Fire Program Specialist
DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

Summary
The ideal candidate for this position will understand how wildfires grow and spread in the wildland urban interface and the impacts of weather, topography, and fuels on these events. Have experience in Community Risk Reduction and Community Wildfire Protection Planning. This position starts at a salary of $112,015 (GS-13). Apply for this exciting opportunity to become a member of the U.S. Fire Administration team within FEMA.

View common definitions of terms found in this announcement.

Overview

Open & closing dates
07/11/2023 to 07/24/2023

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

Salary
$112,015 - $145,617 per year

Pay scale & grade
GS 13

Location
1 vacancy in the following location:

Emmitsburg, MD
1 vacancy

Remote job
No

Telework eligible
Yes—as determined by the agency policy.

Travel Required
25% or less - This position may require up to 25% of travel

Relocation expenses reimbursed
No

Appointment type
Permanent

Work schedule
Full-time

Service
Competitive

Promotion potential
13

Job family (Series)
0301 Miscellaneous Administration And Program
(/Search/Results?j=0301)

Supervisory status
No

Security clearance
Not Required
(/Help/faq/job-announcement/security-clearances/)

Drug test
No

Position sensitivity and risk
Moderate Risk (MR)
(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Trust determination process
Suitability/Fitness
(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

Announcement number
FEMA-23-VS-649160-DE

Control number
736453400

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-23-KS-649160-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 assist public and private sector departments/agencies/communities with wildland fire in the urban interface, including risk assessment, program direction, loss mitigation programs, interagency coordination, and pre-suppression components of national wildfire fire mitigation programs.

Typical assignments include:

- Represents the USFA at the Federal, State, Local, Tribal, and Territorial (FSLTT) level on wildland fire/urban interface mitigation and related activities. Participates in meetings and interagency coordination workshops, providing fire mitigation expertise. Establishes and maintains an active wildland fire mitigation/urban interface program involvement with other cooperating activities at local levels.

- Serves as the National point for coordination of urban interface fire program inclusion in the fire management planning process. Develops strong emphasis and action elements designed to mitigate the causes of fires. Reviews programs and plans to ensure that fire mitigation principles, practices and policies are incorporated into state and local mitigation programs.

- Analyzes, models, and identifies major causes of wildland fire: and ensures that these causes are effectively addressed in the appropriate wildland fire/urban interface programs. Participates with supervisor and other members of the staff in the development and integration of fire mitigation into the overall program of work, including the recommending of policy development of immediate and long-range objectives, integration of various activities of the staff, and budgeting of allotments.

- Assists fire related professional organizations with wildland fire education programs. Determines, develops, and provides program expertise and materials to all supported programs.

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).
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 $112,015) 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:**

- Assisting public and private sector departments/agencies/communities with wildland fire in the urban interface, including risk assessment, program direction, and loss mitigation programs,
- Developing comprehensive risk assessments and strategic plans to mitigate fire causes,
- Assisting with the development and implementation of strategic fire mitigation protection planning which assesses the actual and potential risks & hazards to communities.

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](https://www.youtube.com/watch?v=8YX7o1PBoFk).

**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](https://www.opm.gov/forms/pdf_fill/OF0306.pdf), 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](http://www.uscis.gov/e-verify), including your rights and responsibilities.
- This announcement may be used to fill one or more vacancies.
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
- Representing the Agency
- Teamwork and Cooperation

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

1. **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.

2. **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.

3. **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 [here](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

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 (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

Please read the entire announcement and all instructions before you begin an application.

To apply for this position, you must complete the initial online application, to include submission of the documentation specified in the Required Documents section above, and any External Assessments if applicable. External Assessments may take more than an hour and half to complete; portions are timed; may include videos; and use of Chrome has been identified as having the highest compatibility for these features. If you feel you have a disability that warrants additional time, please follow the instructions to request a reasonable accommodation prior to beginning the external assessment. Once you start the assessment you will no longer be able to make such a request. The complete application package must be submitted by 11:59 PM (ET) on the closing date of the announcement to receive consideration. The application process is as follows:

1. To begin the application process, click the Apply Online.
2. Answer the questions presented in the application, including External Assessment questions if applicable, and attach all necessary supporting documentation.

3. Click the Submit Application button prior to 11:59 PM (ET) on the announcement closing date.

**Reasonable Accommodation:** If you believe you have a disability (i.e., physical or mental), covered by the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990 as amended, that would interfere with completing the External Assessment, you will be granted the opportunity to request a Reasonable Accommodation on the first page after launching the External Assessment. **You MUST submit your application, including the vacancy questions and supporting documentation, prior to 11:59 PM (ET) on the closing date in order receive consideration.** Decisions on Reasonable Accommodation requests are made on a case-by-case basis. If requested, you will receive an email notification with results of the adjudication process and instructions on how to complete the External Assessment. The External Assessment is considered part of the application package and must be completed by the closing date of the announcement or within the number of days specified in the email notification after the reasonable accommodation adjudication process is complete.

**Already taken the External Assessment?** Other agencies may use External Assessments similar to assessments utilized by FEMA. Assessments are for the sole use of the agency administering them. If you are presented with an external assessment during the application process you must take it. Otherwise, your application package will be incomplete. External Assessments taken with FEMA are valid for six months and may not be taken again during the validation period.

To update your application, excluding External Assessment responses, at any time during the announcement open period, return to your USAJOBS account. There you will find a record of your application, the application status, and an option to Update Application. This option will no longer be available once the announcement has closed.

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 the date the application limit has been reached, whichever comes 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.

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**Agency contact information**

👤 Applicant Call Center

**Phone**

202-812-7961
(tel:202-812-7961)

**TDD**

800-877-8339

**Fax**

999-999-9999

**Address**

FEMA - Federal Emergency Management Agency

Please read entire announcement

Please apply online

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 set up to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity (EEO) Policy

Financial suitability

New employee probationary period

Privacy Act

Reasonable accommodation policy

Selective Service

Signature and false statements

Social security number request