

**Master Record Number:**

**Title/Pay Plan/Series/Grade: Fire Management Planning Specialist, GS-0301-11**

**FLSA: Exempt**

## **INTRODUCTION**

This is a standard wildland fire management position established at a Forest Service Office as a planning specialist in the Fire and Aviation Management (FAM). The primary purpose of the position is to provide leadership, coordination, and oversight in wildland fire planning on one or more National Forests or Grasslands. This position is responsible for implementing fire planning policies and procedures consistent with national and regional level guidance and coordinating information between regional and local fire planning units, and with other resource specialists. The incumbent is responsible for managing and applying wildland fire planning processes and procedures using highly specialized analytical and technical tools.

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 Implementation**

The incumbent provides local expertise for short and long term strategic fire management planning, assessments, and interagency and/or unit fire management plans. Develops local plans that reflect national, regional, and local management goals, requirements, and strategic objectives related to fire and aviation management. Ensures these plans are consistent with and complement land and resource management plans, laws, policies, regulations, and environmental mandates. Ensures 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 national forests and grasslands and/or interagency fire planning efforts. - Provides local planning analysis results for inclusion in regional and/or national forest and grasslands plans and analytical studies in fire and aviation management. Use expertise to analyze and resolve unique problems relating to development, execution, and monitoring of local fire management issues.

Provides input for the development of plans and fire management alternatives in coordination with Regional Office, Forest and Grassland Office staff and other resource specialists.

Implements standards, methods, and guidelines for fire management programs. Evaluate the adequacy and effectiveness of fire and aviation management programs through periodic on-the-ground inspections or visits to field units. Participate in functional reviews and annual readiness inspections.

### **Wildland Fire Planning**

Incumbent provides wildland fire planning technical support and coordination with fire management officers, land or resource management staffs, and planners throughout the local 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 and fire management databases.

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. 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 local area.

The incumbent provides analysis and advice to resolve fire and aviation management issues. 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. Performs 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.

## **Program Analysis and Budget**

Provides technical expertise in strategic and local fire planning analysis systems, models, and decision support systems. Using output from existing systems and models, provides data for analyzing out-year budget requests. Uses process and methods to provide the region with local inputs for current and out-year allocations, reporting, severity, preparedness, and staffing requirements.

Provides local input to budget development and the annual reporting of program accomplishments. Uses program direction to ensure local unit staffing levels are met and consults with supervisor when shortfalls are anticipated. Incumbent works with administrative staffs and the fire management officers to recommend strategic adjustments.

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

Incumbent responds to data requests from internal and external entities utilizing specialized software and modeling to evaluate the effectiveness of fire management strategies to meet land 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 regional/forest/interagency committees responsible for continued development of efficiency based analysis and resource allocation process/procedures.

Performs other duties as assigned.

## **FACTOR EVALUATION STATEMENTS**

### **Factor 1. Knowledge Required by the Position**

### **Factor Level 1- 7**

Knowledge of natural resource management, , fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment sufficient to perform fire planning analysis, process and assignments.

Knowledge of land management principles, practices, and concepts sufficient to ensure that fire analysis input supports agency goals and objectives.

Knowledge of related fields such as timber, range, recreation, and wildlife management, sufficient to provide fire management input that is integrated with other resource management programs.

Knowledge of integrated fire management program elements such as preparedness, fuels management and, prevention, sufficient to verify the quality of model and system inputs and outputs (e.g., determine if the outputs are reasonable given model inputs such as budget levels, resource conditions, and organization resources).

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

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

Knowledge of fire suppression strategy, tactics, fire behavior, fuel models, fire weather, and firefighting equipment sufficient to analyze and develop fire plans.

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.

Skill in oral and written communications sufficient to prepare reports, present information, and coordinate work efforts.

Ability to interact with individual and special interest groups with diverse and potentially conflicting viewpoints between the fire management and other resource management programs sufficient to achieve problem resolution.

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 assigns work in terms of broad areas of responsibility, program emphasis, and key management concerns for special projects. The supervisor and employee confer on priorities and deadlines. The incumbent is independently responsible for conducting fire management analysis and planning, coordinating with others, and determining the approach to take to complete specific assignments. Recommendations are usually accepted as authoritative. Policy questions dealing with controversial issues are reviewed with the supervisor to achieve agreement or solution. Completed work is reviewed for attainment of objectives.

**Factor 3. Guidelines****Factor Level 3- 3**

Guidelines include agency policies and procedures, regulations, plans, specialized fire information, and professional practices. The incumbent is required to select, adapt, and interpret existing methods, practices, and instructions or to generalize from several guidelines and techniques in carrying out the activities. Fire planning may be conducted in an interagency environment, with multiple stakeholders and cooperators.

**Factor 4. Complexity****Factor Level 4- 4**

The work involves developing broad and diversified fire management programs. This includes planning and project development for diverse units that have complex fire and aviation management programs. The incumbent assesses proposed fire plan operations characterized by numerous and varied viewpoints that exist within fire management programs. The incumbent independently evaluates objectives for fire management plans, and analyzes data in order to provide planning and budgetary recommendations. The incumbent studies, analyzes, and develops methods to improve the accuracy, adequacy, and timeliness of information and systems utilized in fire management planning. Potential sources of data must be cross-checked, analyzed, and interpreted by the incumbent to obtain accurate, relevant information.

**Factor 5. Scope and Effect****Factor Level 5- 3**

The purpose of the position is to provide expertise in the technical analysis of the fire management program at the Forest level. Provides leadership, training and advice on the technical application of fire planning models and systems. The incumbent assists in the development of cost effective fire management programs. The technical expertise provided by this position affects the capability of the forest to effectively implement the fire management program including the resources allocated.

**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- 2**

Contacts are for the purpose of coordination and collaboration with program managers or other individuals who may have conflicting viewpoints and require persuasion and skill to justify the feasibility of plans and proposals. Contacts are made to determine user needs, explain proposed actions, monitor and evaluate program effectiveness, coordinate program

development, gather data, exchange information, , and facilitate and explain programs. Contacts are often oriented toward information gathering for the development or refinement of various kinds of data used to support fire planning models and systems.

**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. Vehicle and aircraft travel associated with field visits and other 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-11

**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 3	275 points
Factor 4, Level 4	225 points
Factor 5, Level 3	150 points
Factor 6/7, Level 3b	145 points
Factor 8, Level 1	5 points
Factor 9, Level 1	5 points
Totals	2505 points

Grade Allocation – GS-11 (point range 2355 - 2750)

### **RECOMMENDED POSITION CLASSIFICATION TITLE, SERIES, AND GRADE**

**Fire Management Planning Specialist, GS-0301-11**

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