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USAJOBS

Fire Program Specialist

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
United States Fire Administration

Summary

The ideal candidate will be a Fire/EMS data analyst with expertise in SQL, Databricks, Python, Power BI, and GIS. This individual will support National Emergency Response Information System (NERIS)/National Fire Incident Reporting System(NFIRS) outreach; engage with fire departments and stakeholders; improve data quality; build strategic partnerships; monitor Fire/EMS trends; manage project grants; and represent the U.S. Fire Administration (USFA).

Learn more about this agency

Overview

Open date: 10/29/2026 **Close date:** 11/09/2026

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

Location

1 vacancy in the following location:

Emmitsburg, MD

Work site options

Telework eligible
No

Remote job
No

Relocation expenses reimbursed
No

Salary
$121,785 - $158,322 per year

Pay scale & grade
GS 13

Promotion potential
13

Learn more about pay scale and grade

Pay scale and grade determines the salary of the job.

Work schedule
Full-time

Travel Required
Occasional travel - You may be expected to travel for this position.

Appointment type
Permanent

Occupations and job series

- 0301 Miscellaneous Administration And Program

Supervisory status
No

Federal service type
This job is in the Competitive Service

Represented by a union
No

Drug test
No

Security clearance
Not Required

Position sensitivity and risk
Moderate Risk (MR)

Jobs require a background check and some require a security clearance. The type depends on the job.

Background check type

- Suitability/Fitness

Financial disclosure required
Yes

Some jobs require financial disclosure to identify conflicts of interests.

Announcement number
FEMA-CS-13100217-DE

Control number
890574000

This job is open to

The public

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

Career transition (CTAP, ICTAP, RPL)

Federal employees whose job, agency or department was eliminated and are eligible for priority over other applicants.

Clarification from the agency

Status candidates may also apply under FEMA-CS-13100136-MP. This Job is open to: U.S. citizens

Duties

What will I do in this position if hired?

In this position, you will serve as a Fire Program Specialist in the United States Fire Administration, Integrated Fire Services Division. Typical assignments include:

- Planning, implementing, monitoring, analyzing, and evaluating data outreach initiatives supporting National Emergency Response Information System (NERIS) and historical data from the legacy National Fire Incident Reporting System (NFIRS).
- Engaging with the fire and emergency services community to improve data-product usability and encourage participation in NERIS data-quality initiatives.
- Developing, debugging, and executing SQL queries in Databricks to retrieve, validate, and prepare Fire/EMS data for analysis and reporting.

- Analyzing and assessing query results using Python, Power BI, and GIS to identify data trends, quality issues, and opportunities for improvement.
- Producing and reviewing formal data products and internal documents while serving as a Contracting Officer's Representative (COR) for one or more programs.

What else do I need to know?

At FEMA, our mission is to help people before, during and after disasters, and every employee at FEMA has a role in emergency management. 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.

Requirements

Conditions of employment

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/Moderate** 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.

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.

Please ensure you meet the qualification requirements described below.
Key Requirements:

1. You must be a U.S. citizen to apply for this position.
2. You must successfully pass a background investigation.
3. Selective Service registration required.
4. Current federal employees must meet time-in-grade requirements.
5. You must be able to obtain and maintain a Government credit card.

6. You 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.
7. Please review the Additional Information section for additional key requirements.

Qualifications

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

To qualify for this position at the **GS-13** level, you must possess one full year of specialized experience equivalent to at least the **GS-12** level in the Federal government, which has equipped you with the skills needed to successfully perform the duties of the position. Experience may be obtained in the federal government, a state or local government, or private sector, and must demonstrate the following:

- Analyzing fire and emergency services data to identify trends and support the development of reliable data products; **AND**
- Planning national-level Fire or Emergency Management Specialist data initiatives to support data research, analysis, system operations, and stakeholder outreach; **AND**
- Managing Fire or Emergency Management Specialist data projects to improve data quality and usability for the fire service community.

Please read the following important information to ensure we have everything we need to consider your application:

- Do not copy and paste the duties, specialized experience, or occupational assessment questionnaire from this announcement into your resume as that will not be considered a demonstration of your qualifications for this position.
- Your resume serves as the basis for experience related qualification determinations, and you must highlight your most relevant and significant work experience and education (if applicable), as it relates to this job opportunity. Please use your own words, be clear, and specific when describing your work history. We cannot make assumptions regarding your experience.

Are you qualifying based on your work experience?

- **Qualifications are based on your ability to demonstrate in your resume that you possess one year of the specialized experience for this announcement at a comparable scope and responsibility.** To ensure all of the essential information is in your resume, we encourage you to use the USAJOBS online Resume Builder. If you choose to use your own resume, it must contain the following information **organized by experience/position**: (1) job title, (2) name of employer, (3) start and end dates of each period of employment (from MM/DD/YY to MM/DD/YY), (4) detailed description of duties performed, accomplishments, and related skills, and (5) hours worked per week (part-time employment will be prorated in crediting experience). **Federal experience/positions must also include the grade level, occupational series and dates in which you held each grade level.**
- **Are you a current or former FEMA Reservist/Disaster Assistance Employee (DAE)?** To accurately credit your experience from intermittent positions and Reservist Deployments, you must list the dates (from MM/DD/YY to MM/DD/YY) of deployments that are relevant to your qualifying experience, along with the job title and specific duties you were responsible for during each deployment.

- Determining length of General or Specialized Experience is dependent on the above information. Failure to provide the above information in your resume may result in your application being found "not qualified.
- 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 provides valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.
- For additional information on crediting experience and/or education, please reference the OPM General Schedule Qualification Standards.

Education

No Educational Substitution: There is no educational substitution for this position, and you must meet the qualifications listed in the "requirements" section of this announcement.

Additional information

- **If selected for this position, you will be required to attend a three-week, in-person training course in Emmitsburg, Maryland within six months of onboarding. FEMA will cover all travel expenses. Failure to participate may result in disciplinary action up to and including termination.**
- 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.
- The Fair Chance to Compete for Jobs Act prohibits the Department of Homeland Security and its Components from requesting an applicant's criminal history record **before** that individual receives a conditional offer of employment. In accordance with 5 U.S. Code § 9202(c) and 5 C.F.R § 920.201 **certain positions are exempt from the provisions** of the Fair Chance to Compete Act. Applicants who believe they have been subjected to a violation of the Fair Chance to Compete for Jobs Act, may submit a written complaint to FEMA-Misconduct@fema.dhs.gov.
- 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.
- 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.
- A one-year probationary period is required for new Federal competitive service employees and new supervisors and managers.

- Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.
- During the application process you will have an option to opt-in to make your resume available to hiring managers in the agency who have similar positions. Opting in does not impact your application for this announcement, nor does it guarantee further consideration for additional positions.
- This is a Non-Bargaining Unit position.

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

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; 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 basic qualification requirements. If you meet the basic qualifications, your experience, education and training will be rated using USA Hire Assessment that is based on the following competencies needed to perform this job:

- Communication

- Customer Service
- Representing the Agency
- Teamwork & Collaboration
- Technical Proficiency
-
  - Attention to Detail
  - Decision Making
  - Flexibility
  - Integrity/Honesty
  - Interpersonal Skills
  - Reading Comprehension
  - Reasoning
  - Self-Management
  - Teamwork

Based on the review of your resume for the specialized experience required for this position and the results of the USA Hire Assessment, you may be referred to the hiring manager for consideration and may be called for an interview.

We recommend that you review USA Hire Applicant Resource Center before you start the application process.

This announcement uses the Set Number of Highest Ranked eligibles method under 5 CFR § 332.402. All qualified applicants who either exceeded the cut number/percentage or tie with other qualified applicants at the cut number/percentage will be referred to the selecting official for consideration.

We will provide the selecting official with a sufficient number of names, when available, to consider at least three candidates per vacancy. If fewer than three eligible and available candidates per vacancy result, we will expand the group in accordance with our pre-announced supplement strategy and OPM policy.

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

https://apply.usastaffing.gov/ViewQuestionnaire/13100217

Veterans: Qualified veterans who have a compensable service-connected disability of at least 10% are listed at the top of the referral list, 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 with the same score. 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 who are rated with a minimum score of 80.00 for this position.**

After FEMA completes its hiring, the resumes of the remaining candidates referred for selection consideration may be shared with other DHS Components and other federal agencies. During the application process, you may choose to opt-in if you would like your name, application material, and assessment results to be shared. There is no guarantee of further consideration, and you continue to explore other job opportunity announcements.

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

Required Documents

Do not include photos, personally identifying information (PII) (including birthday and social security numbers), or personal information such as age, sex, medical history, etc. Resumes that include any of this information will be disqualified.

You must provide the following supporting documentation for your application package, including:

1. **Resume.** Limit your resume to no more than two pages. The USAJOBS database will not allow an applicant to submit an application that includes a resume over two pages.
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 such as a certification 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 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. *(Note: for the purpose of verifying length and character of service, a letter from the VA will not suffice. A letter from the VA can only be used to determine disability rating.)*
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**).

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.

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

Due weight will be given to performance appraisals and incentive awards in merit promotion selection decisions in accordance with 5 CFR 335.103(b)(3).

Please read the entire announcement and all the instructions before you begin an application. To apply and be considered for this position, you must complete all required questionnaires, assessments and submit all required documentation as specified in the How to Apply and Required Documents section. 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.Click the **Apply Online** button.
2. Answer the questions presented in the application and attach all necessary supporting documentation.
3. Click the **Submit Application** button prior to 11:59 PM (ET) on the announcement closing date.
4. If you are required to complete any USA Hire Assessments, you will be notified after submitting your application. The notification will be provided in your application submission screen and via email. The notification will include your unique assessment access link to the USA Hire system and the completion deadline. Additionally, in USAJOBS you can click "Track this application" to return to your assessment completion notice.
5. Access USA Hire using your unique assessment link. Access is granted through your USAJOBS login credentials.

6. Review all instructions prior to beginning your assessments. You will have the opportunity to request a testing accommodation before beginning the assessments should you have a disability covered under the Rehabilitation Act of 1973 as amended.
7. Set aside at least 3 hours to take the USA Hire Assessments; however, most applicants complete the assessments in less time. If you need to stop the assessments and continue later, you can re-use your unique assessment link.
8. Your responses to the USA Hire Assessments will be reused for one year (in most cases) from the date you complete an assessment. If future applications you submit require completion of the same assessments, your responses will be automatically reused.

Reasonable Accommodation (RA) Requests: If you have a disability (i.e., physical or mental), covered by the Rehabilitation Act of 1973 as amended that interferes with completing the USA Hire Competency Based Assessment, you may request a RA in your online application. Requests and supporting documentation for a RA must be received prior to starting the USA Hire Assessment. Decisions for a RA are made on a case-by-case basis. If your RA request is approved and you meet minimum qualifications, you will receive an email invitation to complete the USA Hire Assessment. If you receive the USA Hire URL link after the close of the announcement, you must complete all assessments within 48 hours. To determine if you need a RA, please review the Procedures for Requesting a Reasonable Accommodation for Online Assessments.

For more general information, system requirements, reasonable accommodation information, and to request assistance regarding the USA Hire Assessments, review the USA Hire Assessments Resources.

Only resumes up to a total of two pages will be accepted. Applicants with resumes exceeding two pages will be removed from consideration.

Incentives may be offered depending on funding availability, the difficulty of positions to fill, and qualifications of applicants.

An employee, job applicant, or an individual acting on behalf of the employee, may request a Reasonable Accommodation by emailing fema-reasonable-accommodation@fema.dhs.gov with "time sensitive" in the subject line.

If you have questions about this announcement or the application process, please contact the Human Resources Specialist listed in the Agency Contact Information prior to the close of the announcement.

To review the common definitions of terms found in this announcement, please visit the DHS Common Definitions page.

To update your application, including supporting documentation: During the announcement open period, return to your USAJOBS account, find your application record, and click Edit my application. This option will no longer be available once the announcement has closed.

To view the announcement status or your application status: Review your job status on your Application Dashboard. Your application dashboard is where you can view your application status, USA Hire assessment completion status, and review your notifications sent by the hiring agency regarding your application.

Agency contact information

Cynthia Stevenson

Phone
000-000-0000
Email
cynthia.stevenson@associates.fema.dhs.gov

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.

If you are selected, you will be notified by phone or email with a tentative job offer. If you fail to respond, fail to meet the conditions of employment, or fail any other pre-employment requirements (such as the background investigation), we may rescind a tentative job offer.

For information on the Federal employment application process, please visit the USA Jobs Help Center. 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 (OPM) guidance and U.S. Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

Fair and transparent

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

Criminal history inquiries
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

USAJOBS is a United States Office of Personnel Management website.