

**POSITION MANAGEMENT PLAN
DINOSAUR NATIONAL MONUMENT
October 2002**

Introduction

In November 2001, all parks in the Intermountain Region received a memorandum from the Regional Director requiring that a Position Management Plan be completed. Superintendents were instructed to review their current organization and develop a Position Management Plan that strategically defines the optimal organizational structure to accomplish the most important work in the park over the next five years. As a prerequisite for moving forward in the planning effort, Superintendents were asked to seriously consider a range of different actions, including consolidating functions, reducing supervisory levels, redistributing duties among employees, and reducing costs. Again, the overall goal of the Position Management Plan is to facilitate efficient and effective work processes that support employees providing a high level of protection for park resources and a high level of service for park visitors.

The management team recognizes that the Position Management Plan must be a flexible plan so that the park can readily adapt to a constantly changing work environment. The management team will therefore review the plan at least annually to determine if changes are required. Implementation of the Position Management Plan will be accomplished via voluntary transfers, retirements, directed reassignments, and through the application of tighter financial management practices of the park's overall budget. This plan will not involve any reductions in force.

Functional Analysis of Work Processes

Earlier in the year, the management team started a process of identifying current and future pressing issues in the park, changes in the park's focus as a result of these issues, and various budgetary realities. The management team reviewed core functions of each work group in the park, as well as the core function of the park itself. This analysis prompted a series of modifications to the organization chart as well as amended description of duties for affected personnel. In some instances, staff will be moved within the park organization consistent with modifications to roles and functions at the division level. In others cases, only assigned duties will change. The major park-wide change will be to move away from the district concept to an area concept. It is hoped this change will help foster a view of the park as one unified area instead of two separate districts. This change will affect positions in the Ranger, Maintenance, and Interpretation divisions.

Phased Reorganization and Position Classification

Position descriptions will be reviewed and amended consistent with the outlined roles and functions as directed by the Superintendent. As position descriptions are amended, the organization chart will be modified accordingly. Actions to be initiated include:

1. Office of the Superintendent

- A separate Office of the Superintendent has been established under organization code 1400. The Superintendent position previously resided in the Division of Administration (organization code 1401).
- The Fire Management Office positions have been reassigned to the Office of the Superintendent.
- The Fire Management Officer is now under the supervision of the Superintendent.
- The Concessions Management Specialist has been reassigned from the Division of Administration to the Office of the Superintendent.
- A permanent GS-0318-06 secretary position has been established.

2. Division of Administration

- The GS-2210-09 Information Technology Specialist position has been reassigned from the Division of Research and Resource Management to the Division of Administration, and is now under the supervision of the Administrative Officer. Due to the establishment of the Information Technology Management series, this position name was changed from Computer/GIS Specialist to Information Technology Specialist in August 2002.
- The GS-0203-04/05/06 Human Resources Assistant position (1401-10) has been abolished.

3. Division of Maintenance

- The two District Foreman positions have been renamed General Maintenance and Operations Supervisors.
- The following positions have been abolished:
 - WG-4749-05 Maintenance Worker (1402-801) subject to furlough
 - WG-5716-10 Engineering Equipment Operator (1402-815) subject to furlough
 - WG-5813-06 Automotive Helper (1402-05)

4. Division of Visitor Protection

- The GS-025-11 Yampa District Ranger position (1403-02) will be abolished and replaced by a new position, a GS-025-11 Supervisory Park Ranger.
- When the GS-025-11 Green River District Ranger position becomes vacant, said position will be abolished and replaced by a new position, a GS-025-09 Park Ranger/Protection (Fee).
- The GS-025-09 Lodore Park Ranger position (1403-05) will be replaced by GS-025-09 Park Ranger/Protection subject-to-furlough position.

5. Division of Research and Resource Management

- The GS-401-12 Natural Resource Management Specialist position will be redescribed and reclassified as a GS-401-12 Range Ecologist/Wildlife Biologist position.

- The GS-401/1301/101-09/11 Compliance/Planning Specialist position (1404-12) has been abolished.
- The Fire Management Office positions have been reassigned to the Office of the Superintendent.
- The GS-2210-09 Information Technology Specialist position has been reassigned from the Division of Research and Resource Management to the Division of Administration
- The GS-1350-13 Research Grade Paleontologist position was reclassified to a GS-1350-13 Geologist (Paleontology) position in August of 2002. This reclassification was initiated because the park has a greater need for a staff level position than a research grade position. The GS-1350-11 Geologist position (1404-03) will be abolished when the position becomes vacant. Although the work performed under this position is valued, this change will be made because the park has a greater need for several other positions to be filled. When both Geologist positions become vacant, a GS-12 Physical Resources Program Specialist position will be established.
- The GS-193-12 Archaeologist has been reassigned as a GS-12 Cultural Resources Program Manager (Interdisciplinary).

6. Division of Interpretation

- The District Park Rangers have been renamed Area Park Rangers.
- A GS-025-05 Park Ranger/interpretation subject to furlough position will be added.

Park Priority Positions to Be Filled

1. Superintendent's Secretary (January 2003).
2. Automotive Mechanic (January 2003).
3. Supervisory Park Ranger (sometime in Fiscal Year 2003 dependent on funding).
4. Range Ecologist/Wildlife Biologist (sometime in Fiscal Year 2003 dependent on funding).
5. GIS Specialist (FY2004).

Other Priority Park Positions

- Maintenance Mechanic.
- Park Ranger/Interpretation subject-to-furlough.
- Lodge Park Ranger/Protection subject-to-furlough.