Fire Program Specialist
DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

Summary
The ideal candidate will have experience with the collection analysis, dissemination, and promotion of wildland and/or wildland urban interface (WUI) fire incident data. This position starts at a salary of $106,823 (GS-13). Apply for this exciting opportunity to become a member of the United States Fire Administration team within FEMA.

View common definitions of terms found in this announcement.

Overview

Open & closing dates
05/06/2022 to 05/17/2022

This job will close when we have received 100 applications which may be sooner than the closing date. Learn more.

Salary
$106,823 - $138,868 per year

Pay scale & grade
GS 13

Location
1 vacancy in the following location:
Emmitsburg, MD
1 vacancy

Telework eligible
Yes—as determined by the agency policy.

Travel Required
Occasional travel - Occasional travel may be required

Relocation expenses reimbursed
No

Appointment type
Permanent

Work schedule
Service
Competitive

Promotion potential
13

Job family (Series)
0301 Miscellaneous Administration And Program

Supervisory status
No

Security clearance
Not Required

Drug test
No

Position sensitivity and risk
Moderate Risk (MR)

Trust determination process
Suitability/Fitness

Announcement number
FEMA-22-VLS-486607-DE

Control number
653121600

THIS JOB IS OPEN TO

The public
U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency
Status candidates may also apply under FEMA-22-VLS-486607-MP. This Job is open to: U.S. citizens

Duties
The Department of Homeland Security (DHS) is calling on those who want to help protect American interests and secure our Nation. DHS Components work collectively to prevent terrorism; secure borders and our transportation systems; protect the President and other dignitaries;
enforce and administer immigration laws; safeguard cyberspace; and ensure resilience to disasters. We achieve these vital missions through a
diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

When disaster strikes, America looks to the Federal Emergency Management Agency (FEMA). Now FEMA looks to you. Join our team and use your
talent to support Americans in their times of greatest need. FEMA prepares the nation for all hazards and manages Federal response and recovery
efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a
well-skilled, knowledgeable, high performance workforce. Please visit www.fema.gov
for additional information.

**EMERGENCY ASSIGNMENT:** Every FEMA employee has regular and recurring emergency management responsibilities, though not every position
requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which
may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the
employee’s official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months),
with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging
conditions.

In this position, you will be responsible for technical and programmatic oversight of the collection, analysis and dissemination of wildfire and
Wildland Urban Interface (WUI) fires. Manage targeted collaboration with U.S. Fire Administration’s (USFA) Federal, State, Local, Tribal, and
Territorial (SLTT) partners, as well as other professional organizations.

Typical assignments include:

- Managing data collection and reporting programs and information in the National Fire Incident Reporting System (NFIRS) and other data
  systems as they interact with the NFIRS in developing deliverables and information targeted for an audience of the wildland and WUI fire
  community and other interested parties.
- Monitoring developments in special field(s) of expertise and trends in wildland and WUI fire and emergency service data management and
  operations, public activities, and national developments that may warrant investigation and research ensuring that USFA is on the leading
  edge of relevant initiatives and trends in that area.
- Providing technical assistance, guidance, and outreach to other Federal agencies, SLTT, and private sector constituents regarding WUI data.

**Requirements**

**Conditions of Employment**

- You must be a U.S. citizen to apply for this position.
- You must successfully pass a background investigation.
- Selective Service registration required.
- You must be able to obtain and maintain a Government credit card.
- Please review "Other Information" section for additional key requirements.

To ensure the accomplishment of our mission, DHS requires every employee to be reliable and trustworthy. To meet those standards, all selected
applicants must undergo, successfully pass, and maintain a background investigation for **Public Trust** as a condition of placement into this
position. This may include a credit check after initial job qualifications are determined, a review of financial issues, such as delinquency in the
payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs (please visit:
Mythbuster on Federal Hiring Policies
for additional information). For more information on background investigations for Federal jobs please visit OPM Investigations
for additional information).

Please ensure you meet the qualification requirements described below.
Qualifications

The qualification requirements listed below must be met by the closing date of this announcement.

You qualify for this position at the GS-13 level (starting salary $106,823) if you possess the following: One full year of specialized experience equivalent to the next lower grade (GS-12) in the Federal Service. This experience may have been gained in the federal government, a state or local government, a non-profit organization, the private sector, or as a volunteer; however, your resume must clearly describe at least one year of specialized experience.

Specialized experience for this position includes:

- Collecting, analyzing disseminating, and promoting wildfire and Wildland Urban Interface (WUI) fire data, including course development;
- Possessing communication skills, capable of collaboration and relationship development with internal and external stakeholders (e.g. governmental and non-governmental agencies, including state and local partners);
- Working with the National Fire Incident Reporting System (NFIRS) in analyzing national wildfire trends to include current and projected future needs.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

NOTE: Qualifications are based on breadth/level of experience. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/YY to MM/YY) and the number of hours worked per week if part time. As qualification determinations cannot be made when resumes do not include the required information, failure to provide this information may result in disqualification. Applicants are encouraged to use the USAJOBS Resume Builder to develop their federal resume. For a brief video on How to Create a Federal Resume, click here.

Current or former FEMA Reservists/DAE employees: To accurately credit your experience for these intermittent positions, make sure to list the dates (from MM/YY to MM/YY) of each deployment, along with the job title and specific duties you were responsible for during each deployment. Failure to provide this information may result in disqualification.

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

Additional information

- If you receive a conditional offer of employment for this position, you will be required to complete an Optional Form 306, Declaration for Federal Employment, and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.
- DHS uses E-verify, an internet based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities.
- This announcement may be used to fill one or more vacancies.
- All candidates must be able to deploy with little or no advance notice to anywhere in the United States and its territories for an extended period of time.
A one year probationary period is required for new Federal competitive service employees and new supervisors and managers.

If selected for this position, and you have not previously completed these requirements, you are subject to (1) completion of a 2 day onboarding program at your primary duty location; and, (2) completion of a subsequent, multiple day orientation program within 90-120 days of hire at a location to be determined. Travel associated with the orientation portion of this requirement may be at FEMA's expense.

The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. Veterans, Peace Corps, VISTA volunteers, and persons with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

This is a Bargaining Unit position.

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information, go to the DHS Careers website and select “Benefits.” Disabled veteran leave will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Review our benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

We will review your resume and supporting documentation to ensure you meet the minimum qualification requirements. If you meet the minimum qualifications, we will use your responses to the job questionnaire to place you in one of three categories based on your experience,
education, and training. The competencies or knowledge, skills, and abilities needed to perform this job are:

- Technical Proficiency
- Communication
- Customer Service
- Representing the Agency
- Teamwork and Cooperation

If you meet the minimum qualifications, you will be placed in one of the following categories:

**Best-Qualified**: Applicants possessing experience that substantially exceeds the minimum qualifications of the position and demonstrate high proficiency in all of the critical competencies, including all Selective Placement Factors (SPF), and appropriate Quality Ranking Factors (QRF) as determined by the job analysis.

**Well-Qualified**: Applicants possessing experience that exceeds the minimum qualifications of the position and demonstrates acceptable proficiency in all of the critical competencies, including all SPF's and appropriate QRFs as determined by the job analysis.

**Qualified**: Applicants possessing experience that meets the minimum qualifications of the position and demonstrate basic proficiency in most of the critical competencies, including all SPFs and appropriate QRFs as determined by the job analysis.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview.

**We recommend that you preview the online questions for this announcement before you start the application process.**

**Veterans**: Qualified veterans who have a compensable service-connected disability of at least 10% are listed in the best-qualified category, except when the position being filled is scientific or professional at the GS-09 grade level, or higher. This position is not considered scientific/professional. Other 10-point preference eligibles and veterans with 5-point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they qualify. View information on veterans' preference.

**Interagency/Career Transition Assistance Plan (ICTAP/CTAP) Eligibles**: If you have never worked for the federal government, you are not ICTAP/CTAP eligible. View information about ICTAP/CTAP eligibility on OPM’s Career Transition Resources website. To receive selection priority for this position, you must: 1) meet eligibility criteria for CTAP or ICTAP; 2) be rated well-qualified for the position; and, 3) submit the appropriate documentation to support your CTAP or ICTAP eligibility (see “Required Documents” section of this announcement). **Well-Qualified is defined as those applicants whose experience clearly exceed the minimum qualification requirements for the position and demonstrates acceptable proficiency in all critical competencies, Selective Placement Factors and Quality Ranking Factors as determined by the job analysis.**

**Interview Requirement**: Interviews may be required for this position. Failure to complete the interview may result in removal from consideration.

**You may preview questions for this vacancy.**

**Required Documents**

1. **Your resume.** Please limit your resume to five pages. If more than five pages are submitted, only the first five pages will be reviewed to determine your eligibility and qualifications.

2. **Your responses to the job questionnaire** - You will be directed to the online job questionnaire once you begin the application process for this position.

3. **Are you a veteran?** Submit Member Copy 4 of your DD-214 (Certificate of Release or Discharge from Active Duty) or other acceptable documentation (i.e., a letter from your Command reflecting rank, dates of service, and type of discharge), which verifies veteran's status and type of discharge prior to the closing date of this announcement. Those applying for 10-Point preference may fill out the SF-15 [http://www.opm.gov/forms/pdf_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) and/or provide documentation that demonstrates preference eligibility. If applying based on eligibility under the Veterans Opportunity to Work (VOW) Act, you must submit certification from the Armed Forces that you will be discharged or released from active duty service under
honorable conditions, within 120 days after the certification is submitted by the applicant. This must indicate your dates of service, expected release dates, your rank, and confirm that you will be separated under honorable or general conditions. View more veterans' information [here](https://www.fedshirevets.gov/job-seekers/special-hiring-authorities/#content).

4. Are you claiming special priority selection rights under the Agency Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP)? Submit:
   - a copy of your agency notice,
   - a copy of your most recent performance rating, and
   - a copy of your most recent SF-50, Notification of Personnel Action, noting your current position, grade level, and duty location.

5. Are you a current or former federal employee? Submit a copy of your most recent SF-50, Notification of Personnel Action that demonstrates your eligibility for consideration, e.g., length of time you have been in your current grade; your highest grade held; your current promotion potential and proof of permanent appointment if applying based on an interchange agreement. Examples of appropriate SF-50s include promotions, within-grade increases and accessions. (see Note 1).

6. Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee? Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
   - Position Title
   - Type of Appointment (Schedule A, Schedule C, Non-career SES or Presidential Appointee)
   - Agency
   - Beginning and ending dates of appointment

**Note 1:** Examples of applicable SF-50's for submission include appointment, promotion, and with-in-grade/range increases – award SF-50's will not be accepted.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education [here](http://www.ed.gov/admins/finaid/accred/).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**How to Apply**

To begin your online application, click "Apply Online" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and or required supporting documentation. Please see the **Required Documents** section for additional information. All application materials, including transcripts, must be in English.

Applications and supporting documentation will not be accepted by mail or email. You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM eastern standard time on the posted closing date of this job opportunity announcement, or at 11:59 PM eastern standard time on the date the application limit has been reached, whichever occurs first.

It is your responsibility to verify that any information entered or uploaded is received and is accurate. Determining your eligibility and qualifications is dependent on the supporting documentation and information provided, which may impact your referral for further
consideration. If a document is not legible, Human Resources will not be able to view it in your application.

We strongly encourage you to apply online. If you cannot apply online or do not have access to the internet (e.g., applicant experiencing documented system issues, applicant does not have access to the internet, etc.), you may be able to submit a paper application and the required forms. To do so, please contact the Human Resources Specialist listed in the Agency Contact Information prior to the close of this announcement.

**Agency contact information**

Vonda Sparks

**Phone**

202-812-7961

**TDD**

800-877-8339

**Fax**

999-999-9999

**Email**

vonda.sparks@fema.dhs.gov

**Address**

FEMA - Federal Emergency Management Agency

Washington, District of Columbia 20472

United States

Next steps

Once you submit your application, we will assess your experience and training, identify the best-qualified applicants, and refer those applications to the hiring manager for further consideration and possible interviews. We will notify you by email after each of these steps has been completed.

We expect to make a tentative job offer within 30 days after the deadline for applications.

If you are selected, we will conduct a suitability/security background investigation.

View more information on applying for federal employment.

Any Offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Personnel Management guidance and U.S. Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

**Fair & Transparent**

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity (EEO) Policy

Financial suitability

New employee probationary period

Reasonable accommodation policy

Selective Service

Signature and false statements