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**Job Title:** Natural Resource Specialist / NEPA Planner

**Department:** Department Of Agriculture

**Agency:** Forest Service

**Job Announcement Number:** 13-RG-0401-PW

<b>SALARY RANGE:</b>	\$47,448.00 to \$61,678.00 / Per Year
<b>OPEN PERIOD:</b>	Monday, July 15, 2013 to Friday, July 19, 2013
<b>SERIES &amp; GRADE:</b>	GS-0401-09
<b>POSITION INFORMATION:</b>	Full Time - Recent Graduates
<b>PROMOTION POTENTIAL:</b>	11
<b>DUTY LOCATIONS:</b>	1 vacancy - Mena, AR <a href="#">View Map</a> 1 vacancy - Newtown Square, PA <a href="#">View Map</a>
<b>WHO MAY APPLY:</b>	Recent Graduates from qualifying institutions having completed an academic program within the preceding two years. Preference eligible veterans who were precluded by their military service obligation from meeting this requirement will have up to six years to apply.

#### 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.

The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs.

There may be up to two (2) positions filled under this announcement, one as a Natural Resource Specialist in Newtown Square, PA and NEPA Planner in Mena, AR . Both positions may be filled at the GS-09 grade level with promotion potential to GS-11.

For additional information about the duties of the Natural Resource Specialist position in Newtown Square, PA, please contact Mark Buccowich at 610-557-4029; email: [mbuccowich@fs.fed.us](mailto:mbuccowich@fs.fed.us). For the NEPA Planner position in Mena AR, please contact Tim Oosterhous at 479-394-2382 email: [toosterhous@fs.fed.us](mailto:toosterhous@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 at least 16 years of age
- U.S. Citizen at time of conversion
- Males born after 12/31/59 must be registered with Selective Service
- Must complete a background and security investigation
- Complete a Pathways Participant Agreement

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#### Agency Information:

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

#### Questions about this job:

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

#### Job Announcement Number:

13-RG-0401-PW

**Control Number:** 347479400

**DUTIES:**[Back to top](#)

The duties described are for the full performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity. The duties may include, but are not limited to:

NATURAL RESOURCE SPECIALIST - Develops, implements, and administers the fisheries and wildlife program and plans. Develops habitat management improvement plans and inspects projects for compliance with approved plans. Prepares technical progress and final reports relating to habitat management. Administers the soils and water resource management program. Directs the implementation of watershed restoration plans. Assists in the development and integration of the ecological program. Coordinates with other principal resource assistants to ensure integration of the other resources and activities in all documents. Participates or observes on interdisciplinary teams for considering all alternatives in the resource project description and design.

NEPA PLANNER - Develops the annual program of work for all aspects of the unit NEPA accomplishment program. Coordinates the assimilation of needed requirements, i.e., environmental design art, budget, safety, etc. in all unit program-planning efforts. Instructs project staff on the plan standards and guidelines related to the unit natural resource management proposals. Responsible for the collection and the analysis of professional and environmental data to measure and evaluate the effects of impacts of management proposals of resources (natural, social, or economic). Conducts field surveys and accomplishes technical reconnaissance to gather information required to define study objectives. Performs analysis of existing data and collection for accuracy and appropriateness, and supplements data to complete or sustain a current inventory of the natural resources.

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

Eligibility and Qualification requirements must be met by the closing date of the vacancy announcement.

**RECENT GRADUATES PROGRAM ELIGIBILITY**

To be eligible, applicants must meet one of the following requirements:

- Completed all requirements for an associates, bachelors, masters, professional, doctorate, vocational, or technical degree or certificate from a qualifying educational institution within the previous two (2) years; OR
- Completed all requirements for an associates, bachelors, masters, professional, doctorate, vocational, or technical degree or certificate from a qualifying educational institution on or after December 27, 2010 and before July 10, 2012; OR
- Individuals who, due to military service obligation, were precluded from applying to the Recent Graduate Program during any portion of the 2-year eligibility period described above shall have a full two-year period of eligibility upon release or discharge from active duty. This eligibility period cannot extend more than 6 years from the date on which the requirement for the academic degree or certificate was received.

**BASIC REQUIREMENTS**

Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.

OR

Combination of education and experience: Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

ADDITIONAL REQUIREMENTS FOR GS-09: 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:

Education completed in foreign colleges and universities may be used if it has been accredited by an organization recognized by the U.S. Department of Education.

All academic degrees or course work must be completed in an educational institution that has obtained accreditation from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see <http://www.edu.gov/>.

Recent Graduates are on a trial period for the duration of the program.

If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

This position requires 40 hours of formal, interactive training per year. An Individual Development Plan (IDP) must be completed and approved by the supervisor within 45 days of appointment. A mentor must be assigned within 90 days of appointment.

Recent Graduates may be non-competitively converted to a term or permanent position in the competitive service after the successful completion of one year of continuous service.

To be eligible for conversion, the Recent Graduate must:

- Be a U.S. Citizen;
- Have successfully completed all requirements of the Recent Graduates program;
- Have demonstrated successful job performance; and
- Meet the OPM Qualification Standards for the position to which the Recent Graduate may be converted. Conversion is not guaranteed and is based on the needs of the agency.

#### HOW YOU WILL BE EVALUATED:

Applicants who meet the eligibility requirements of the Recent Graduates program and the basic minimum requirements established for the position may be referred to the selecting official for consideration. Qualified applicants with veteran's preference are listed ahead of applicants who do not have veteran's preference.

To view the application form, visit:

<https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=9ac1067d-01ee-45cc-a38e-a1f40135fee7>

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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 not authorized.
- Government housing is not available.
- Forest Service affiliated child/day care facilities are not available.
- Bargaining Unit Status: Eligible - Coverage is dependent upon unit location.
- 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.

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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.

Step1 - 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.

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. Proof of Graduation - documentation that verifies completion of degree or certificate within eligibility time limits of Recent Graduate program. This documentation may include: a letter from the school's registrar's office confirming the completion of degree or certificate and the date completed; official or unofficial transcripts identifying the date and type of degree awarded; or a copy of the actual degree or certificate issued by the school. An unofficial copy of the transcripts is sufficient with the application; however, if selected, an official college transcript will be required.

3. College Transcripts if education is required for meeting basic qualifications and/or you are substituting education for specialized experience and/or you are using education to meet the criteria for the quality category. An unofficial copy is sufficient with the application; however, if selected, an official college transcript will be required.

4. If claiming Veteran's Preference, copy of DD-214 (MEMBER 4 COPY) or VA documentation and a SF-10 application for 10-point Veteran Preference.

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: NA  
TDD: 800-877-8339  
Email: fsjobs@fs.fed.us*

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

#### **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 by the selecting official. 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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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.