

**GEOGRAPHIC AREA
HUMAN RESOURCE SPECIALIST POSITION (HRSP)
COORDINATOR ROLE**

January 2009

The Geographic Area HRSP Coordinator will be responsible for the following four key areas. They may choose to expand on these responsibilities for their individual Geographic Area. *They may personally accomplish these responsibilities, or facilitate accomplishment by other appropriate individuals.*

Training Facilitation and Coordination

Facilitates and coordinates HRSP Training for Geographic Area as per Wildland and Prescribed fire Qualifications System Guide, PMS 310-1 requirements.

Coordinates the establishment of training cadres for Geographic Area HRSP Training.

Ensures that training information is adequately posted/distributed, and is complete and accurate.

Utilizes course prerequisites and ensures the nomination process flows smoothly.

Ensures current and appropriate course material is being provided and presented.

Responds to training information and material requests from HRSP's within their Area.

Assists HRSP Trainees with fire assignments in order to become qualified/certified.

Provides local/area Dispatch Center, Redcard Committee, or appropriate entity with a list of qualified HRSP's and trainees.

Primary contact point for performance related issues for all Geographic Area HRSP's and trainees.

Program Communication Coordination:

Serves as initial point of contact for HRSP's within their Geographic Area, for information on all aspects of the Incident HRSP Program.

Maintains up to date information of qualified and trainee HRSP's in their Geographic Area.

Serves as Geographic Area HRSP Representative on committees as appropriate, and provides information/education on National HRSP Coordinated Program.

Coordinates with the National HRSP Program Coordinator. Participates on National HRSP Coordinator Team.

Coordinates with other Agency officials/contacts on the HRSP Program. Facilitates information exchange between agencies.

Coordinates Incident HRSP Program with F&AM Directors, Incident Commanders and Teams. Keeps them informed of National HRSP Coordinated Program activities.

Coordinates with Geographic Area Incident Business Management contacts where appropriate.

Fire Season Coordination:

Monitors incident requests to local/area Dispatch Center. Assists Dispatch in matching requests with fully qualified and trainee HRSP's.

Within Geographic Area, assists HRSP's on Incidents with unusual circumstances and questions.

Collects HRSP Contact Information Reports and other required documentation for all Geographic Area Incidents.

Provide Incidents with appropriate CISM support, resources and contact information for the Geographic Area

HRSP Reports:

Coordinates completion and submission to National HRSP Coordinator of annual Geographic Area HRSP Contact Information Report.

Provides Geographic Area statistical reports to F&AM Directors, and Incident Commanders, annually or upon request.

Provides annual statistical information to Geographic Area HRSP's.