Recreation Staff Officer
Department of Agriculture
Forest Service

Open & closing dates
2017-08-07 to 2017-08-11

Salary
$60,210 to $78,270 / per year

Pay scale & grade
GS 11

Series
0101 Social Science
0401 General Natural Resources Management And Biological Sciences
0807 Landscape Architecture

Appointment type
Permanent

Work schedule
Full-Time

Job announcement number
17-0612-393504FS-EG

Control number
476284900

Locations

Reedsport, OR
1 vacancy

This job is open to
Federal employees
Current or former competitive service employees. Includes merit promotion, CTAP, ICTAP, transfer, and internal to the agency positions.

Veterans

Land Management
Current or former time-limited federal employees in a Land Management Agency.

Job Overview
Summary

A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation’s most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies.

It’s an awesome responsibility - but the rewards are as limitless as the views.

USDA is a great place to start or continue your career. USDA is ranked as one of the top 10 "Best Places to Work in the Federal Government" by the Partnership for Public Service (http://bestplacetowork.org/BPTW/rankings/overall/large). Rankings are based on employee feedback regarding satisfaction with their work experience.

This position is located in Region 6, on the Central Coast Ranger District and Oregon Dunes National Recreation Area of the Siuslaw National Forest in Reedsport, Oregon.

For additional information about the duties of the position, please contact Michele Jones at 541-563-8445 or email at mhjones@fs.fed.us.
The incumbent serves as a Recreation Staff Officer and will be responsible planning and implementation of a recreation resource program including lands, recreation special uses, wilderness, developed sites, dispersed recreation, trails, motorized vehicles, scenery management, and interpretive planning.

**Duties**

Serves as a member of the Ranger District leadership team, is involved in major resource management and administrative decisions, and provides counsel to the District Ranger on all aspects of Forest Service management and policy related to recreation management.

The incumbent is a liaison and coordinates with other resource areas, Forest and Hebo RD recreation staff.

Directly supervises anywhere from 6-9 permanent Recreation Technicians and one GS-9 Recreation Manager.

Assists with planning and oversight an approximately $2 million annual budget.

**Supervisory Status**

Yes

**Promotion Potential**

11

**Travel Required**

Occasional Travel

Occasional Travel for trainings and meetings

**Relocation Authorized**

Yes

Basic moving expenses with no discretionary expenses: Entitlements for payment of basic moving expenses, as required and to the extent allowed by the Federal Travel Regulations (FTR) 302-3.101, are authorized for eligible applicants changing duty station when the change meets the distance tests as provided in FTR 302-1.1 and 302-2.6. Additional relocation benefits are not available.

**Who May Apply**

This job is open to...

Current permanent Forest Service employees with competitive status, current/former temporary employees eligible under the Land Management Workforce Flexibility Act, CTAP/RPL/ICTAP and VEOA
eligibles. Under the Service First Agreement current permanent Bureau of Land Management, Fish &
Wildlife Service, and National Park Service employees may apply.

Questions? This job is open to 3 groups.

Job Requirements

Key Requirements

You must be a US Citizen or US National

Males born after 12/31/59 must be Selective Service registered or exempt

Successful completion of a one-year probationary or trial period.

Qualifications

Applicants must meet all qualifications and eligibility requirements by the closing date of the
announcement as defined below. For more information on the qualifications for this position, go
to: http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp

GS-101 - Social Science

Degree: Successful completion of a full 4-year course of study in an accredited college or university
leading to a bachelor's or higher degree that included a major field of study in behavioral or social
science; or related disciplines appropriate to the position.

OR

Combination of education and experience -- that provided the applicant with knowledge of one or more
of the behavioral or social sciences equivalent to a major in the field.

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of
one or more of the behavioral or social sciences equivalent to a major in the field.

401 - General Biological Science

Degree: Successful completion of a full 4-year course of study in an accredited college or university
leading to a bachelor's or higher degree that included a major field of study in biological sciences,
agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.

OR
Combination of education and experience with courses equivalent to a major described above, plus appropriate experience or additional education.

807 - Landscape Architecture Series

Degree: landscape architecture or landscape design.

OR

Combination of education and experience -- for each year short of graduation, the applicant must have had 1 year of experience under professional leadership and guidance of such character and diversity as to be a satisfactory substitute for the required education. This experience must have included original landscape design.

In addition to the requirements described above, the following additional education and/or experience are required for the grade(s) specified.

GS-11 level: Applicants must have one year of specialized experience equivalent to at least the GS-09.

Examples include: Planned, organized, advised on and administered recreation activities and programs. Conducted surveys and studies of existing dispersed and developed recreation facilities. Developed plans for potential sites or areas for additional recreation use. Participated in the preparation and monitoring of annual operating plans and budget preparation. Develops and monitors a portion of the annual program plan of work. Developed environmental documents concerning proposed recreational sites, wilderness trails and special uses.

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 can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Work Experience: Your resume must clearly document the following for each block of work experience; the beginning day, month and year the work assignment started and ended; the hours worked per week; position title, and series and grade if applicable; and description of duties performed. This information must be provided for each permanent, temporary or seasonal appointment/work assignment or volunteer work and should be clearly documented as a separate block of time. Incomplete, inaccurate or conflicting work history may not be credited for qualifications purposes. This can result in an applicant not being considered for the position.
Foreign Education: Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Applicants must provide documentation with their application that the education was evaluated by a U.S. organization that specializes in interpretation of foreign educational credentials, commonly called a credential evaluation service. For further information on the evaluation of foreign education, refer to the U.S. Department of Education website at http://www.ed.gov.

To receive consideration for this position, you must meet all qualification requirements by the closing date of the announcement.

TIME IN GRADE REQUIREMENT: If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements of 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met by the closing date of this announcement.

ADDITIONAL REQUIREMENTS:

Subject to one-year supervisory/managerial probationary period

Security Clearance

Other

Additional Information

Additional Information

What To Expect Next

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. If further evaluation or interviews are required, you will be contacted. Log in to your USAJOBS account at https://my.usajobs.gov/Account/Login to check your application status. We expect to make a final job offer approximately 40 days after the deadline for applications.

BENEFITS

The Federal Service offers a comprehensive benefits package. Explore the benefits offered to most Federal employees at: https://www.usa.gov/benefits-for-federal-employees
Other Information

BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

Career Transition Assistance Plan (CTAP), Reemployment Priority List (RPL) or Interagency Career Transition Assistance Plan (ICTAP): For information on how to apply as a CTAP, RPL or ICTAP eligible see http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/. To exercise selection priority for this vacancy, CTAP/RPL/ICTAP candidates must meet the basic eligibility requirements and all selective factors. CTAP/ICTAP candidates must be rated and determined to be well qualified (or above) based on an evaluation of the competencies listed in the How You Will Be Evaluated section. When assessed through a score-based category rating method, CTAP/ICTAP applicants must receive a rating of at least 85 out of a possible 100.

Direct Deposit - Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to a financial institution of your choosing.

E-Verify: Federal law requires agencies to use the E-Verify system to confirm the employment eligibility of all new hires. If you are selected as a newly hired employee, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS E-VERIFY system. Under the system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

Farm Service Agency (FSA) County Employees: Permanent County employees without prior Federal tenure who are selected for a Civil Service position under Public Law 105-277 will be given a career-conditional appointment and must serve a 1-year probationary period.

Land Management Workforce Flexibility Act (LMWFA) provides current or former temporary and term employees the opportunity to compete for permanent competitive service positions. Individuals must have more than 24 months of service without a break between appointments of two or more years and the last temporary or term appointment must have been with the Forest Service. Service must be in the competitive service and have been at a successful level of performance or better. See https://www.congress.gov/114/plaws/publ47/PLAW-114publ47.pdf.

This position is eligible for telework and other flexible work arrangements.
Special Hiring Authorities Information: Click here for more information
https://www.usajobs.gov/Help/search/?q=special+hiring regarding applying under the Veteran’s Recruitment Act (VRA), 30 percent disabled veterans, certain military spouses, and Schedule A Disabled.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service are eligible for consideration under the Veteran's Employment Opportunity Act (VEOA). See:

Subject to one-year supervisory/managerial probationary period (unless prior service is creditable). New USDA supervisors must successfully complete all components of the required new supervisory training program before the end of their probationary period.

May select from this announcement JOA or any other

This job originated on www.usajobs.gov. For the full announcement and to apply, visit www.usajobs.gov/GetJob/ViewDetails/476284900. Only resumes submitted according to the instructions on the job announcement listed at www.usajobs.gov will be considered.

How to Apply

How to Apply

Please view Tips for Applicants – a guide to the Forest Service application process.

Please read the entire announcement and all instructions before you begin. You must complete this application process and submit all required documents electronically by 11:59p.m. Eastern Time (ET) on the closing date of this announcement.

Applying online is highly encouraged. We are available to assist you during business hours (normally 8:00a.m. - 4:00p.m., Monday - Friday). If applying online poses a hardship, contact the Agency Contact listed below well before the closing date for an alternate method. All hardship application packages must be complete and submitted no later than noon ET on the closing date of the announcement in order to be entered into the system prior to its closing.

This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact the Agency Contact to request this.
To begin, click "Apply Online" and follow the instructions to complete the Assessment Questionnaire and attach your resume and all required documents.

NOTE: You must verify that uploaded documents from USAJOBS transfer into the Agency’s staffing system. Applicants may combine all like required documents (e.g., all SF-50s) into one or more files and scan for uploading into the application. Each file must not exceed 3MB. Grouping like documents into files will simplify the application process. Documents must be in one of the following formats: GIF, JPEG, JPG, PDF, PNG, RTF, or Word (DOC or DOCX). Uploaded documents may not require a password, digital signature, or other encryption to open.

How You Will Be Evaluated

You will be evaluated based on your qualifications for this position as evidenced by the experience, education, and training you described in your application package, as well as the responses to the Assessment Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

Knowledge of planning and development of recreation program management and evaluation of program/project activities

Ability to communicate effectively with those inside and outside the agency and maintain cooperative relationships.

Ability to supervise and lead a diverse workforce.

Ability to develop and prepare grant initiatives and proposals.

Knowledge of managing a budget.

Your application, including the online Assessment Questionnaire, will be reviewed to determine if you meet (a) minimum qualification requirements and (b) the resume supports the answers provided to the job-specific questions. Your resume must clearly support your responses to all the questions addressing experience and education relevant to this position. Applicants who meet the minimum qualification requirements and are determined to be among the best qualified candidates will be referred to the hiring manager for consideration. Noncompetitive candidates and applicants under some special hiring authorities need to meet minimum qualifications to be referred.

Note: If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your rating may be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection disciplinary action up to including removal from the Federal service.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the "Apply Online" button to the right.
To view the application form, visit:

Required Documents

The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

Resume that includes: 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) supervisor’s phone number and whether or not the supervisor may be contacted for a reference check; 5) other qualifications.

If education is required or you are using education to qualify, you must submit: a copy of your college transcripts. An unofficial copy is sufficient with the application; however, if you are selected, you will be required to submit official transcripts prior to entering on duty. Education must have been successfully obtained from an accredited school, college or university. If any education was completed at a foreign institute, you must submit with your application evidence that the institute was appropriately accredited by an accrediting body recognized by the U.S. Department of Education as equivalent to U.S. education standards. There are private organizations that specialize in this evaluation and a fee is normally associated with this service. For a list of private organizations that evaluate education, visit http://www.naces.org/members.htm. All transcripts must be in English or include an English translation.

In addition to the above, you must submit the documents below if you claim any of the following:

Current and former Federal employees: 1) Most recent non-award Notification of Personnel Action (SF-50) showing that you are/were in the competitive service, highest grade (or promotion potential) held on a permanent basis, position title, series and grade AND 2) Most recent performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable. Do not submit a performance plan.

Surplus or displaced employees eligible for CTAP, RPL, or ICTAP priority: proof of eligibility (RIF separation notice, notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area, notice of disability annuity termination), SF-50 documenting separation (as applicable), and your most recent SF-50 noting position, grade level, and duty location with your application per 5 CFR 330.

Land Management Workforce Flexibility Act Eligible Applicants: Notification of Personnel Actions (SF-50s) showing you have served in appropriate appointment(s) for a period/periods that total more than 24 months without a break in service of two or more years. You must include the initial hire actions, extensions, conversions and termination/separation SF-50s for each period of work; AND Performance
Rating(s) or other evidence showing acceptable performance for ALL periods counted toward the more than 24 months of service. You must provide: 1) Performance Rating(s) showing an acceptable level of performance for period(s) of employment counted towards your eligibility, signed by your supervisor(s); or 2) If documentation of a rating does not exist for one or more periods, a statement from your supervisor(s) or other individual in the chain of command indicating an acceptable level of performance for the period(s) of employment counted towards your eligibility; or 3) If you do not have a Performance Rating or other performance documentation (outlined in 1 and 2 above) for any period that you are using to qualify for eligibility under the LMWFA, you must provide: A stated reason as to why the appraisal/documentation is not available, and a statement that your performance for all periods was at an acceptable level, your most recent separation was for reasons other than misconduct or performance, and you were never notified that you were not eligible for rehire based on performance. (This shall be accepted in lieu of providing copies of the performance appraisals).

Current permanent FSA County employees: most recent non-award Notification of Personnel Action, (SF-50 or equivalent) showing your highest grade (or promotion potential) held on a permanent basis, position title, series and grade AND most recent performance appraisal (dated within 18 months) per above.

VEOA, VRA and 30% Disabled Veterans: please review the Required Documents for Hiring Authorities Quick Guide on the Forest Service website.

If claiming eligibility under a special hiring authority not listed above, please review the Required Documents for Hiring Authorities Quick Guide on the Forest Service website.

Department of Agriculture

Forest Service

Contact

HRM Contact Center

Phone: 877-372-7248, option 2

TDD: 800-877-8339

Email : fsjobs@fs.fed.us

Address

USDA Forest Service

Do not mail applications, see instructions on How to Apply tab.

Albuquerque, NM

United States
Fax: 866-338-4063