

Master Record Number:

Title/Pay Plan/Series/Grade: Fire Management Planning Specialist, GS-0301-12

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 implementing and assisting in the development of 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 Planning Specialist, and provides oversight and coordination to national forests and grasslands within that region or area.

Bargaining Unit Status: Not eligible

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 and Implementation

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. Assists with coordination and review of 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. Reviews 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 provides recommended changes or initiatives to improve the overall efficiency and success of the programs.

Implements program management direction 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.

Provides technical expertise in strategic and local fire planning analysis systems, models, and decision support systems. Using output from existing systems and models; develops applications for analyzing out-year budget requests. Uses process and methods to develop input for 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.

Provides input for the development of plans and fire management alternatives in coordination with 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

Incumbent provides wildland fire planning 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 and regional levels to local conditions. Provides technical expertise for coordinating and integrating fire management topics, issues and solutions into non-fire program plans. Provides support, training, and oversight of the current decision support systems. Assists with analysis for correspondence and FOIA requests.

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 state, tribal, and other federal agencies related to wildland fire and aviation management planning activities.

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

Provides input to the development of plans and agreements, and works closely with counterparts from other federal, state, or local partner agencies. Provides input into development and monitoring of annual operating plans and long term plans within the region/area.

The incumbent provides analysis and advice for pilot projects or operational procedures to resolve fire and aviation management issues 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.

Incumbent provides input to data requests from internal and external entities. Utilizes 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.

Provides regional assistance to ensure strategic fire planning analysis systems, models, and decision support systems are completed in required timeframes. Reviews the analysis of inputs and outputs for 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 strengths and weaknesses 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. Apply latest technological developments to solve fire and aviation management concerns.

Program Analysis and Budget

Provides regional input utilizing analytical tools for regional, national forest and grassland fire management planning and budgeting. Provides guidance to national forests and grasslands on the use of analytical tools and makes recommendations on enhancements to meet user needs.

Provides input to budget development and coordinates the annual reporting of the program accomplishments. Uses regional budget guidelines to ensure unit staffing levels are met and consults with supervisor when shortfalls are anticipated..

Works closely with field unit fire management officers, fire program administrative personnel, and budget and finance personnel to coordinate the regional/national forest/grassland annual fire management program budget. Incumbent works with administrative staffs and the fire management officers to make necessary strategic adjustments. Uses trend analysis to provide input for direct and indirect expenditures and where appropriate recommends adjustments to budget allocations as needed.

Develop annual program of work, which may include budget allocations, discretionary spending and severity requests. Reviews expenditures and accomplishments, and assembles data for accomplishment reporting to higher level.

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

Performs other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1. Knowledge Required by the Position

Factor Level 1-7

Knowledge of a wide range of qualitative and/or quantitative methods for the assessment and improvement of fire program management processes e.g., forest and land management principles, practices and concepts for strategic fire management planning.

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

Knowledge of the laws, policies, and regulations of fire administrative fields sufficient to apply new theories and developments to fire program management issues. Make decisions or recommendations that may influence changes in policies or programs.

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 agency program development and budget advice sufficient to assist with budget development (current and out-year) and maintenance of an optimal program mix.

Knowledge and ability to interpret laws, principles, procedures, and federal wildland fire policy and regulatory standards sufficient to implement plans and programs.

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 assist in preparation of 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). Knowledge of the latest developments in fire and aviation management to achieve long-term objectives.

Working 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 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 and often serve as the basis for changes or modifications to 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, or contractors in a moderately unstructured setting. Contacts may also include 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.

POSITION EVALUATION STATEMENT

PROPOSED POSITION	Fire Management Planning Specialist, GS-12
ORGANIZATION	Department of Agriculture - Forest Service
REFERENCES	Administrative Analysis Grade Evaluation Guide, TS-98 dated August 1990; Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 dated September 2005
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 7	1250 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	2890 points
Grade Allocation – GS-12 (point range 2755 - 3150)	

RECOMMENDED POSITION CLASSIFICATION TITLE, SERIES, AND GRADE

Fire Management Planning Specialist, GS-301-12

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