

Attachment 2: Amendment to Benchmark Position Description--Other Duties

INSTRUCTIONS FOR USE OF THIS ATTACHMENT: *The incumbent may be responsible for other duties not specified in the applicable Benchmark Position Description (PD). List and/or check these additional duties, record the percentage of time spent on each, and staple this Attachment to the applicable Benchmark PD. The duties that you identify below will have no impact on the grade of the Benchmark PD since they should, in the aggregate, not occupy more than 20% of the incumbent's time and should be at the same or lower grade level as the duties described in the Benchmark PD. If the other duties are grade controlling, you must not use the Benchmark PD.*

ORGANIZATIONAL LOCATION: _____ POSITION NO.: _____

DUTIES NOT LISTED IN THE BENCHMARK PD: The incumbent is also responsible for performing the following duties for the percentage of time indicated:

___% Serves on the following local, regional, Servicewide or inter-agency task force(s) or committee(s):

___% Performs supervisory responsibilities less than 25% of the time (see Attachment 1: Amendment to GS-11 Benchmark Position Description--Supervisory Duties and Evaluation Factors).

___% Serves as collateral duty fire management officer.

___% Serves as collateral duty wilderness or backcountry coordinator.

___% Serves as collateral duty safety officer.

___% _____

___% _____

___% TOTAL