

Master Record Number:

Title/Pay Plan/Series/Grade: Fire Management Planning Specialist, GS-0301-13

FLSA: Exempt

INTRODUCTION

This is a standard wildland fire management position established at a Forest Service Regional/Station/Area Office as a planning specialist in the Fire and Aviation Management (FAM). The primary purpose of the position is to provide program management, leadership, coordination, and oversight in wildland fire planning. This position is responsible for developing fire planning policies and procedures consistent with national level guidance and coordinating information between national, geographic area, fire planning units, and field units. Incumbent is a technical expert for the Regional Fire Director or Deputy, and provides oversight and coordination to national forests and grasslands within that region or area.

This is a covered secondary position description under the provisions of 5USC 8336 (c) and 8412 (d). Ninety (90) days of experience as a primary/rigorous firefighter or equivalent experience outside federal employment as a basic qualification requirement for this position.

MAJOR DUTIES

Program Management

The incumbent provides program leadership and consultation for short and long term strategic fire management planning, assessments, and interagency and/or unit fire management plans. Coordinates and reviews plans developed in the region to ensure that they reflect national, regional, and local management goals, requirements, and strategic objectives related to fire and aviation management. Provides guidance and ensures plans are consistent with and complement land and resource management plans, enabling laws, policies, regulations, and environmental mandates. Ensure linkage between Land and Resource Management Plans (Forest Plans), fire plans, and fire policy to be consistent with firefighter and public safety, and values to be protected. Evaluate the technical aspects and effectiveness of existing wildland fire and aviation management programs and recommends changes or initiatives to improve the overall efficiency and success of the programs.

Provide program management direction and expertise for interagency and/or national forest and grasslands fire planning efforts. - Provides oversight for national and/or regional planning analysis results and processes into regional and/or national forest and grasslands plans and analytical studies in fire and aviation management methods and systems. Use expertise to resolve unique problems relating to development, execution, and monitoring of complex issues.

Provide expertise in strategic and local fire planning analysis systems, models, and decision support systems. Develop innovative applications of the systems and models for analyzing out-year budget requests and expanded use of process. Uses process and methods to develop strategic plans for the region/area, and provides guidance to national forests and grasslands in that region/area such as current and out-year allocations, reporting, severity, preparedness, and staffing requirements.

Develops, plans, and provides fire management alternatives in coordination with Washington Office and Regional Office staff. Provide coordination and direction in formulation of standards, methods, and guidelines for complex interagency and/or national forest and grasslands fire management programs. Assist in development of resource and functional programs such as formulation of local policies, objectives, and priorities. Evaluate the adequacy and effectiveness of fire and aviation management programs through periodic on-the-ground inspections or visits to field units. Inspect compliance with established policies, standards, program objectives, and emphases. Participate in functional reviews and annual readiness inspections.

Wildland Fire Planning Oversight and Coordination

Incumbent provides wildland fire planning oversight, technical support, and coordination to fire management officers, land or resource management staffs, and planners throughout the region/area. Provide advice and guidance in adaptation of policies, standards, methods, and guidelines received from national levels to local conditions. Provide expertise for coordinating and integrating fire management topics, issues and solutions into non-fire program plans at all levels in the region. Provides support, training, and oversight of the current decision support systems.

The incumbent works towards an interagency approach to wildland fire management planning, striving for consistency in strategic fire planning analyses to ensure efficiency and effectiveness between cooperating agencies. The incumbent establishes and maintains cooperative relationships with public and private groups, state, tribal, and local governmental groups and other federal agencies related to wildland fire and aviation management planning activities; develops responses to sensitive correspondence; and provides staff advice, analysis, and expertise.

Maintains open communication with interagency partners and other agency personnel involved in the fire planning process. Coordinates with partner agencies on process, decisions, documentation, and analysis.

Provide input to the development of cooperative agreements, and works closely with counterparts from other federal, state, or local partner agencies. Provide expertise and

counsel in development and monitoring of annual operating plans and long term plans within the region/area.

The incumbent provides expert analysis and advice for pilot projects or operational procedures to resolve fire and aviation management problems or conflicts between resource use and socioeconomic demands. Present technical information and complex issues into a coherent and concise manner that is understandable to a variety of audiences.

Program Budget and Analysis

Manages and provides regional oversight on the full range of analytical tools used for regional, national forest and grassland fire management planning and budgeting. Provides guidance on the use of analytical tools and makes recommendations on enhancements to meet user needs. The incumbent represents the Forest Service on interagency work groups involved in the enhancement, use, and management of these systems.

Coordinates budget development with other staff areas and coordinates the annual reporting of the program accomplishments. Uses regional budget guidelines to ensure unit staffing levels are met, and consults with the national level when funding shortfalls are anticipated.

Works closely with agency administrators, field unit fire management officers, fire program administrative personnel, budget and finance personnel, and other regional fire and resource management staff to provide seamless coordination with both fire and non-fire budget processes. Coordinates the regional/national forest/grassland annual fire management program budget and integrates the budget with other program budgets. Incumbent works with administrative staffs and the fire management officers to make necessary strategic adjustments. Conducts trend analysis for direct and indirect expenditures and where appropriate, adjusts budget allocations as needed.

Develop annual program of work, including budget allocations, discretionary spending accounts, and severity requests. Monitors expenditures and accomplishments, and assembles data for accomplishment reporting to higher level.

Incumbent responds to data requests from internal and external entities by utilizing specialized software and modeling to evaluate the effectiveness of fire and aviation management strategies to meet land and resource management goals and objectives. The incumbent provides guidance to the field units on data collection and evaluation of fire hazard risk, fuels, historic fire occurrence, fire effects, climatology and weather. Reviews and validates data for adequacy, appropriateness, and accuracy. Ensures data used in analyses is timely, accurate, and defensible within established standards. The incumbent solicits information from staff members and field offices that address short- and long-term fire management planning needs.

May serve on national/regional/interagency committees responsible for continued development of economic efficiency based analysis; process/procedures for use/implementation.

Ensure strategic fire planning analysis systems, models, and decision support systems are completed in required timeframes. Coordinates the analysis of inputs and outputs to ensure national and regional consistency. Produce/distribute summary reports. The incumbent stays current with versions and updates of fire planning software, models, and decision support systems. Identify deficiencies and recommend solutions.

Evaluates the applicability of technological advances specific to situations & develops procedures to incorporate them in regional/national forest/grassland fire and resource management plans. Analyze complex/controversial issues that result in application of new technological advances. Apply latest technological developments to solve novel or controversial fire/aviation management problems.

Supervisory Responsibilities

Performs supervisory duties at least 25% of the time.

Plans the work to be accomplished by the unit, assigns work to employees, and establishes production or quality standards for the unit's work. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and provides for the developmental and training needs of employees. Hears and resolves employee complaints, effects minor disciplinary measures, and recommends action in more serious cases. Performs administrative and human resources management functions for the unit; provides advice, counsel or instruction on both administrative and work matters; and assures full compliance with safety regulations.

Promotes equal opportunity and employs nondiscriminatory practices for merit promotion, recruitment and hiring of applicants; encouragement, recognition and fair treatment of all employees; and career development and full utilization of employees' skills. Adheres to nondiscriminatory employment practices regarding race, color, national origin, age, disability; and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal; or because all or part of an individual's income is derived from any public assistance program.

FACTOR EVALUATION STATEMENTS

Factor 1. Knowledge Required by the Position

Factor Level 1-8

Comprehensive knowledge of management and organizational principles and practices along with planning, programming, budgeting guidelines and process, and thorough knowledge of agency organizational structure and management practice to develop and implement fire planning standards and policies. Performs continuous evaluation of existing programs, and develops recommendations for change based on assessments, data collection, and complex analysis.

Thorough knowledge of quantitative and qualitative methods and techniques covering complex program functions or missions, e.g., forest and land management principles, practices and concepts for strategic fire management planning.

Comprehensive knowledge of the laws, policies, and regulations of fire administrative fields sufficient to apply new theories and developments to fire program management problems. Make decisions or recommendations that significantly change, interpret, or develop policies or programs.

Comprehensive knowledge of a wide range of qualitative and/or quantitative methods for the assessment and improvement of complex fire program management processes and systems.

Knowledge of the agency's fire program management goals and objectives, the sequence and timing of key program events and milestones, and methods to evaluate the worth of program accomplishments.

Knowledge of Federal appropriations law, Congressional intent and budget provision actions, agency program development and budget advice and financial management principles sufficient to conduct budget development and maintenance of an optimal program mix.

Comprehensive knowledge and ability to interpret laws, principles, procedures, federal wildland fire policy and regulatory standards to ensure the proper implementation of plans and programs (internally and externally).

Comprehensive knowledge of concepts, principles, practices of program and budget development (current and out-year) and management of general financial planning.

Knowledge of Forest Service program planning and budgeting procedures for applying economic modeling, which compares cost alternatives of fire management programs at various budget levels.

Knowledge sufficient to strategically assess and prepare resource and fiscal plans to optimize fire management and land use planning relative to funds, priorities, and link to Land and Resource Management Plans (LRMP). Comprehensive knowledge of the latest developments in fire and aviation management to achieve long-term objectives.

In depth knowledge of all phases of fire and aviation management such as prevention, prescribed fire, fire hazard and risk analysis, and air operations to conduct studies, analyze results, findings, and make recommendations.

Knowledge of the full range of computer application models sufficient to perform responsibilities related to fire planning and resource protection.

Knowledge and skilled in use of computer software such as word processing, spreadsheets, databases, graphic tools, and Geographic Information Systems (GIS) applications.

Ninety (90) days of experience as a primary/rigorous firefighter or equivalent experience outside federal employment is a basic qualification requirement for this position.

Factor 2. Supervisory Controls

Factor Level 2-4

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the program direction and work, estimating costs for the program, coordinating with staff and subject matter expert personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3. Guidelines

Factor Level 3-4

Technical, regulatory, and policy guidelines are often broad and non-specific. The planner is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4. Complexity

Factor Level 4-5

The employee analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develop detailed plans, goals, and objectives for short and long-range program implementation and administration, and/or development of criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conditions, such as conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and/or findings and conclusions are highly subjective and not readily susceptible to verification through

replication of study methods or reevaluation of results. Options, recommendations and conclusions take into account and give appropriate weight to uncertainties about the data and other variable which affect long-range program performance.

Factor 5. Scope and Effect

Factor Level 5-4

The purpose of the work is to analyze and evaluate major aspects of substantive, mission-oriented programs. The employee develops long-range program plans, goals, objectives, and milestones, or evaluates the effectiveness of programs conducted throughout an agency, or for a significant organization segment of an agency. The employee resolves problems or copes with issues which directly affect the accomplishment of principal agency programs goals and objectives. The employee develops regulations or guidelines for the conduct of program operations, or new criteria for measuring program accomplishments. Study reports contain finding and recommendations of major significance to top management of the agency, and often serve as the basis for new administrative systems, legislative initiatives, regulations, or programs.

Factor 6. Personal Contacts

Factor Level 6-3

Personal contacts are with individuals within and outside the agency and may include other federal, state, or local government counterparts, consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels above the employee when such contacts occur on an ad-hoc basis.

Factor 7. Purpose of Contacts

Factor Level 7-C

The purpose of the contact is to exchange information and coordinate work efforts by planning and negotiating cooperative endeavors with federal, tribal, state, and local officials. Contacts are also made to provide fire management advice and guidance, coordinate planning efforts, integrate operations, and negotiate issue solutions. At times, the contacts involve influencing or persuading managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness issues. Meetings with other agency management officials involve decisions and commitments, which have important implications of the overall Agency objectives. The employee may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8. Physical Demands

Factor Level 8-1

The work is primarily performed in an office setting. May require intermittent physical exertion such as walking over rough or rocky terrain while inspecting field operations, but not on a sustained or regular basis. In addition, telephone calls may occur after regular work hours, creating interruptions to the incumbent's personal life. Vehicle and aircraft travel associated with field visits and other administrative travel is frequently required.

Factor 9. Work Environment

Factor Level 9-1

Most work is in the office setting. Occasionally some exposure to discomfort or risk is encountered on field trips such as extreme heat or cold, or exposure to fire situations. During fire suppression activity nomex clothes, boots, and other protective clothing will be worn where appropriate.

SUPERVISORY FACTOR STATEMENTS

Factor 1. Program Scope and Effect

Factor Level 1-2

The program segment or work directed is administrative, technical, complex clerical, or comparable in nature. The functions, activities, or services provided have limited geographic coverage and support most of the activities comprising a typical agency field office, an area office, a small to medium military installation, or comparable activities within agency program segments. The services or products support and significantly affect installation level, area office level, or field office operations and objectives, or comparable program segments; or provide services to a moderate, local or limited population of clients or users comparable to a major portion of a small city or rural county.

Factor 2. Organizational Setting

Factor Level 2-2

The position is accountable to a position that is one reporting level below the first SES, or equivalent or higher level position in the direct supervisory chain.

Factor 3. Supervisory/Managerial Authority Exercised

Factor Level 3-2

Adjust staffing levels or work procedures within organizational unit(s) to accommodate resource allocation decisions made at higher echelons. Justify the purchase of new equipment. Improve work methods and procedures used in work operations. Oversee the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decide the methodologies to use in achieving work goals and objectives, and in determining other management strategies.

Factor 4A. Nature of Contacts

Factor Level 4A-3

Contacts include those that take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter. Frequent contacts are comparable to any of the following:

- High ranking military or civilian managers, supervisors, and technical staff at bureau and major organization levels of the agency; with agency headquarters administrative support staff; or with comparable personnel in other Federal agencies;
- Key staff of public interest groups (usually in formal briefings) with significant political influence or media coverage;
- Journalists representing influential city or county newspapers or comparable radio or television coverage;
- Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
- Contracting officials and high level technical staff of large industrial firms;
- Local officers of regional or national trade associations, public action groups, or professional organizations; and/or State and local government managers doing business with the agency.
- Fire managers, incident commanders, cooperators (including FEMA) and generally people engaged in emergency management activities and planning.

Factor 4B. Purpose of Contacts

Factor Level 4B-3

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts at this level usually involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

Factor 5. Difficulty of Typical Work Directed

Factor Level 5-8

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-12 or higher, or equivalent.

Factor 6. Other Conditions

Factor Level 6-5

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of technical, managerial or administrative work comparable in difficulty to the GS-12 level. Supervision also involves major recommendations that have a direct and substantial effect on the organization and projects managed.

POSITION EVALUATION STATEMENT

PROPOSED POSITION Supervisory Fire Management Planning Specialist GS-301-13

ORGANIZATION Department of Agriculture - Forest Service

REFERENCES Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 dated September 2005; Administrative Analysis Grade Evaluation Guide, TS-98 dated August 1990; General Schedule Supervisory Guide June 1998 HRCD-5

SERIES DETERMINATION The 301 administrative series was considered. Work covered in the 301 administrative series is administrative in nature and does not require a specialized subject matter knowledge and skill.

FACTOR POINTS SUMMARY AND TOTALS

Factor 1, Level 8	1550 points
Factor 2, Level 4	450 points
Factor 3, Level 4	450 points
Factor 4, Level 5	325 points
Factor 5, Level 4	225 points
Factor 6/7, Level 3c	180 points
Factor 8, Level 1	5 points
Factor 9, Level 1	5 points
Totals	3190 points

Grade Allocation – GS-13 (point range 3155 - 3600)

SUPERVISORY FACTOR POINTS SUMMARY AND TOTALS

Factor 1, Level 2	350 points
Factor 2, Level 2	250 points
Factor 3, Level 2	450 points
Factor 4 A3/B3	175 points
Factor 5, Level 8	1030 points
Factor 6, Level 5	1225 points
Totals	3480 points

Grade Allocation – GS-13 (point range 3155 - 3600)

RECOMMENDED POSITION CLASSIFICATION TITLE, SERIES, AND GRADE

Supervisory Fire Management Planning Specialist GS-301-13

Classified by: Stephanie Coomer, Classification Delegate, 12/04/2013

