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 Officer .

Position Number: F320-BIA Series and Grade: GS-0455/0462-07/08/09 .

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 of the Bureau Fire Prevention Program, including conducting preliminary fire investigation on wildland fires. Prepares, implements, and updates agency Fire Prevention Plan. Position requires knowledge of fire behavior, hazard and risk analysis and fire investigation procedures and techniques.

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 05/18/04. Approval is by DOI Secretary's Designee:

for Carolyn Cohen
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: ☐ Hdqrs ☒ 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	09	AB	05-18-04
d. First Level Review	Range/Forestry Technician	GS	0455/0462	09		
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position *(If different from the official title)*
Fire Prevention Officer SPD# F320-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 S. Beard
HR Specialist (Staffing and Classification)

Signature: Allison S Beard | Date: 05-18-04

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-0455/4

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 Dory A Milliken
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
✓ Firefighter ____ Law Enforcement
____ Primary ✓ Secondary/Administrative ____ Sec/Supv
Approval Date July 19, 2004

POSITION IS COMPETITIVE, EXCEPT IF FILLED BY INDIAN PREFERENCE UNDER SCHEDULE A213.3112 (A) (7)

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

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 (SPD# F320-BIA	GS	0455/0462	09

_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., __ SERIES, X GRADE X 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	(Signature of Official Exercising Classification Authority) Alison S Baird
Title: Chief, Branch of Fire Management	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-08 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.

NONEXEMPT

Department of the Interior, FLERT Specialist Dory 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

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 SPD# F320-BIA	GS	0455/0462	09

_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, X GRADE X 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-07 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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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.

NONEXEMPT

Department of the Interior, FLERT Specialist Dory 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# F320-BIA

Range/Forestry Technician, GS-0455/0462-07/08/09

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 employee 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 the Fire Prevention Officer 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 Fire Prevention Officer 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

Prepares, implements and updates the agency Wildland Fire Prevention Plan using the Risk Assessment Mitigation Strategies (RAMS) program and guidelines listed in Chapter 5, Fire Prevention, of the Fire Preparedness Blue Book. (30%)

Participates, with supervisor and other members of the staff, in the development and integration of fire mitigation into the overall program of work, recommends policy development of immediate and long-range objectives, integration of various activities of the staff and other branches at the agency level. Annually participates in the update of tribal/agency mobilization plans integrating fire prevention action steps with preparedness. Assists in the development of Fire Management Preparedness Analysis, Fire Management Plan, and as necessary, other planning documents. (20%)

Develops, implements, and evaluates various fire prevention and hazard mitigation program packages such as: Smokey Bear Prevention Program, Adult and Family Educational Program, FIREWISE, Local Agency Burn Permit Program, and Rural Community Fire Hazard Reduction

Program. Gives formal and informal talks, provides information through personal contacts on fire prevention burn permits, rules and regulations which govern use of lands under the jurisdiction of the Bureau of Indian Affairs. Implementation may be through local cooperators. Also works cooperatively on joint fire prevention programs with state and other federal agencies throughout the year. Active in coordinating the fire prevention message with schools. Highly visible at local public and Tribal events, such as celebrations, local/Tribal fairs, community events and any other gathering where the fire prevention message can be effectively communicated. (20%)

Where possible, determines the cause of wildland fires and then ensures that these causes are effectively addressed in the appropriate wildland fire mitigation programs and the fire management plan. Investigates fire and other trespass on Tribal Trust and/or Restricted Indian Land including observing, collecting, and preserving and/or examining evidence. Interviews and/or obtains statements of witnesses. Prepares written reports that include evidence collection methods, findings, diagrams, maps, photos, etc., for submission to law enforcement officials. May be required to work with law enforcement officials to provide additional information for court cases. Provides assistance to cooperating agencies on fire investigations that are multi-jurisdictional. (15%)

Works with Fire Management Officer in preparing and documenting fire suppression costs, in relation to each individual fire that suppression action is taken and fire trespass or illegal burning is proven. (5%)

Conducts and plans routine fire patrols in high risk areas as identified in the Fire Prevention Plan. Prepares and updates the Fire Prevention Sign Plan. Ensures that all signs are up to date and in good order. (5%)

Participates in Prescribed Fire and Suppression activities as qualified under the Incident Qualifications System (Red Card). (5%)

FACTORS

Factor 1, Knowledge Required by the Position

Prior wildland firefighting experience is required to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.

Working knowledge of basic fire behavior as influenced by fuel, weather, and topography and of the duties and responsibilities of initial attack fire suppression (to include fire size-up and status reporting, hazard and risk analysis, proper placement and mixture of forces and comprehensive knowledge of fire investigation); a comprehensive knowledge of the duties and responsibilities of all the above in order to evaluate current and anticipated fire conditions and implement and direct a safe, cost-effective approach.

Working knowledge of the ICS organization and operation in order to work effectively within the structure. Basic firefighting experience in order to properly analyze the fire conditions and assign forces to tactical suppression operations.

In depth knowledge of computer techniques and word processing software in order to develop, implement, maintain, and edit the wildland fire prevention plan and other programmatic plans.

Must possess public communication skills that allow him or her to interact with various groups. These groups may be large or small. The setting can be either formal or informal.

Must be generally knowledgeable of Bureau programs and activities so that public contact in the area can be satisfactorily made.

Must possess skill in orienteering (use of Global Position System [GPS], compass, reading topographic and quad maps) and multi-channel radio communications in order to locate fires and conduct operations safely and effectively.

Factor 2, Supervisory Controls

The Fire Management Officer (FMO) or the Assistant Fire Management Officer is the immediate supervisor. Assignments are carried out independently without specific instruction. Priority override and/or special assignments are directed by FMO.

Must be able to interpret and apply policy and instructions contained in memorandums, handbooks, manuals and special instructions. Completed work is evaluated to technical soundness through periodic inspections and reports. If problems are encountered, advice is provided by the FMO.

Factor 3, Guidelines

Guides include but not limited to, oral instructions, Agency Handbooks, Information and Education Plan, Agency Fire Prevention Plan, and Prevention Preparedness Criteria.

Must be able to seek out, read and gain a good understanding of: (1) all available handbooks, manuals and reference materials pertaining to wildland fire prevention, hazard mitigation, and public education; (2) various agreements with other agencies. Independent judgment in areas lacking guidance will be necessary.

Factor 4, Complexity

Assignments require performance of various technical duties which involve differing and unrelated processes and methods. This includes assisting in suppression of wildfires, prescribed fires, fire prevention, fire investigation, hazard mitigation, training, public fire education, etc.

Must deal with people who are unfamiliar with Trust or Restricted land and their status. Awareness, observation and interpretation of conditions and user behavior usually indicate actions to be taken.

Must maintain a productive working relationship with representatives from other agencies, Tribal organizations, BIA agencies, BIA regions, state officials, other federal agencies, and local cooperating agencies.

Must initiate a productive working relationship with representatives from agencies where no cooperative agreements exist.

Initiates and completes fire investigation forms and documents for review by the Fire Management Officer for purposes of recovery of suppression cost.

Factor 5, Scope and Effect

The purpose of fire prevention is to reduce and minimize the occurrences of human-caused wildfire losses. The work involves applying conventional solutions and practices for fire prevention. Work affects land users.

Factor 6, Personal Contacts

Contacts are primarily outside the agency and include public land users, lessees, tribal members, contract personnel, industrial operations managers, members of state and local fire organizations. Contacts occur regularly and frequently require exceptional tact, awareness of possible reactions, etc., to be effective in obtaining cooperation and appropriate action.

Factor 7, Purpose of Contacts

Contacts are made to provide information, educate, explain the need to adhere to rules and regulations, and to obtain witness statements or other data.

Factor 8, Physical Demands

The work requires high stress and extreme physical demands. Physical fitness is required at the moderate level for this position.

Factor 9, Work Environment

The work is performed primarily in outdoor environment in rolling terrain, where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, etc. Temperatures are extreme, both from the weather and from fire. Smoke and dust conditions are frequently severe. Hazardous nature of the work requires that protective clothing (boots, hard hats, goggles, hearing protection, gloves, etc.) be worn.

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series and Grade	Range/Forestry Technician, GS-455-07/08/09 or GS-462-07/08/09
Organization	BIA – Standard Position Description for use Bureau-wide
Position Number	

Evaluation Factors	Points Assigned	Standard Used	Comments
1. Knowledge Required by the Position	950	FL 1-6	Position requires previous wildland firefighting experience to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures. Must possess working knowledge of basic fire behavior as influenced by fuel, weather and topography.
2. Supervisory Controls	275	FL 2-3	Supervisor makes assignments defining scope & results expected. Takes independent actions to accomplish work. Work is spot-checked for adequacy.
3. Guidelines	275	FL 3-3	Guidelines are available from Agency handbooks, Information and Education Plan, Agency Fire Prevention Employee uses resourcefulness in identifying problems and provides interpretation of guides.
4. Complexity	150	FL 4-3	The incumbent is responsible for performing and at time directing operations associated with dispatch and fire projects that involve the use of multiple wildland fire management strategies.
5. Scope and Effect	150	FL 5-3	Work involves the execution of specific procedures, and techniques, which differ with fire suppression activities. Work will influence the direction of wildland fire management at the agency. The work could have a direct effect on the safety of human lives, and the protection of Tribal resources and neighboring properties.
6. Personal Contacts			Contacts in this position are primarily with fire management personnel in the Bureau and with fire operations specialists involved in fire management from other natural resource land agencies and with special interest groups.
7. Purpose of Contacts	75	2b	Contacts are made to share wildland fire suppression and prescribed fire management knowledge, clarify work assignments, to plan and coordinate work efforts; to coordinate and integrate fire activities.

Evaluation Factors	Points Assigned	Standard Used	Comments
8. Physical Demands	20	8-2	The work is mostly sedentary, though there may be some occasional lifting of fire supplies and equipment.
9. Work Environment	20	FL 9-2	Work is primarily performed in an office setting with travel to cache sites and local vendors to replenish supplies and equipment.
TOTAL POINTS	1915		
GRADE CONVERSION	GS-09		
Point Range for GS-09	1855-2100		

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. The position is located in an initial attack fire suppression organization where the employee 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 the Fire Prevention Officer 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 Officer.

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-455/462-09.

Allison S Beard

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

05-18-04

Date