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**Job Title:** Range Management Specialist  
**Department:** Department Of Agriculture  
**Agency:** Forest Service  
**Job Announcement Number:** 13-01050002-5342G-PW

**SALARY RANGE:** \$31,315.00 to \$61,678.00 / Per Year  
**OPEN PERIOD:** Monday, July 15, 2013 to Wednesday, July 24, 2013  
**SERIES & GRADE:** GS-0454-05/09  
**POSITION INFORMATION:** Full Time - Permanent  
**PROMOTION POTENTIAL:** 9  
**DUTY LOCATIONS:** 1 vacancy - Potlatch, ID [View Map](#)  
**WHO MAY APPLY:** Current permanent federal employees with competitive status, reinstatement eligibles, persons with disabilities, VEOA/VRA eligibles, certain military spouses, 30% or more disabled veterans, former Peace Corps or VISTA volunteers, CTAP and ICTAP eligibles, and Farm Service Agency permanent employees of county committees.

#### JOB 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.

This position is being concurrently announced under the USDA Pathways Recent Graduate Program (open to US Citizens) under announcement number 13-RG-0454-PW. Current or former Federal employees and candidates eligible for special hiring authorities may apply to both announcements, but should be sure to apply to this Merit Promotion Announcement in order to avoid losing consideration since different referral criteria apply to each type of announcement.

This is a Range Management Specialist Position on the Palouse Ranger District on the Nez Perce-Clearwater National Forest and is located in Potlatch, Idaho. For additional information about the duties of this position, please contact Susan Shaw at 208-875-1701 email: sshaw@fs.fed.us.

Salary wage as shown is for Rest of the U.S. (RUS). Specific wage rate will vary by location and may be higher or lower than the amount shown on the vacancy announcement. Please click the following link to search for a specific location on the General Schedule Pay Scale:  
<http://www.opm.gov/oca/12tables/indexGS.asp>

If you have questions on how to apply, please see the Agency Contact Information which is listed below.

#### KEY REQUIREMENTS

- Must be a U.S. Citizen to apply.
- Males born after 12/31/59 must be registered with the Selective Service.

#### DUTIES:

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Duties listed are at the full performance level.

Conducts analysis and monitoring of designated and proposed range areas. Analyzes data and develops strategies for prevention and/or mitigation of issues and damages to range areas. Establishes rangeland

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#### Agency Information:

USDA Forest Service  
 Do not mail in applications, see instructions under the How to Apply tab.  
 Albuquerque, NM,  
 87109  
 United States  
 Fax: 866-339-0719

#### Questions about this job:

HRM Contact Center  
 Phone: 877-372-7248, option 2  
 Fax: 866-339-0719  
 TDD: 800-877-8339  
 Email: fsjobs@fs.fed.us

#### Job Announcement Number:

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**Control Number:** 347481600

management progress schedule; directs program for identifying authorized livestock and directs programs for control of noxious plants and animal control. Recommends stock driveway routes or stock moving methods. Continuously monitors leases to ensure authorized livestock are in designated areas. Works with state and local game management agencies in developing and conducting range management studies. Works with superiors to monitor existing projects and collect, evaluate and process data for data study results and reports. Provides advice and assistance on the range management program to staff, permittees, partners and other involved parties.

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**QUALIFICATIONS REQUIRED:**[Back to top](#)

You must possess the Basic Requirements identified below to be considered eligible for all positions at the GS-5 grade level and above.

Bachelor's Degree: range management; or a related discipline that included at least 42 semester hours in a combination of the plant, animal, and soil sciences, and natural resources management, as follows: Range Management -- At least 18 semester hours of course work in range management, including courses in such areas as basic principles of range management, range plants, range ecology, range inventories and studies, range improvements, and ranch or rangeland planning. Directly Related Plant, Animal, and Soil Sciences -- At least 15 semester hours of directly related courses in the plant, animal, and soil sciences, including at least one course in each of these three scientific areas, i.e., plant, animal, and soil sciences. Courses in such areas as plant taxonomy, plant physiology, plant ecology, animal nutrition, livestock production, and soil morphology or soil classification are acceptable. Related Resource Management Studies -- At least 9 semester hours of course work in related resource management subjects, including courses in such areas as wildlife management, watershed management, natural resource or agricultural economics, forestry, agronomy, forages, and outdoor recreation management.

OR

Combination of education and experience -- at least 42 semester hours of course work in the combination of plant, animal, and soil sciences and natural resources management shown above, plus appropriate experience or additional education.

In addition to the basic requirements, the following additional education and/or experience are qualifying. Transcripts must be provided for qualifications based on education. Your application or resume must clearly show that you possess the specialized experience requirements. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

GS-5: One year of experience equivalent to the GS-4 trainee level; Bachelor's Degree in Range Management or meeting basic requirements for education as stated above; or a combination of at least 42 semester hours as explained above plus appropriate specialized experience or additional education. Examples of specialized experience are: Counts livestock and inspects allotments, explains basic permit requirements, learns plant identification, soil classification and related grazing analysis, inspects allotments for water conditions, stock movement, etc, informs permittees of maintenance requirements.

GS-7: One year of specialized experience equivalent to at least the GS-5 grade level; one full year of graduate level education; an appropriate combination of graduate level education and specialized experience; or Superior Academic Achievement (go to this site determine if you are eligible: <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp>). The education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work. Examples of specialized experience are: Assisted in the preparation of documents and visual aids such as data tables, slides, posters, brochures, progress reports, summaries of field or laboratory work, or draft portions of manuscripts related to managing rangelands; and/or assisted in the routine observation, measurement, inventorying, and recording of scientific data used to support rangeland management plans, strategies, and/or permitted uses.

GS-9: One year of specialized experience equivalent to at least the GS-7 grade level; master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related; or an appropriate combination of specialized experience and education (only graduate education in excess of 18 semester hours may be used to qualify applicants for this grade level). The education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work. Examples of specialized experience are: Assisted senior specialists in performing scientific and technical analysis and/or providing technical advice concerning rangeland management topics and/or issues; assisted in performing recurring, well-defined, and moderately difficult range improvement projects such as preparing allotment management plans, locating, designing, and placing fences, signs, cattle guards, determining stocking and rotation schemes and similar projects; and/or assisted in preparing segments of conventional range use plans under multiple-use sustained yield concepts or developing simple activity plans.

To receive consideration for this position, you must meet all qualification requirements within 30 days of 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 with 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 within 30 days of the closing date of this announcement.

#### **REQUIREMENTS:**

May be subject to satisfactory completion of one year probationary or trial period.

#### **HOW YOU WILL BE EVALUATED:**

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

- Ability to provide analysis of rangeland management and noxious weed treatments issues and problems.
- Ability to perform rangeland and noxious weeds program management and oversight
- Ability to communicate effectively other than in writing
- Ability to conduct range and noxious weed management studies
- Ability to communicate effectively in writing

Applicants who meet the basic minimum qualification requirements established for the position will be placed in the Eligible category. Eligible applicants will be further evaluated against criteria for placement in the Quality category. All Quality candidates will be referred to the hiring manager for consideration. Non-Competitive and special hiring authority candidates need to meet minimum qualification requirements to be referred.

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:

<https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=95102808-c48b-4bcc-95f8-a1ef0092c87a>

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#### **BENEFITS:**

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The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at: <http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc> .

#### **OTHER INFORMATION:**

- Relocation expenses are authorized.
- This is a bargaining unit designated position.
- **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) or Interagency Career Transition Assistance Plan (ICTAP):** If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility. CTAP/ICTAP eligibles must meet the agency's definition for a quality candidate to be considered. Information about CTAP/ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

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#### **HOW TO APPLY:**

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Please read the entire announcement and all the instructions before you begin.

You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. Assistance is available during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office well before the closing date for an alternate method. All hardship application packages with supporting documents must be received no later than noon 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. Please contact us if you require this for any part of the application and hiring process.

Step 1 - Create a USAJOBS account (if you do not already have one) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2 - Create a Resume with USAJOBS or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3 - Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

#### REQUIRED DOCUMENTS:

The following documents must be submitted for your application package to be considered complete. It is your responsibility to ensure all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, system failure or downtime, etc. Failure to submit required, legible documents may result in loss of consideration.

The following documents are required of ALL APPLICANTS:

1. Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade, if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications.
2. College Transcripts if education is required for meeting basic qualifications and/or you are substituting education for specialized experience. An unofficial copy is sufficient with the application; however, if selected, an official college transcript will be required. Transcripts are not required if applying to the same series and specialty currently serving in or previously served in.

#### Other required documents may include:

- **Current/Former Career/Career-Conditional Eligibles:** MUST submit a copy of your most recent non-award Notification of Personnel Action (SF-50 or equivalent) showing that you are/were in the competitive service, as well as the highest grade (or promotion potential) held, on a permanent basis, your federal status, position title, series and grade AND the most recently completed annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan.
- **VEOA Eligibles: MUST submit Veteran's Preference documentation, for consideration:** DD-214 (Member 4 Copy) if claiming Veterans' Preference. Veterans claiming 10 point preference must also submit an SF-15 Application for 10-point Veteran Preference. Current Active Duty members must submit a certification of expected discharge or release from active duty under honorable conditions dated within the last 120 days.
- **Interchange Agreement with Other Merit Systems Eligibles:** MUST submit documentation of eligibility as listed in each individual interchange agreement.
- **VRA or 30% Disabled Veteran Eligibles:** MUST submit a copy of your DD-214 (Member 4 Copy), VA letter, SF-15 if claiming 10 pt. preference OR if you currently on active duty, a certification of expected discharge or release from active duty under honorable conditions dated within the last 120 days.
- **Peace Corps Volunteers/Personnel Eligibles:** MUST submit documentation of no less than 36 months of continuous service without a break in service of 3 days or more and separated within the last 3 years.
- **Schedule A, Persons with Disabilities Appointment Eligibles:** MUST submit a copy of your Sch A letter from a physician, local, state or federal rehabilitation office citing your eligibility under 5 CFR 213.3102 (u).
- **Non-Competitive Reassignment/Transfer/Reinstatement Eligibles:** MUST submit a copy of your most recent non-award Notification of Personnel Action (SF-50 or equivalent) in the competitive service with the same or higher promotion potential as this position.
- **Miscellaneous Authorities Not Regulated by the Office of Personnel Management Eligibles:** (Postal Career Service Employees, Postal Service Commission Employees, GAO, US Courts, etc.); MUST submit a copy of your current non-award Notification of Personnel Action (or equivalent) that reflects your eligibility.

- **Certain Family Members Eligible under E.O. 12721:** MUST submit a copy of your most recent non-award SF-50 and performance appraisal.
- **Certain Military Spouses Eligible under E.O. 13473:** MUST submit a copy of your Permanent Change of Station (PCS) orders, issued within the last 2 years, that lists you as authorized to accompany the military member to the new duty permanent station; OR verification of the member's 100% disability (VA Letter); and/or verification of the member's death while on active duty (DD-1300 and Death Certificate) AND verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage).
- **Foreign Service Eligibles:** MUST submit a copy of your most recent Foreign Service Notification of Personnel Action, showing that you were/are serving under an unlimited, career-type appointment AND have completed at least 1 year of continuous service without a break of a workday under one or more nontemporary Foreign Service appointments.
- **CTAP/ICTAP Required Documentation Reduction-In-Force:** Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position you will be separated from.  
 Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50. Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.

For more information on different appointment eligibility and requirements for documentation, click [here](#).

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. Please verify that documents you are uploading from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system you will have the opportunity to upload additional documents. Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

#### AGENCY CONTACT INFO:

*HRM Contact Center  
 Phone: 877-372-7248, option 2  
 Fax: 866-339-0719  
 TDD: 800-877-8339  
 Email: [fsjobs@fs.fed.us](mailto:fsjobs@fs.fed.us)*

*Agency Information:  
 USDA Forest Service  
 Do not mail in applications, see  
 instructions under the How to Apply  
 tab.  
 Albuquerque, NM,  
 87109  
 United States  
 Fax: 866-339-0719*

#### WHAT TO EXPECT NEXT:

If you set up your USAJOBS account to send automatic email notifications, you will receive an acknowledgement email that the submission of your online Occupational Questionnaire and resume was successful, if you were referred to the selecting official for consideration, and if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate

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