

**ADMINISTRATIVE PROCEDURES**

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| **10.13 Lead Resource Specialist Program** | **Revised: November 1, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by A&M System Regulation [31.01.01](http://policies.tamus.edu/31-01-01.pdf) *Compensation Administration*.

2. BASIS

The purpose of the Lead Resource Specialist Program is to maintain span of control within the agency task forces or district offices and to allow the splitting of task force or district office staff during fire or emergency response, as well as for other assignments when the need requires it. The lead resource specialist is a key link within the chain of command by maintaining continuity and helping to ensure leadership is always at hand.

3. ELIGIBLE DEPARTMENTS

The Lead Resource Specialist Program is specifically designed for task forces and district offices in the Field Operations Department.

4. LEAD RESOURCE SPECIALIST ELIGIBILITY

4.1 Eligibility is limited to employees who are resource specialists in the Field Operations Department.

4.2 The resource specialist must be qualified to perform the lead resource specialist responsibilities. Minimum qualifications are:

1. Minimum 3 years tenure with Texas A&M Forest Service
2. National Wildfire Coordinating Group qualified Firefighter Type 1 (FFT1) / Incident Command Type 5 (ICT5)
3. Completed L 280 course
4. National Fire Protection Association 1041 or equivalent (Fire Service Instructor)
5. Received a Meets or Exceeds expectations on last three performance evaluations
6. Demonstrated core values of professionalism, initiative, integrity and service minded
7. Safety minded and served as a fire line leader
8. Supported by chain of command for appointment
9. Able to maintain the respect at all levels of the chain of command

Additional qualifications related to natural resource program responsibilities may be required by the respective department.

5. LEAD RESOURCE SPECIALIST RESPONSIBILITIES

The lead resource specialist position serves as the senior firefighter on an agency task force or in a district office and acts as an assistant to the task force coordinator or district forester.

6. SALARY SUPPLEMENT

An employee selected to serve as a lead resource specialist will receive a $1 per hour temporary salary adjustment while serving in the program. If the lead resource specialist also serves the dual role of mentor, they are limited to one temporary salary adjustment of $1 per hour.

7. APPOINTMENT PROCESS

7.1 The appointment of a lead resource specialist under this program will be based on operational needs of the Field Operations Department. Recommendations for appointment will be accompanied by documentation of qualifications and the program or operational need.

7.2 The Field Operations Department Head will review the recommendations and ensure administrative approval is received from the Division Chief Operating Officer and AgriLife Human Resources Manager prior to routing the request to the Associate Director for Resource Protection for approval. A Form 500 Personnel/Budget Action will be initiated for the temporary salary increase.

7.3 The Field Operations Department Head will review each lead resource specialist annually for re-appointment.

8. TERMINATION OF SALARY SUPPLEMENT

When an employee stops serving as a lead resource specialist, the Field Operations Department Head will initiate a Form 500 Personnel/Budget Action to remove the temporary salary adjustment.

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