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

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

[x] 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 Management Specialist/Rangeland Management Specialist/ Forester

Organization Title: Regional Fuels Specialist F309-BIA

Position Number: F309 - 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. The primary purpose of this BIA agency position is to serve as a technical/specialized authority as a Fuels Management Specialist for a region. The incumbent provides specialized and professional guidance for agencies within the region in the development, management, and implementation of fuels treatment programs and the use of prescribed fire and wildland fire to achieve resource benefits. The region served by this position is classified as having a highly complex prescribed fire and fuels program. **The position requires prior firefighting experience and is clearly in an established career path.**

James L. Stires — 10-29-00
JAMES L. STIRES, Director, BIA Fire Program, NIFC — Date

Marcia L. Scifres — 10/31/2000
MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader — 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 — 11/06/00
Wendell K. Sutton, Deputy Assistant Secretary, Human Resources — Date

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

1. Agency Position No.

2. Reason for Submission: [ ] Redescription [x] New [ ] Reestablishment [ ] Other

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 [ ] Employment and

9. Subject to IA Action: [ ] Yes [ ] No

Explanation *(Show any positions replaced)*

Standard Position Description

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 [ ] 2-Noncritical Sensitive [ ] 3-Critical Sensitive [ ] 4-Special Sensitive

13. Competitive Level Code

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	Wildland Fire Management Specialist Rangeland Management Specialist	GS GS	0401 0454	12 12		07-28-00 07-28-00
d. First Level Review	Forester	GS	0460	12		07-28-00
e. Recommended by Supervisor or Initiating Office	**Wildland Fire Management Specialist** **Range Conservationist** **Forester**	**GS**	**401** **454** **460**	**12**		

16. Organizational Title of Position *(if different from official title)*

Regional Fuels Specialist F309-BIA

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

DEPARTMENT OF THE INTERIOR

a. First Subdivision

BUREAU OF INDIAN AFFAIRS

b. Second Subdivision

OFFICE OF TRUST RESPONSIBILITIES

c. Third Subdivision

DIVISION OF FORESTRY

d. Fourth Subdivision

BRANCH OF FIRE MANAGEMENT

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

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manger *(optional)*

STEPHEN A. HAGLUND
CHIEF, BRANCH OF FIRE MANAGEMENT

Signature: Stephen A. Haglund | Date: 3/30/00

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.*

Typed Name and Title of Official Taking Action

Allison S. Beard
Personnel Management Specialist

Signature: Allison S Beard | Date: JUL 28 2000

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.

Department of Interior, BIA/LE Retirement Team Specialist

This PD has been approved as follows under 5 U.S.C. 8336(c) and 8410(c):

X Firefighter ___ Law Enforcement

Primary X Secondary/Administrative ___ Secondary/Supvy

Approval Date 11/06/00

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

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, #F04. Full Performance Level: GS-12.

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

DI-625

POSITION CLASSIFICATION AMENDMENT

1 OFFICIAL HEADQUARTERS	2 NAME
Bureau of Indian Affairs	Standard Position Description

3 ORGANIZATIONAL LOCATION ☐ AS SHOWN ON CURRENT DESCRIPTION: ☒ AS HEREBY AMENDED

11a Department of the Interior
b Bureau of Indian Affairs
c. Office of Trust Responsibilities
d Bureau of Indian Affairs – National Interagency Fire Center
e Boise, Idaho

4 CSC TITLE AND BUREAU POSITION NO	SCHEDULE	SERIES	GRADE
Regional Fuels Specialist, F-309-BIA	GS	401/454/460	11/12

☒ SAME AS PRESENT; AMENDED FOR ☐ CSC TITLE ☐ POS NO ☐ SCHEDULE ☐ SERIES ☐ GRADE ☒ 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 statues or their implementing regulations

David A. Koch — February 16 2009
Signature of IMMEDIATE Supervisor — Date
Name David A Koch
Title Assistant Director for Training

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

Ronda N. Cook — February 16 2009
Signature of Official Exercising Classification Authority — Date
Name Ronda N Cook
Title Director, Center for Jobs & Compensation & Design

7 DESCRIBE BRIEFLY, BUT IN FULL THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS DELECTIONS OR OTHER REVISITONS 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

Existing Language:

I **Knowledge Required by Position**

Knowledge of the techniques, policies, and practices of wildland fire management as obtained through substantial service as a 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 In addition, incumbent must be currently qualified as a Burn Boss Type II and, as an Incident Commander Type IV and as a Single Resource Boss – Crew or Engine

Amended Language:

I. **Knowledge Required by Position**

Knowledge of the techniques, policies, and practices of wildland fire management as obtained through substantial service as a 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 In addition, incumbent must be currently or previously qualified as a Prescribed Fire Burn Boss Type 2 (RXB2)

DISTRIBUTION:
☐ Classification Copy
☐ Supervisor's Copy
☐ Employee's Copy
☐ OPF Copy

Department of the Interior, FLERT Specialist Bri Orth
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
X Firefighter ____ Law Enforcement
____ Primary X Secondary/Administrative ____ Sec/Supvy
Approval Date November 6, 2000

POSITION CLASSIFICATION AMENDMENT

POSITION NUMBER	FULL PERFORMANCE LEVEL GS-12

ORGANIZATIONAL LOCATION

Department of the Interior
Bureau of Indian Affairs

TITLE:	FLSA STATUS	COMP. LEVEL:
Wildland Fire Management Spec. Rangeland Management Specialist Forester F309-BIA	[X] EX [ ] NON-EX	

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 an 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

I certify that the position identified above has changed as reflected in this amendment.	I certify that the changes reflected are proper and the position as hereby amended is properly classified.
Signature of Supervisor Date	Alison S Beard JUL 28 2000 Signature of Official Exercising Class. Auth. Date
Title:	Title Personnel Management Specialist

STANDARD POSITION DESCRIPTION NO._____
BUREAU OF INDIAN AFFAIRS
WILDLAND FIRE MANAGEMENT PROGRAM

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

REGIONAL FUELS SPECIALIST

Introduction

This position serves as a technical/specialized authority as a Fuels Management Specialist for a Region. The incumbent provides specialized and professional guidance for agencies within the region in the development, management, and implementation of fuels treatment programs and the use of prescribed fire and wildland fire to achieve resource benefits. The Region served by this position is classified as having a highly complex prescribed fire and fuels program. The workload is complicated due to the number of reservations, large burnable area, the prescribed fire and fuels management workload, risk potential, and human resource needs of the reservations served. The reservations served by this position include many moderate and high complexity agencies. The fire management program of the region has national implications because of its resource needs and policy implications.

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

Major Duties (80-100%)

Directs a program to manage fuels and use prescribed fire and wildland fire to achieve resource benefits. The program involves complex interactions with wide variety of natural and cultural resource concerns in the region. Participates with regional fire management officers in interpreting and implementing national fire program policies. Works cooperatively with program specialist in Tribal/agency offices to formulate regional fire policies and integrate fire management within natural and cultural resource management and other affected disciplines.

Acts as liaison between the Regional Director, Agency Superintendent, regional and national multi-agency coordinating groups for deciding appropriate management strategies for wildland and prescribed fires during Preparedness Levels IV and V. Coordinates and confers with a variety of fire management organizations, e.g. other BIA regions, agencies, DOI Bureaus, the Forest Service, tribes and states to assure continuity, coordination, and compatibility of fire management plans, agreements and operations, and regional conformity with requirements of regulatory agencies. Serves as an interagency liaison expert, and on interagency coordination working teams. Negotiations may result in commitment of BIA resources to interagency operations, or commitments of interagency resources to BIA/Tribal operations.

Wildland Fire Management Specialist, GS-401/454/460-12

Serves as a consultant and authoritative expert to Tribal/Agency fire management officers as requested to the Regional Director on the use of prescribed fire and wildland fire to achieve resource management objectives. Serves as a technical specialist, representing the region at professional meetings and symposia.

Develops and evaluates methods for the documentation, analysis, and prediction of prescribed fire and wildland fire behavior and effects. This information is used by the Regional Fire Management Officer in the review and evaluation of the region's fire management program, and by agencies for the establishment of standard methods of prescribed fire monitoring and management.

In coordination with tribal/agency fire management officers, formulates Regional policies, writes plans and administers programs (monitors expenditures, project carryover, transfers funds as needed) necessary for the administration of prescribed fire and fuels management projects.

Directs the development and establishment of regional standards and technical guides for:

- Mechanical fuel treatments such as fuels management decision protocols, contingency planning, mechanical fuel project planning, fuels inventory methods, environmental coordinating, 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, mechanical fuel treatment projects, fire ecology research and technological support.

Assists the Regional Fire Management Officer in reviewing, approving, and prioritizing agency fire management plans and projects.

Serves as 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 and attend training, and develops and teaches new fire training courses and workshops to keep fire personnel current with emerging technology.

Serves as 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

At the request of the BIA-NIFC and the regional office, provides review and helps formulate national fire policy and policy implementation guidelines, such as BIA manuals, guides and handbooks. May represent the Regional Director on fire management task forces and the national office at meetings called by the National Interagency Fire Center (NIFC).

Wildland Fire Management Specialist, GS-401/454/460-12

Helps tribes/agencies and the regional office prepare fuel treatment and prescribed fire budget proposals and forwards to NIFC. Coordinates the prioritization and approval of projects for hazard fuels reduction and prescribed burning for resource benefits, monitors prescribed fire and hazard fuels project expenditures by tribes/agencies and acts as a clearing house for reallocating surplus fuels management funds to other agency/regions to maximize overall program efficiency.

In cooperation with agency fire management officers, develops and negotiates cooperative prescribed use agreements with various federal, Tribal and state agencies and other land management partners within the region.

Conducts regular project reviews in order to evaluate compliance with policies, objectives, and standards, and to access overall program effectiveness. Provides technical advice to Tribes/agencies on management strategies and local problems. Recommends changes in Tribal/agency fuels management operations and programs to increase program effectiveness, efficiency and to solve local problems.

Coordinates audits and program review of the effectiveness of fuels treatment programs and comprehensive prescribed fire programs.

Factor

1. <u>Knowledge Required by Position</u>

Knowledge of the techniques, policies, and practices of wildland fire management as obtained through substantial service as a 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. In addition, incumbent must be currently qualified as a Burn Boss Type II <u>and,</u> as an Incident Commander Type IV <u>and</u> as a Single Resource Boss - Crew or Engine.

Professional knowledge of ecological concepts, principles, and practices applicable to natural and cultural resource management necessary to develop and implement the wildland fire science and land management principles, practices and concepts sufficient to serve as technical authority on prescribed fire. This knowledge is required to advise, evaluate and review highly complex Tribal/agency fire management programs and to help implement agency fire management plans.

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

Wildland Fire Management Specialist, GS-401/454/460-12

Skill in designing and evaluating wildland fire management plans, prescribed burn plans, and fire management decision support documents which support complex Tribal fire and resource management objectives, as well as integrating these plans with those developed by the 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 collection, 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 and mechanical fuels treatment program, including prescribed fire for hazard fuels reduction and for ecosystem restoration, and unplanned ignitions managed for resource benefits, fire behavior assessment and prediction, short and long-term fire effects analysis.

Ability to resolve complex wildland 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 Indian Forest Management Act, 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 is information is shared effectively with Tribes, agencies, cooperators and the resource management community in general.

2. Supervisory Controls

The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent is expected to plan, design, implement, and manage the program with a minimum of direct supervision. The incumbent keeps the supervisor informed of progress, potentially controversial problems and concerns, issues or other matters having far-reaching implications. Independent judgement is required on a regular basis in developing, testing, and refining procedures, methods and in the application of these methods in the field.

The supervisor evaluates work completed based on general adequacy in meeting program objectives, expected results, and compatibility with other work. Analyses, recommendations, and suggestions are relied on as technically authoritative; the review of work is usually for agreement with overall policies and attainment of Tribal land management objectives.

3. Guidelines

The assignments are undertaken within the broad framework of Bureau regulations, policies, and existing guides which require professional interpretation to deal with more complex or unusual problems or problems concerned with novel, and undeveloped or controversial aspects of resources for fire management. Environmental law or policy guides may point toward conflicting requirements 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 Tribal socioeconomic conditions and issues, which are found, over the area of responsibility.

Must exercise leadership and ingenuity in researching and designing new techniques and providing solutions for fire and resource management problems to field managers which may include the modification of existing plans and criteria, or refinement of regional national fire policy.

4. Complexity

Wildland fire and prescribed fire and fuels management assignments involve developing a broad and diversified array of programs throughout a multi-reservation area including both planning and operational phases. The Tribes/agencies served by this position have mostly moderately complex and highly complex prescribed fire/fuels programs. Several agencies served by this position utilize both wildland fire and prescribed fire for resource benefits. There is a significant amount of coordination between federal, state and local agencies, various levels of the BIA organization, and specialized fire and natural resource management disciplines, including air quality Tribal natural and cultural resources, threatened and endangered species, and wildlife management. Many other phases of agency management are also affected, such as Tribal homesite protection , logging, grazing and forest products enterprises,

The incumbent independently assesses proposed fire plans and operations, which are frequently characterized by numerous and various complications and where conflicting viewpoints often exist between fire and resource managers, or environmental laws conflicting viewpoints often exist with each other. In cooperation with resource managers, the incumbent evaluates fire and resource management objectives, and analyzes and integrates the comprehensive physical, social, biological impacts and advises Tribes/agencies on appropriate management methods.

Methods and techniques used to resolve wildland and prescribed fire issues develop by the incumbent are often used to resolve similar types of issues in other regions. The incumbent's analyses, recommendations and suggestions are relied upon as technically authoritative and may be incorporated into national wildland fire management policy.

Wildland Fire Management Specialist, GS-401/454/460-12

5. **Scope and Effect**

The incumbent's work significantly impacts the full scope of prescribed fire and fuels management activities throughout the region. The incumbent is responsible for overseeing planning for wildland fire use for resource benefits and prescribed fire and the execution of all planned ignitions in the region. The incumbent is recognized as a professional authority on wildland and prescribed fire management. Recommendations are considered to be optimum solutions and serve as the basis for determining new programs or for setting priorities for existing programs.

The technical expertise provided by the incumbent has a significant influence on the direction and effectiveness of fire management programs in the regional and national levels.

6. **Personal Contacts**

Contacts are with co-workers, professionals, and scientists involved in wildland fire management and research such as the Forest Service, National Park Service, Bureau of Land Management, Fish and Wildlife Service, Tribes, state fire management organizations, the Environmental Protection Agency, Tribal, state, regional and county Air Pollution Control authorities, State/Tribal Historic Preservation Offices, as well as the media.

7. Purpose of Contacts

Contacts are for the purpose of providing technical expertise and guidance to implement existing and new information in the wildland and prescribed fire management fields; to exchange ideas and concepts; provide technical alternatives for management decision making; and achieve Tribal and BIA goals in planning and implementing the wildland and prescribed fire management programs.

The contacts are also to provide training and leadership to regional Tribal/agency fire management programs and to foster cooperative efforts to ensure the required actions are implemented. This requires tact, determination, and persuasion, especially to convince the public and outside organizations of the resource benefits, cost effectiveness, and safety advantages of wildland and prescribed fire management strategies.

8. Physical Demands

The work requires the ability to travel into the backcountry or developed areas by foot, or ATV snowmobile, helicopter under a variety of climatic conditions and elevations. Also requires the ability to travel over extremely rough terrain during wildland and prescribed fire operations.

9. Work Environment

Much of the work is performed in an office setting, but it also involves outdoor environments

with exposure to a variety of climatic conditions and elevations. Wildland and prescribed fire management work involves an exposure to smoke and intense heat.