



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

Bureau: of Land Management, Bureau-wide standard position

Classification Title: Range/Forestry Technician

Organization Title: Fire Prevention Officer

Position Number: F101 Series and Grade: GS-0455/0462-06

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested. This position has been approved at the GS-07 level.

This position has administrative duties in an organization having a firefighting mission. The primary duties are administrative and directly connected with the control and extinguishment of fires. The position requires prior firefighting experience and is clearly in an established career path.

Quentin Skyzant

Bureau Program Designee

7/12/97

Date

Marcia L. Scifres

DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

09/12/97

Date

Lester K. Rosenkrance

Director, Office of Fire and Aviation (BLM), Lester K. Rosenkrance

9/12/97

Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement as shown above. Approval is by DOI Secretary's Designee:

Mari Barr
Mari Barr, Secretary's Designee

17 Sep 1997

Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
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3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION: AS HEREBY AMENDED

- 11a. Department of the Interior d. _____
- b. Bureau of Land Management e. _____
- c. Oregon State Office

4. CSC TITLE AND BUREAU POSITION NO. Range/Forestry Technician	SCHEDULE GS	SERIES 455/462	GRADE 06
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SAME AS PRESENT. AMENDED FOR: CSC TITLE, POS. NO., SCHEDULE, SERIES, GRADE

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.

(Signature of Supervisor) (Date)

TITLE _____

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

Alina Malray 1/17/01

(Signature of Official Exercising Classification Authority) (Date)

ALINA MALRAY
Personnel Mgmt. Spec.

TITLE _____

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.

Knowledge Required by this position:

At the GS-6 level, the incumbent works under the direct supervision of the supervisor or other designated authority who provides specific work assignments and information. The incumbent is expected to work independently, while learning when and how to resolve exceptions, make adaptations to the interrelated tasks associated with those technician level duties. Unfamiliar or technical deviations from established practices are referred to the supervisor for guidance or resolution of assignments which are not straightforward and/or repetitive.

Work must be complete, reliable and timely. Assignments are given by the supervisor or other designated authority by providing direction, defining of priorities, objectives, and/or deadlines for types of work previously performed by the incumbent and therefore covered by precedent. Work is evaluated in terms of periodic reviews of the incumbents ability to produce specific projects and administer operations which are both technically sound and complete in terms of identified criteria such as the user's needs, the project's objectives, and adherence to established requirements of the organization.

Range/Forestry Technician (Fire Prevention Technician) GS-0455-0462-06 PD #F101

The primary purpose of this position is to lead a fire prevention program, however, the employee also has continuing duties in fire suppression. Prior firefighting experience is required. Similar standard BLM position description has been approved for primary coverage by OPM and DOI.

FF Special Retirement Coverage

Standard Position Description (SPD)# F101

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F101

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		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 Interests		9. Subject to IA Action <input checked="" 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 type="checkbox"/> Managerial <input checked="" 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

15. Classified/Graded by	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	Range/Forestry Technician*	GS	455/462	07	mlh	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	07	mlh	6/29/90

16. Organizational Title of Position (if different from official title)
Fire Prevention Officer

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision	
a. First Subdivision Bureau of Land Management		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 (optional)

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		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	
		L. BARKOW Ch Fire & Aviation	
		(signed) L. BARKOW	
		JAN 18 199	

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-455/462

Typed Name and Title of Official Taking Action JULIET D. POWELL 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		Date	
Juliet D Powell		11/21/90	

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

24. Remarks
SUBJECT TO DRUG TESTING
*Interchangeable based upon primary vegetation of the unit.

Range/Forestry Technician, GS-455/462-7
Fire Prevention Technician
Position No. F101

INTRODUCTION

This position is located within a BLM fire suppression organization. The primary purpose of the position is to lead a fire prevention program, however, the employee also has continuing duties in fire suppression.

DUTIES

A. Fire Prevention

Prepares and implements the Fire Prevention Plan ensuring that it is well coordinated with other unit function plans and with cooperating entities.

Assist sub-units in planning for both short range and multi-year activities in fire prevention and coordination with other presuppression activities and resource management programs.

Develops a district-wide coordinated approach to hazard reduction with particular emphasis on wildland urban interface.

Monitors the fire prevention activities and evaluates effectiveness of the overall fire prevention program. Drafts revised guidelines and procedures.

Prepares programs and evaluates various fire prevention program packages. Works cooperatively on joint fire prevention programs.

Prepares plans for routes, methods, and frequency of contacts and inspections.

Plans type and placement of printed signs and posters for maximum exposure of users.

B. Fire Suppression

Participates in fire suppression as ICS qualified and in non-suppression activities such as fire training and fuels management.

As a fire investigator, investigates cause of fires on government land including observing, collecting, and preserving and/or examining evidence. Interviews and/or obtains statements of witnesses. Prepares written reports which may include diagrams, maps, and photos.

Provides assistance to other cooperating Federal, State, and local agencies on fire investigations that are multi-jurisdictional.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire behavior, air operations, fireline construction, fire suppression principles, and fire investigation is required to participate in suppression training and serve as a firefighter. Prior firefighting experience is required.

Working knowledge of fire ecology and fuel volume and flammability assessment.

Basic knowledge of recreation, wildlife, range and forestry program principles and procedures.

Knowledge of fire prevention practices and procedures relating to heavy equipment, residences, warehouses, campgrounds, recreational activities, and wildland fires.

Knowledge and training in wildland fire investigation procedures.

Knowledge of Federal, State, and local fire codes and regulations.

Ability to analyze problems and develop plans.

Ability to communicate orally and in writing.

A valid state driver's license to operate the assigned vehicles is required.

Factor 2, Supervisory Controls

The incumbent works under general supervision in coordinating and carrying out the fire prevention program activities. The incumbent works independently with a minimum of supervision, interprets and applies policy and instructions contained in memorandums, handbooks, manuals and special instructions, and provides guidance to personnel in fire prevention activities. When serving in a fire function, operates within the framework of current statutes, policy and direction furnished by the supervisor.

Routine work is reviewed upon completion for adequacy and compliance with established policies and procedures. Novel and unusual situations are discussed with the supervisor.

Factor 3, Guidelines

Bureau manuals, instruction letters, handbooks and other reference materials provide guidance in the fire prevention work. Employee plans and coordinates work with others and develops unit fire prevention plan within accepted policies and procedures. Recommends/drafts changes to unit guidelines and procedures.

Factor 4, Complexity

The position includes a variety of fire prevention, fire investigation, fire suppression, fire suppression training, and fuels management duties. The work is complicated by the urban spread, increased resource use, and increasing need for cooperating with other Federal, State, and local entities. The employee selects guidelines and procedures to be used, deviates for on-site requirements, and recommends changes in guidelines and procedures to meet the changing emphasis of the assigned programs.

The position requires tact and diplomacy in explaining and acquiring cooperation of violators of fire prevention regulations.

Factor 5, Scope and Effect

The primary purpose of the position is to plan and implement fire prevention/fire hazard reduction programs. The work performed affects the fire suppression program, safety of resource users, and property.

Factor 6, Personal Contacts

Personal contacts occur with fire suppression and other program personnel, other Federal, State, and local public agencies, local cooperating fire organizations, and the public.

Employee represents BLM in meetings with other agencies and the public. Wearing a uniform is required.

Factor 7, Purpose of Contacts

Contacts are for the purpose of receiving assignments, informing on work status, coordinating programs, exchanging information, identifying and resolving mutual problems, explaining violations, and providing informational assistance.

Factor 8, Physical Demands

An estimated 60% of the time is spent in administrative programming, planning and coordination duties in a sedentary situation.

An estimated 40% of the time is spent in the field where the employee hikes and works in mountainous rocky terrain, in desert areas, and in steep brush areas.

Fire suppression assignments as a line firefighter are classified as arduous work. The employee must meet the established physical and/or step test requirements for the red-carded positions.

Factor 9, Work Environment

An estimated 60% of the time is spent in an office or in meetings.

An estimated 40% of the time is spent in the field with exposure to sun, wind, weather and temperature extremes, bad roads, rocks, tree limbs, sand, and similar discomforts. During fire suppression the employee is exposed to heat, smoke, falling trees and rocks, and similar situations.