

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

1. Agency Position No.
DOI108

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code

14. Agency Use

2. Reason for Submission
 Redescription Reestablishment
 New Other
Explanation *(Show any positions replaced)*
Replaces DOI008 (5/04)

3. Service
 Hdqtrs Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

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

11. Position Is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive 3-Critical
 2-Noncritical Sensitive 4-Special Sensitive

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	Fire Logistics Dispatcher	GS	2151	04	TS	5/18/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
BIA BLM FWS NPS

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 statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature _____ Date _____

Signature _____ Date _____

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.*

22. Position Classification Standards Used in Classifying/Grading Position
Dispatcher, GS-2151, Feb 63, TS-44. Transportation Clerk and Assistance Series, GS-2102, Mar 93, TS-122. Grade level guide for Clerical and Assistance Work, Jun 89. TS-91

Typed Name and Title of Official Taking Action
LINDA F. ERWIN, DOI HR
Human Resources Specialist

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.

Signature _____ Date _____

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										


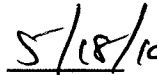
24. Remarks
This FD is NOT COVERED under 5 U.S.C. 8336(c) or 8414(d), as determined by the Department of Interior Secretary's Designee on 6/14/10 FF/LEO Retirement Team Specialist

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

POSITION CLASSIFICATION AMENDMENT

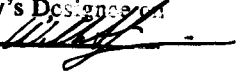
1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. DOI108 Fire Logistics Dispatcher	SCHEDULE GS	SERIES 2151	GRADE 03
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. _____ (Signature of Supervisor)	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Linda F. Erwin, DOI HR _____ (Official Exercising Classification Authority) </div> <div style="text-align: center;">  _____ (Date) </div> </div> TITLE Human Resources Specialist
_____ (Date)	_____ (Date)
TITLE _____	TITLE _____

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-04 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-04 level.

This FD is **NOT COVERED** under 5 U.S.C. 8336(c) or 8412(d), as determined by the Department of Interior Secretary's Designation of 16/14/10 PWLEO Retirement Team Specialist 

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

INTRODUCTION

This position serves as a Fire Logistics Dispatcher located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center. The area involved may encompass federal, state, tribal, and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-risk incidents as needed or directed.

The primary purpose of this position is to provide a wide range of fire dispatch, logistical and administrative support functions.

This is a drug testing designated position.

DUTIES

Upon initial report of fires within the dispatch area, receives location information, and notifies a higher level employee or supervisor .

Processes resource orders through established dispatch channels.

Informs supervisor of logistical support activities and may dispatch additional resources as instructed by the supervisor.

Consolidates and inputs fire weather data into weather application software and reviews for completeness. Transmits resultant probabilities and forecasts to field personnel and fire management staff.

Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems).

Records and maintains communication logs involving all telephone and two-way radio transmissions.

FACTORS

1 . KNOWLEDGE REQUIRED BY THE POSITION (Level 1-3, 350 points)

General knowledge of the unit's organizational functions, key personnel, materials, and logistical requirements associated with support to all types of incidents.

Basic knowledge of standard dispatch procedures and guidelines used in the dispatch of personnel, equipment and supplies for incidents.

Familiarity with fire suppression methods, terminology, procedures, and safety precautions.

Basic knowledge of computerized databases, telecommunications equipment, word processing

equipment and their use in order to maintain records, generate reports, and process requests to facilitate fire management operations .

Ability to communicate orally and in writing in a clear and concise manner.

Ability to remain calm under urgent and frequently changing conditions.

2. SUPERVISORY CONTROLS (Level 2-2, 125 points)

Works under the supervision of a higher-level employee who makes daily assignments.

Work is assigned in terms of ongoing responsibilities, priorities, and general instructions. The employee works independently in planning and carrying out routine assignments. Specific guidance is provided in unusual assignments. Deviations from "standing instructions" must be approved by a higher-level employee or the supervisor. Work is evaluated for thoroughness, timeliness, and overall impact.

3. GUIDELINES (Level 3-2 , 125 points)

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center. Guidelines may not cover all situations. The employee draws from experience and exercise judgment in dealing with emergency situations.

4. COMPLEXITY (Level 4-2, 75 points)

Work is complicated by the need to perform a diversity of unrelated and related duties, each requiring many steps where organizational skills and the ability to make sound decisions quickly and calmly are essential . Communications equipment and computer data entry and retrieval require strict adherence to technical procedures . Priorities and methods change quickly.

5. SCOPE AND EFFECT (Level 5-2, 75 points)

The work of the employee facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation.

The center's work is critical to the safety of personnel, the public, and to the protection of resources .

6&7. PERSONAL & PURPOSE OF CONTACTS (Level 2A, 45 points)

Contacts are primarily with fire management personnel and cooperating organizations.

The purpose of contacts is to exchange vital information and determine the availability of equipment, supplies, and other urgently needed resources and personnel.

8. PHYSICAL DEMANDS

(Level 8-1, 5 points)

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes . The duties of this position create a highly stressful environment during peak activity, requiring the ability to keep calm in emergency situations. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required.

9. WORK ENVIRONMENT

(Level 9-1, 5 points)

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties . This creates a high stress work environment.

805 points, GS-4 (655-850)

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