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 – Bureau wide

Classification Title: Range/Forestry Technician

Organization Title: Fire Prevention Technician

Position Number: F319-BIA Series and Grade: GS-0455/0462-04/05/06

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage under both CSRS and FERS is recommended for this position.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position is to participate in the management and operation of a Fire Prevention Program, including conducting preliminary fire investigation on wildland fires. Assists in the development and maintenance of Wildland Fire Prevention Planning and Analysis Program. Position requires knowledge of fire suppression strategy, tactics, fire behavior, fuels models, fire weather, ISC and firefighting tools and equipment.

The position requires prior firefighting experience and is clearly in an established career path.

Dory A. Milliken, FLERT HR Specialist (PDs) — 6/25/2004 Date

Bureau Program Designee — 6/17/04 Date

Michael Gillmore, DOI Fire & Law Enforcement Team Lead — 06/27/04 Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date of 06/02/04. Approval is by DOI Secretary's Designee:

for Carolyn Coker
Deputy Assistant Secretary, Performance, Accountability and Human Resources — 7/19/04 Date

(DOI Revised 01/99)

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

1. Agency Position No.

2. Reason for Submission
☐ Redescription ☐ New
☐ Reestablishment ☐ Other
Explanation *(Show any positions replaced)*

3. Service ☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act ☐ Exempt ☒ Nonexempt

8. Financial Statements Required ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action ☒ Yes ☐ No

10. Position Status ☒ Competitive ☒ Excepted *(Specify in* ☐ SES (Gen.) ☐ SES (CR)

11. Position is: ☐ Supervisory ☐ Managerial ☒ Neither

12. Sensitivity ☒ 1-Non-Sensitive ☐ 3-Critical Sensitive ☐ 2-Noncritical Sensitive ☐ 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. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician	GS	455/462	06	AB	06-02-04
d. First Level Review	Range/Forestry Technician	GS	0455/0462	06		
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position *(If different from the official title)*
Fire Prevention Technician SPD# F319-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

c. Third Subdivision

d. Fourth 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)*

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 or misleading statements may constitute violations of such statues or their implementing regulations.*

a. Type Name and Title of Immediate Supervisor
Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*
J.L. Stires, Chief, Branch of Fire Management
Signature J L Stires Date 4-6-04

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 Beard HR Specialist (Staffing and Classification)
Signature Allison S Beard Date 06-02-04

22. Position Classification Standards Used in Classifying/Grading Position
Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-0400, TS-111, 12/91, Range/Forestry Technen Series, GS-0455/0
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.

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

24. Remarks Department of the Interior, FLERT Specialist Darya Milliken
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
✓ Firefighter ✓ Law Enforcement
Primary Secondary/Administrative Sec/Supvy
*POSITION IS COMPETITIVE, EXCEPT IF FILLED BY INDIAN PREFERENCE UNDER SCHEDULE A213.3112 (A) (7)

25. Description of Major Duties and Responsibilities *(See Attached)* July 19, 2004

NSN 7540-00-634-4265 Previous Edition Usable 5008-106 OF 8 (Rev. 1-85) OPM FPM Chapter 295

*BIA Standard PD number should be entered into FPPS after the Organization Title of the Position to ensure it is identified on the SF-50.

THIS IS A TESTING DESIGNATED POSITION

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
Bureau of Indian Affairs	

3. ORGANIZATIONAL LOCATION X AS SHOWN ON CURRENT DESCRIPTION; _ AS HEREBY AMENDED

a. _____ d. _____
b. _____ e. _____
c. _____

4. CSC TITLE AND BUREAU POSITION NO.	SCHEDULE	SERIES	GRADE
Range/Forestry Technician (Fire Prevention Technician), SPD# F319-BIA	GS	0455/0462	06

_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, X GRADE _ OTHER

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
J L Stiles Title: Chief, Branch of Fire Management	(Signature of Official Exercising ClassificationAuthority) 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.

This represents restructuring this position to the GS-05 grade level.

This position is being restructured to the lower grade 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 lesser degree of judgment is expected of the incumbent. Complexity of work may be increased by the supervisor and supervisions received may gradually decr4ase as experience and competence are developed by the incumbent.

Performance will be evaluated with the 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) the 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 high grade, and 3) the incumbent meets all regulatory and qualification requirements for such promotion.

Department of the Interior, FLERT Specialist Doug A Millsaps
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 July 19, 2004

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
Bureau of Indian Affairs	

3. ORGANIZATIONAL LOCATION _X_ AS SHOWN ON CURRENT DESCRIPTION; _ AS HEREBY AMENDED

a. _____ d. _____
b. _____ e. _____
c. _____

4. CSC TITLE AND BUREAU POSITION NO.	SCHEDULE	SERIES	GRADE
Range/Forestry Technician (Fire Prevention Technician), SPD# F319-BIA	GS	0455/0462	06

_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, X GRADE _ OTHER

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
J L Stiles Title: Chief, Branch of Fire Management	(Signature of Official Exercising ClassificationAuthority) 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.

This represents restructuring this position to the GS-04 grade level.

This position is being restructured to the lower grade 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 lesser degree of judgment is expected of the incumbent. Complexity of work may be increased by the supervisor and supervisions received may gradually decr4ase as experience and competence are developed by the incumbent.

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Department of the Interior, FLERT Specialist Doug A Milliken
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 July 19, 2004

SPD# F319-BIA

Range/Forestry Technician, GS-0455/0462-04/05/06
(Fire Prevention Technician)

STANDARD POSITION DESCRIPTION

INTRODUCTION

This is a standardized wildland fire management position description intended for use in the Bureau of Indian Affairs (BIA). The position is located in an initial attack fire suppression organization where the incumbent performs a variety of staff, technical and administrative duties relating to fire suppression activities and the support of fire management programs. The primary purpose of this position is to serve as a Fire Prevention Technician within the Bureau of Indian Affairs Fire Management Program. Primary responsibilities are a combination of fire prevention, fire investigation, public fire education, hazard mitigation, training, suppression and prescribed fire.

During suppression of wildfires and prescribed fires both within and outside the agency jurisdiction, the incumbent assists in the direction of fire line activities of a number of ground and possibly air units assigned to the incident. The incumbent participates in the management and operation of the Fire Prevention Program, conducts preliminary fire investigation on wildland fires within the agency boundaries and performs incidental duties on project work assignments.

Prior wildland firefighting experience is required to carryout the duties and responsibilities of this position.

MAJOR DUTIES (55%)

Assists in the development and maintenance of the Wildland Fire Prevention Planning and Analysis Program. Assures the plan is reviewed and updated as appropriate to meet the objectives of the local unit.

While on prevention patrols or assigned to a fixed station, establishes contact with forest and rangeland users, visitors, and local residents. Appraises on fire danger, advises on precautions to take to prevent occurrence of destructive fires, and explains pertinent laws and regulations. Inspects permitted use areas, recreation areas, dumps, timber harvest areas, construction sites, and other locations having concentrations of people and activities where person-caused fire ignitions are most probable. Ensures compliance with applicable Federal, Tribal and local government fire laws and regulations. Requires corrective actions, prepares written reports of observed hazardous conditions, and reports instances of non-compliance to the supervisor.

When not performing fire prevention duties, performs work in support of wildland fire management and resource management activities.

Other (45%)

Responsible for preparing routine day-to-day work plans. Issues campfire, debris, welding and other miscellaneous burning permits.

Distributes and explains fire prevention literature, posts signs, issues permits for allowed uses requiring permits. Enforces use restrictions and area closures during critical fire periods. Participates in investigations of man-caused fires. Collects and preserves evidence and information for use in apprehension and conviction of violators.

FACTORS

Factor 1, Knowledge Required by the Position

Prior firefighter experience as gained by substantial service as a wildland firefighter is a mandatory prerequisite.

Knowledge of fire suppression strategy, tactics, fire behavior, fuels models, fire weather, Incident Command System, and firefighting tools and equipment.

Knowledge of the Wildland Fire Prevention and Planning Analysis Program.

Knowledge of standard range or forestry practices and methods in order to carry out technical assignments in fire prevention.

Knowledge of the more commonly applicable fire prevention laws and regulations in order to observe infractions and take appropriate corrective action.

Knowledge of fire prevention plans in order to adjust operations in conformance with plans which differ as the fire danger changes.

Knowledge of investigative procedures in order to observe and preserve physical evidence of involuntary and voluntary fire ignitions and to obtain statements of witnesses.

Factor 2, Supervisory Controls

The work supervisor and fire prevention plan provide indication as to which activities need emphasis during the course of the fire season.

Most activities are accomplished with considerable independence, with decisions evaluated on the basis of resulting effectiveness, feedback from contacts made, and community acceptable of prevention effects.

Completed work is reviewed for technical adequacy and adherence to instructions.

Factor 3, Guidelines

Written guidelines consist primarily of the fire prevention plan, supplemented by information on applicable laws and regulations, and by special instructions.

The employee is expected to use judgment in selecting the appropriate guides depending upon situations encountered. The employee must also use judgment in recognizing situations which should be referred to the supervisor.

Factor 4, Complexity

The work includes a variety of fire prevention operations from acting purely as a host to advising public users of non-compliance with regulations.

Decisions as to what must be done depend, to a considerable degree, on the analysis of the situation and issues involved, with the selected course of action chosen from several options.

The work involves conditions and elements which must be identified and analyzed to discern interrelationships.

Factor 5, Scope and Effect

The work involves tasks directly related to assuring user activities are in accordance with laws and regulations. This is accomplished through interpersonal contacts with individuals. The work directly affects the prevention of human-caused wildland fires.

Factor 6, Personal Contacts

Contacts are with members of the general public who frequently are not aware of the role and authority of the employee.

Factor 7, Purpose of Contacts

The purpose of the contacts is to encourage individuals to participate in the prevention of human-caused fires and to comply with a variety of rules and regulations. Persons contacted are generally cooperative and typically comply with rules and regulations when advised of potential or actual instances of non-compliance. The employee must use tact in approaching individuals in order to obtain desired positive effects.

Factor 8, Physical Demands

The work varies from sedentary to physically demanding. Physical demands consist of walking or hiking in flat to rough and mountainous terrain. During times of fire emergencies long working hours may be required.

The incumbent must have the ability to deal effectively with individuals and groups representing widely diverse backgrounds, interests and points of view.

Factor 9, Work Environment

The incumbent may be required to inspect going wild fires from the ground. Access to the fire may be by aircraft, truck or on foot. Air and ground travel around wild fires is at best hazardous and at times may involve a high degree of risk. Personal safety precautions as would normally be required in operating pickup trucks, walking in campgrounds or construction sites, etc. is involved.

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series and Grade	Range/Forestry Technician, GS-455-04/05/06 or GS-462-04/05/06
Organization	BIA – Standard Position Description for use Bureau-wide
Position Number	

Evaluation Factors	Points Assigned	Standard Used	Comments
1. Knowledge Required by the Position	550	FL 1-4	Prior wildland firefighting experience is required along with knowledge of fire suppression strategies, tactics, fire behavior, fuels models and applicable fire prevention laws and regulations.
2. Supervisory Controls	275	FL 2-3	Supervisor provides information on what needs to be done and most activities are accomplished with considerable independence.
3. Guidelines	125	FL 3-2	Written guidelines include fire prevention plan supplemented by applicable laws and regulations.
4. Complexity	75	FL 4-2	Work includes a variety of fire prevention operations from acting purely as a host to advising public users of non-compliance with regulations.
5. Scope and Effect	75	FL 5-2	The work involves tasks directly related to assuring user activities are in accordance with laws and regulations.
6. Personal Contacts			Contacts are with members of the general public who frequently are not aware of the role and authority of the employee.
7. Purpose of Contacts	45	2a	The purpose of contacts is to encourage individuals to participate in the prevention of human-caused fires and to comply with a variety of rules and regulations.
8. Physical Demands	20	8-2	Work varies from sedentary to physically demanding. Physical demands consist of walking or hiking in flat to rough and mountainous terrain.
9. Work Environment	20	FL 9-2	The work involves both typical office settings and outdoor settings where the incumbent inspects ongoing wild fires from the ground. Access may be by aircraft, truck or on foot. Incumbent is exposed to hazardous conditions and is required to wear protective clothing.
TOTAL POINTS	1185		
GRADE CONVERSION	GS-06		
Point Range for GS-06	1105 - 1350		

Remarks (As appropriate, desk audit findings, or other considerations not previously documented which affect final grade):

This is a standard position description for a Range/Forestry Technician for use in the Bureau of Indian Affairs. The position is located in an initial attack fire suppression organization where the incumbent performs a variety of staff, technical and administrative duties relating to fire suppression activities and the support of fire management programs. The primary purpose of this position is to serve as a Fire Prevention Technician within the Bureau of Indian Affairs Fire Management Program. Primary responsibilities are a combination of fire prevention, fire investigation, public fire education, hazard mitigation, training, suppression and prescribed fire.

The Range/Forestry Technician, GS-455/462 series (TS 111, 12/91) covers 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. Range/Forestry Technicians are most commonly found in first level units and are principally concerned with performing work supporting the implementation of projects and program goals. Depending upon the primary vegetation of the unit, this position is interchangeable with either classification being appropriate. Therefore, the proper title and series are Range Technician, GS-455 or Forestry Technician, GS-462, dependent upon the type of terrain and vegetation. The organization title for this position is Fire Prevention Technician.

The range/forestry technician duties are evaluated by the Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-11, 12/91), which is in FES format.

Final Determination: Range/Forestry Technician, GS-455/462-06.

Allison S Beard

Allison S. Beard
Human Resources Specialist (Staffing and Classification)

06-02-04

Date