Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in the dispatch center of a fire management organization. The dispatch center is responsible primarily for wildland fire preparedness and suppression support activities, but may respond to all-risk incidents as needed or directed.

The INITIAL ATTACK DISPATCHER requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD. These standards include minimum qualifications, training requirements, competencies, and key performance elements.

The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities. Receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies. Based upon prior wildland firefighting experience and the status of fire suppression activities, anticipates needs and makes recommendations regarding orders/anticipated orders. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE to qualify for this position.**

J.L. Steels 11/21/03
 BIA Fire Program Designee Date

Emily M. Mundy 11/18/2003
 BLM Fire Program Designee Date

Phil Steels 11/18/2003
 FWS Fire Program Designee Date

Paul R. Boyler 11/18/03
 NPS Fire Program Designee Date

Donna Burch Acting 12/2/03
 MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader Date

APPROVAL: This DOI Standard Position Description (SPD) is approved for **SECONDARY-ADMINISTRATIVE Firefighter (FF)** Retirement coverage retroactive to classification date of 05/08/2003. Approval is by DOI Secretary's Designee:

Caralyn Cohen
 Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/20/04
 Date

INTRODUCTION

This position serves as a Fire Dispatcher located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center located in a fire management organization. The area involved may encompass federal, state, tribal and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-risk incidents as needed or directed.

The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This is a drug testing designated position.

DUTIES

Operations/Mobilization (55%)

Receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies according to pre-defined plans or in response to resource orders from the field. Based upon prior wildland firefighting experience and training, anticipates needs based upon the status of fire suppression activities and makes recommendations regarding orders/anticipated orders.

Serves as a dispatcher, receiving, filling, and tracking resource requests for fire and other emergency incidents. Initiates requests to higher organizational levels for additional resources as needed.

Maintains resource status and tracking systems and operates telecommunications systems.

Collects, processes, collates and submits incident information to support fire operations (e.g. fire reports, smoke permits, spot weather forecasts, prescribed fire burn requests).

Organizes and reviews completed records of all orders placed and actions taken to ensure adherence to established operating procedures.

Processes and interprets weather information (e.g., spot weather forecasts, weather station observations, current and forecasted weather, lightning detection, and fuel moisture levels). This information is used to determine burning indices, preparedness levels and staffing levels for suppression and aviation resources.

Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems) and makes the initial assessment of outputs.

Fire Program Management Support (45%)

Shares information with cooperators and other interested entities.

Provides critical logistical support information to supervisor and makes recommendations concerning the efficient uses of available resources.

Records and maintains communication logs.

Coordinates and may assist with fire training and orientation.

Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides.

FACTORS

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Prior wildland firefighting experience on the fireline is mandatory.

Knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, fire behavior, and weather conditions to effectively dispatch fire management resources.

Knowledge of fire management operations, dispatch procedures, and resources (e.g., guidelines, initial attack, expanded dispatch, Incident Command System (ICS) terminology, resource qualification and capabilities).

Ability to recognize changing fire conditions (e.g., fuels, resource availability, fire weather warnings and watches, fire behavior, and burning conditions).

Basic knowledge of aviation operations (e.g., aircraft capabilities and limitations, flight planning, aviation safety).

Knowledge of communication equipment, radio use, computer and software used in all aspects of dispatch.

Ability to read topographical maps and aerial photos to determine incident location.

Ability to obtain and document incident size-up information per the dispatch center's operating guide and brief supervisor of incident status or anticipated needs.

Ability to communicate orally and in writing in a clear and concise manner.

Ability to remain calm under urgent and frequently changing conditions.

FACTOR 2. SUPERVISORY CONTROLS

Works under the supervision of a higher-level employee who makes daily assignments.

Work is assigned in terms of ongoing responsibilities, priorities, and general instructions. The employee works independently in planning and carrying out assignments. Specific guidance is provided in unusual assignments. Deviations from "standing instructions" must be approved by a higher-level employee or the supervisor. Work is evaluated for thoroughness, timeliness, and overall impact.

FACTOR 3. GUIDELINES

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center. Guidelines may not cover all situations. The employee draws from experience and exercise judgment in dealing with emergency situations.

FACTOR 4. COMPLEXITY

Work is complicated by the need to perform a diversity of unrelated and related duties, each requiring many steps where organizational skills and the ability to make sound decisions quickly and calmly are essential to fire operations support. Complexity increases due to the need to mobilize resources in support of multiple incidents as well as new ignitions occurring simultaneously.. Communications equipment and computer data entry and retrieval require strict adherence to technical procedures. Priorities and methods change quickly.

FACTOR 5. SCOPE AND EFFECT

The work of the employee facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation.

The center's work is critical to the safety of personnel, the public, and to the protection of resources.

FACTOR 6. PERSONAL CONTACTS

Personal contacts are made with all levels of cooperating land management and emergency support agencies. Primary contacts are with fire suppression personnel, resource specialists and other unit coordinators. Other personal contacts are with national and local news media, contractors, political officials, law enforcement personnel, and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, private landowners, vendors, officials and providers of various types of equipment and services.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of contacts is to exchange vital information and determine the availability of equipment, supplies, and other urgently needed resources and personnel.

FACTOR 8. PHYSICAL DEMANDS

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. The duties of this position create a highly stressful environment during peak activity, requiring the ability to keep calm in emergency situations. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required.

FACTOR 9. WORK ENVIRONMENT

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties. This creates a high-stress work environment.

EVALUATION STATEMENT

Recommended Classification Range/Forestry Technician (Fire Dispatch), GS-455/462-05

Organizational Location: Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management

References: Range Technician Series, GS-455 Dec 91 TS-111
Forestry Technician Series, GS-462 Dec 91 TS-111
Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Background: This position serves as a Fire Dispatcher located in a dispatch center in a fire management organization. This may be a single agency dispatch office or interagency dispatch center. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-risk incidents as needed or directed.

The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities. The incumbent in this position spends more than 55% of the time in operations or mobilization related wildland fire dispatch functions. The remaining time is consumed with fire program management support. The area involved may encompass federal, state, tribal, and private lands within the dispatch center's area of influence.

Determination of Series and Title: The Range/Forestry Technician, GS-455/462 series (TS-111, 12/91) cover positions that primarily require a practical knowledge of the methods and techniques of range/forestry and other biologically based resource management fields. Range/Forestry technicians provide practical technical support in the scientific management, protection, and development of rangeland and forest resources.

The GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to range/forestry management work should be classified to the Range/Forestry Technician Series. OPM has previously determined that firefighter positions are to be classified in the GS-455 or GS-462 series dependent upon the primary vegetation on the unit. The proper title and series are **Range Technician (Fire Dispatch), GS-455** or **Forestry Technician (Fire Dispatch), GS-462** dependent upon type of terrain and vegetation. Since the only difference in the positions is the primary vegetation, the positions are considered interchangeable with either classification being appropriate.

Because this position requires knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, fire behavior, and weather conditions to effectively dispatch fire management resources, the parenthetical title of (Fire Dispatch) is appropriate and is in line with agency practice.

The organizational title for this position is *Fire Dispatcher*.

Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.

| FACTOR EVALUATION SYSTEM POINTS RATINGS | | |
|--|--------|-------|
| Evaluation Factors | Points | Level |
| 1. Knowledge Required by the Position | 550 | 1-4 |
| 2. Supervisory Controls | 125 | 2-2 |
| 3. Guidelines | 125 | 3-2 |
| 4. Complexity | 75 | 4-2 |
| 5. Scope and Effect | 75 | 5-2 |
| 6. Personal Contacts | 45 | 2A |
| 7. Purpose of Contacts | | |
| 8. Physical Demands | 5 | 8-1 |
| 9. Work Environment | 5 | 9-1 |
| Total Points | 1005 | |
| Grade Conversion Range (855-1100) | GS-05 | |

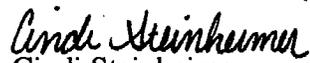
Conclusion: The proper title and series are **Range Technician (Fire Dispatch), GS-455-05** or **Forestry Technician (Fire Dispatch), GS-462-05** dependent upon type of terrain and vegetation. The organizational title is *Fire Dispatcher*.



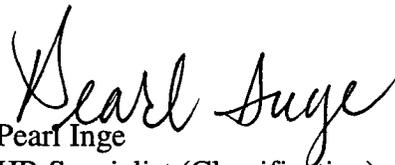
Allison Beard
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