

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F324-BIA

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) New Standard Position Description				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive *See Item 24 <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Noncritical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/> 5-Moderate Risk <input type="checkbox"/> 6-High Risk		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						
d. First Level Review	Management and Program Analyst (Fire Business)	GS	0343	12	TMN	04/21/2015
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 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 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)
AARON J. BALDWIN
Director, BIA Branch of Wildland Fire Management

Signature _____ Date _____

Signature  Date 4/24/15

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
Administrative Analysis Grade Evaluation Guide, TS-98, 8/90;
Position Classification Flysheet for Management and Program Analyst Series, GS-0343, TS-98, 8/90

Typed Name and Title of Official Taking Action
TAMARA M. NEUKAM
Human Resources Officer

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 4/21/15

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
FPL: GS-12.
*Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)

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

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

POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS

Position Description Number: F324-BIA
Position Title: Management and Program Analyst (Fire Business)
Pay Plan, Series & Grade: GS-0343-12

The incumbent of this position will: *(Place an "X" next to the appropriate category)*

- Regularly* operate government vehicles or equipment to perform the duties of the position.
 Occasionally operate a motor vehicle, but not on a regular basis.
 Not be required to operate a motor vehicle.



NIFC BIA Representative

4/24/15

Date

*Employees occupying positions with the requirement to regularly operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every three (3) years.

All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle status.

GS-11 Level:

This is a trainee level for the purpose of training the incumbent for higher level duties. This position is identical to Position Number F324-BIA, Management and Program Analyst with the following exceptions:

The full performance level for this position is GS-12. When filled at the next lower grade level (i.e., GS-11), the incumbent performs under close supervision, very difficult and responsible work in the subject matter area through knowledge and experience obtained by the formalized training program and by performing progressively more difficult on-the-job assignments.

Because the incumbent has not yet qualified for the full performance level, the supervisor ensures that the incumbent continues to receive adequate training and guidance to obtain the required skills to perform at the full performance level.

When the incumbent meets or exceeds the work performance requirements of this level, and otherwise satisfies qualifications and other administrative requirements, promotion action on a noncompetitive basis will be initiated by the supervisor.

Standardized Position Description Number: F324-BIA

Management and Program Analyst (Fire Business)

GS-0343-12

I. INTRODUCTION

The Bureau of Indian Affairs' (BIA) mission is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian Tribes and Alaska Natives. We will accomplish this mission through the delivery of quality services and maintaining government-to-government relationships in the spirit of self-determination.

This is a standard position description intended for use within the Bureau of Indian Affairs in a wildland fire management organization at the regional level.

The incumbent provides specialized guidance and advice in the development, management and implementation of fire business issues related to: fire suppression, preparedness, fire detection, fuels management, and the integration of these activities into the wildland fire management program. The position also requires budget, business and fire management expertise, and the ability to integrate a range of information to support the wildland fire management at a regional level. The incumbent synthesizes Bureau priorities and fiscal constraints into budget development and execution for the fire management program.

The fire management program is complex, due to the large acreage and diverse landscape the Bureau manages, risk potential, and staffing needs for the units served. The fire management program in the region has Bureau wide implications, in view of resources needs and policy development and implementation.

II. MAJOR DUTIES

Fire Business Duties (70%)

Participates with supervisor, local fire management leadership and other top staff members, during the formulation and establishment of regional fire management fire policies, for programs affecting firefighter and public safety, as well as the protection of natural and cultural resources.

The incumbent may participate in the development of management decisions and organizational plans, which will provide for the orderly and effective accomplishment of fire program objectives, and maximum utilization of the fiscal and human resources of the organization.

Serves as a consultant and authoritative expert to the regional wildland fire management team, as requested on fire business activities and issues. Applies technical knowledge of fire suppression equipment, aircraft acquisitions, information resource management equipment, dispatching procedures, information gathering, and reporting to achieve regional fire management program objectives.

In coordination with Fire Management Officers (FMO), formulates regional fire policies, writes business plans, and administers programs necessary for the support of wildland fire management. This position coordinates with Bureau and interagency staff, in order to integrate fire management and other resource management objectives into the program planning process. Evaluates existing facilities and equipment and recommends improvements. Drafts standards and policies to ensure compliance of fire management personnel with agency business management practices, as it relates to all aspects of wildland fire management.

Provides quality control for fire management program activities within the region. Recommends standards, drafts guidelines for regional fire management policy in those areas that affect fire business and program readiness. Conducts site specific readiness reviews of fire business and fire operations carried out by the Bureau and its cooperators.

Monitors the application and use of fire management agreements and contracts, to ensure effectiveness and conformity with established standards. In conjunction with the FMO's, develops and negotiates cooperative fire management agreements within the region with various fire management agencies, such as: state forestry and fire officials, rural volunteer organizations, tribal agencies, fire protection districts, municipal fire departments and other federal land management agencies.

Maintains communications with the Branch of Wildland Fire Management (WFM) at the National Interagency Fire Center (NIFC), in order to provide input on fire business policy applicable to agency/field office programs. As requested, the incumbent will provide input on BIA wide policy decision and guidelines. May represent his/her office on fire business task forces, and at meetings called by the WFM. Represents the region's and Bureau's concerns on business and operational issues at Geographic Area meetings.

Conducts program reviews with local or regional offices, to evaluate compliance with policies, objectives, and standards, overall effectiveness of fire business operations, and to provide technical assistance in the solution of specific local problems. Institutes or recommends changes in operating procedures or programs, to increase effectiveness of fire business operations, and to provide assistance in the solution of specific local problems.

Provides procedural business policy interpretation and coordination during emergency operations and mobilization with regional or field (agency) offices, adjoining states, cooperators and the Geographic Area Coordination Center (GACC). Ensures that cost-effective measures are

considered during fire preparedness and suppression operations. May provide guidance in the development of field level mobilization plans and issues.

Develops, monitors, and evaluates the region's fire management program, regarding fiscal submissions, including budgetary, fire severity, and Annual Work Plan (AWP) submissions for all fire management sub-activities. Works with regional and local fire management leadership to develop and prioritize severity requests, based on regional fire activity, fire danger indices, and potential for ignition.

Assists FMO's to coordinate with Bureau WFM offices on Facilities Construction and Maintenance projects. Prepares project data sheets and may assist in the prioritization of construction projects adhering to national criteria. As projects are approved, funding is distributed to the regions.

Works with the GACC's to evaluate and process incident business related bills and to assist regional or local offices in billing and payment procedures.

Coordinates with regional or local offices in recovering costs incurred, while providing assistance to states for wildland fire suppression operations.

Performs as an instructor for fire suppression and other related courses when needed.

Fire Program Analyst Support for Fire Leadership (30%)

Serves as liaison and translator between managers, natural resource and budget program staff regarding budget matters.

Incumbent provides leadership to ensure timely and effective coordination among program leads, sub-activity leads, and program element leads across all branches in their office. Anticipates and develops connections between fire and natural resource management program leaders, in order to facilitate budget formulation, monitoring and performance analyses.

Performs a wide variety of analytical and advisory functions to support the fire management program budgets region-wide, by identifying and investigating problems, compiling reports, conducting analyses, recommending solutions, and developing region-wide guidance. Ensures adequacy of fire management program budget submissions

Monitors the efficiency and effectiveness of budget processes, designs new approaches and recommends revised procedures to improve budget processes.

Provides leadership in coordinating and developing future fiscal year funding proposals, focusing on Bureau priorities and regional leadership team objectives.

Coordinates and prepares budget directives for planning target allocations and the annual work plan, prepares target allocations spreadsheets, narratives, and facilitates completion of target negotiations.

Performs budget execution and administration work, such as: monitoring obligations incurred, expenditure tracking, expenditure trend analysis, and coordinates quarterly updates with regional program leads and budget staff.

Prepares and monitors the fire management procurement plan, including amount and timing of allotments of funds within program budgets.

Performs other related duties as assigned.

III. EVALUATION FACTORS

Factor 1 - Knowledge Required by the Position

Comprehensive knowledge of wildland fire management techniques, principles, practices, and concepts sufficient to serve as the technical authority in fire business activities, to provide advisory, consulting, and review services to regional and local offices, to develop and review fire management programs, and to implement fire management plans.

Comprehensive knowledge of the Incident Command System (ICS), equipment types, uses, and capabilities. Understanding of Emergency Equipment Rental Agreements (EERA), Federal Acquisition Regulations, and incident business related practices to ensure policy compliance.

Knowledge of other agency and cooperators practices and procedures in fire management activities to interface fire business plans and actions with the interagency fire community. The Scope of Work extends to not only BIA programs, but also the US Forest Service, state forestry, Bureau of Land Management, US Fish and Wildlife Service and the National Park Service.

Knowledge of ecological concepts, principles and practices applicable to natural and cultural resource management, to develop and implement the integration of the fire management program into resource management objectives.

Knowledge of the Bureau's budget process, as it pertains to natural resource programs that work directly with fire management projects. Correlates budgetary requests with approved Fire Management Plans (FMP) to utilize dollars efficiently.

Knowledge of Bureau's Facilities Construction and Maintenance program and budgetary process.

Skill in designing and evaluating FMP, mobilization plans, and pre-attack plans with support complex fire and resource management objectives, as well as integrating these plans with those developed by other state and federal fire and resource agencies.

Knowledge and skills sufficient to provide technical direction, guidance, and coordination in business management for a complex, highly active, and diversified fire management and protection program, which include: preparedness, prevention, detection, suppression and fuels management.

Ability to resolve complex fire management issues that involve use and interpretation of conflicting BIA fire and resource policies, as well as various environmental laws, such as: the Clean Water Act, National Environmental Policy Act, Threatened and Endangered Species Act, Clean Air Act and laws protecting cultural resources.

Expert knowledge of BIA budget concepts, principles, cycles and practices, as they relate to development and implementation of wildland fire management budgets.

Expert knowledge of BIA programming and budget performance direction systems to effectively guide and carry-out responsibilities, which involves all aspects of program development and budget processes.

Demonstrated skill in integrating natural resource priorities and developing multi-program budget strategies to resolve complex natural resource funding and implementation issues.

Knowledge of sound fiscal principles and practices, and the ability to apply them effectively to perform the major duties of this position.

Working knowledge of laws, regulations and policies of other federal and state agencies (i.e. USDA Forest Service), under which those agencies develop and implement cooperative agreements with the Bureau.

Working knowledge of BIA budget software and related systems, including but not limited to Financial Business Management System (FBMS) and the budget planning process, together with skills sufficient to design, produce, and analyze expert technical reports from these systems to facilitate resolution of complex budget issues.

Knowledge and skill in program evaluation, issue identification and framing, problem analysis, problem solving, and negotiation techniques, to facilitate resolution of significant, regional multi-program budget issues.

Skill in effective methods of oral and written communication, including briefing and training techniques, to present complex subjects, in a manner that facilitates ready assimilation, understanding, productive discussion, and informed decision making among managers and staff.

Factor 2 - Supervisory Controls

The supervisor outlines the scope of the responsibility, overall program objectives, and special problem areas that require attention. The incumbent independently plans own work, coordinates with natural and cultural resource management specialists, and other subject matter experts,

resolves technical problems and conflicts, and completes all assignments. Provides advice on technical questions, and interpretations of policies and guidelines in fire business operations, and coordinates with natural resources staff on budget matters. Completed work is reviewed for agreement with overall policies and attainment of land management objectives.

Factor 3 - Guidelines

The assignments are undertaken within the broad framework of Bureau regulations, policies and existing guides, which require in depth analysis and interpretation, to deal with the more complex or unusual problems, or problems concerned with novel, undeveloped or controversial aspects of resources and fire management. Environmental law or policy guides may point toward conflicting requirements, or provide few precedents pertinent to specific problems, proven methods of treating a problem may be lacking or incomplete. The guidelines and regulations permit broad latitude for independent and innovative action, due to a wide variety of physical biological and socioeconomic conditions, and issue which are found over the area of responsibility.

Must exercise leadership and ingenuity, in researching and designing new techniques and providing solutions for fire and resource management problems related to budget and business issues, which may include the modification of existing plans and criteria, or refinement of fire director or national fire policy.

Overall, the position requires a high degree of independent judgment and originality, both technically and operationally, to resolve differing budget, monitoring, reporting or program issues, stemming from multiple priorities, competing interests, and divergent program direction.

Factor 4 - Complexity

Fire business activities in fire management assignments involve developing a broad and diversified variety of programs throughout a regional /field level, including both planning and operational phases. Work takes place in a wide variety of complex situations, such as wildfire incidents handled by regional offices serviced by this position. There is a significant amount of coordination involved in the work, between federal, state and local field agencies, various levels of the BIA fire organization, and specialized fire and resource management disciplines, including: soil/water/air quality, procurement, contracting, grants/agreements, natural and cultural resources, threatened and endangered species, and wildlife management.

The incumbent assesses proposed fire plans and business plans, which are frequently characterized by numerous and various complications, and were conflicting viewpoints often exist between fire and resource managers, or environmental laws conflict with each other. The incumbent independently evaluates fire and resource management objectives, analyzes and integrates the comprehensive physical, social, biological and social impacts, and advises field offices on appropriate business management methods.

This position requires integrating knowledge of applicable legislation, Departmental regulations, BIA policies, and natural resource programs within a budget framework. Budgets must be consistent with agency priorities, fiscally responsible, equitable, operationally sound, and legally defensible. This position requires considerable use of independent judgment, in conjunction with sound experienced judgment and technical capabilities. Difficult issues arising from multiple priorities, competing interests, and limited funding are all common. Considerable resourcefulness and creativity must be exercised, to resolve issues of a new or unique theme.

Methods and techniques of resolution of wildland management issues developed by the incumbent are often used to resolve similar types of issues in regional or agency field offices. The incumbent's analyses, recommendations, and suggestions are relied upon as technically authoritative, and may be incorporated into national wildland fire policy.

Factor 5 - Scope and Effect

The incumbent is responsible for overseeing fire and resource business management practices, as it relates to preparedness, fuels, mobilization and resource planning. The incumbent is recognized as an authority on the most effective strategies and techniques, to ensure fire and resource business activities are compliant with agency policies. Recommendations are considered to be optimum solutions, and serve as the basis for determining new programs or for setting priorities for existing programs.

Factor 6 - Personal Contacts & Factor 7 - Purpose of Contacts

Contacts are with co-workers, professionals, and fire operations specialists involved in fire management, such as: the USDA Forest Service, State Forestry, National Park Service, US Fish and Wildlife Service, Bureau of Land Management, Environmental Protection Agency and Federal Emergency Management Agency. Contacts are performed as formal presentations, interviews, informal exchanges, and written reports and correspondence.

Contacts are for the purpose of providing technical expertise and guidance, to implement existing and new information in fire management and resource management at the regional and field level: to exchange ideas and concepts: provide technical alternatives to management decision making: and achieve regional and Bureau goals in planning and implementing fire and resource management programs.

The contacts are also to provide training and leadership to the regions and field agencies, the public in fire management programs, and to foster cooperative efforts to ensure that required actions are implemented. This requires tact, determination and persuasion, especially to convince the public and outside organizations of the benefits of partnerships in fire management. Contacts also justify the feasibility and accountability of implementing fire and resource management programs.

Development and implementation of the budget are multi-program and multi-office endeavors, so personal contacts are extensive in order to coordinate efforts. The overarching purpose of contacts is to help meet BIA goals and objectives, by efficiently developing, implementing and monitoring the region's natural resource management budget.

Factor 8 - Physical Demands

The office work is primarily sedentary. Work outside of the office requires travel to various locations throughout the United States, under a variety of climatic conditions and elevations.

Factor 9- Work Environment

Much of the work is performed in an office setting, but also involves outdoor environments with exposure to a variety of climatic conditions and elevations. Fire management work involves an exposure to smoke and intense heat. Incumbent will adhere to all safety rules and regulations, as prescribed in manuals/supplements, or by the designated Safety Officer.

IV. OTHER SIGNIFICANT FACTS

The incumbent will be required to occasionally operate a government owned or leased vehicle or equipment in the performance of his/her duties. The incumbent must possess a valid state driver's license and meet the requirements of the BIA Motor Vehicle Operation Policy.

The Bureau of Indian Affairs has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.