

# Vacancy Announcement

## DEPARTMENT OF AGRICULTURE (USDA) FOREST SERVICE

**Vacancy Announcement Number:** RM-D028-04

**Opening Date:** 05/03/2004

**Closing Date:** 05/24/2004

**Position:** GIS Specialist  
GS-401/1301- GS-11

**Salary:** \$48,022

**Promotion Potential:** GS-11

**Duty Location:** Target of 8 Positions in Missoula, Montana

**This position is with the Rocky Mountain Research Station. To learn more about the Rocky Mountain Research Station visit [www.fs.fed.us/rm/](http://www.fs.fed.us/rm/)**

**This position is in the LANDFIRE Program.**

### **WHO MAY APPLY:**

Applications will be accepted from: This announcement is open to any citizen of the United States. No previous Federal work experience is necessary.

Current or former Federal employees certified as surplus or displaced, or identified in affected positions in the commuting area of the vacancy and who are covered under the Forest Service's Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) may be entitled to receive special priority selection.

### **MAJOR DUTIES:**

This position is located in the LANDFIRE Program, In Missoula, Montana. The position is that of a GIS Specialist within the research work unit. Incumbent participated in providing leadership, planning, education and coordination in the areas of geographic information systems (GIS), data base management systems, information requirements and information structure and technology transfer and spatial analysis. Incumbent must have knowledge and ability to work in a fast changing, stressful and demanding environment and be able to innovate and create techniques towards finding solutions to daily task related challenges. Incumbent will be responsible for integrating spatial data with data base attributes. This includes managing and designing data base systems, routines for populating data bases and processes for updating data.

**QUALIFICATIONS REQUIRED:**

Applicants must meet qualification requirements specified in the Office of Personnel Management's Qualification Standards Handbook. This handbook can be found in any Federal government Human Resources office or at [www.opm.gov/qualifications](http://www.opm.gov/qualifications)

**THIS POSITION HAS A POSITIVE EDUCATION REQUIREMENT. APPLICANTS MUST SUBMIT A LEGIBLE COPY OF THEIR COLLEGE TRANSCRIPT.**

GS-11: Must have Master's or equivalent graduate degree, or at least 1 year specialized experience equivalent to at least the GS-9.

To Qualify for the 401 Series the applicant must have a degree in 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.

To Qualify for the 1301 Series the applicant must have a degree in Degree: physical science, engineering, or mathematics that included 24 semester hours in physical science and/or related engineering science such as mechanics, dynamics, properties of materials, and electronic. OR combination of education and experience--education equivalent to one of the majors shown in A above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education.

Specialized experience is that which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Credit will be given for the percentage of time that applicants have spent in positions that had duties related to this position. If your position involved mixed duties, where only a portion of your work experience would be creditable for this position, please provide percentages of time spent on duties related to this position. Evaluation will be based solely upon information submitted in the application package.

Combinations of experience and education are acceptable.

**KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:**

Selective Factor(s): A selective factor is a knowledge, skill, and/or ability which is mandatory for performance in this position. Applicants who do not meet the following selective factor(s) will not be evaluated further.

1. Knowledge of Remote Sensing (RS) and Geographic Information Systems (GIS) to support fire and natural resource research, development and application programs. Primary software tools used are ARC/INFO and ERDAS. Other related tools and skills could include: statistical analysis, database management, and other spatial modeling techniques. Include experience and training.
2. Ability to develop innovative approaches to effectively apply RS/GIS to a wide range of natural resource management and research areas, with particular emphasis on the role and effects of fire, fire ecology, and vegetation dynamics. Include experience and training.

**BASIS OF RATING:**

Applicants will be rated based on their experience, education, and/or training as it relates to the position being filled. Applicants meeting the basic qualification standards for the position, including any approved selective placement factor(s), will be further evaluated using three threshold criteria: (1) above-average academic achievement; (2) quality experience; and (3) high ability. It is necessary for any applicant to meet only one of the three criteria for placement into the quality group.

**PAY, BENEFITS AND WORK SCHEDULE:**

This is a full-time term appointment, not to exceed one (1) year. Term appointments may be extended non-competitively up to 4 years at the option of the agency. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System, and will be eligible to receive within-grade increases (periodic pay raises). Term employees must satisfactorily complete a one-year trial period. Term employment does not confer competitive (permanent) status, nor entitle the Term employee to noncompetitive appointment to permanent jobs.

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

**CONDITIONS OF EMPLOYMENT:**

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation

and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Government facilities are required to provide a smoke free environment for their employees. Smoking will be permitted only in designated areas.

**OTHER INFORMATION:**

This position is covered by the International Association of Machinists and Aerospace Workers, National Federation of Federal Employees, Local 1950.

Moving expenses will not be authorized.

There are no Forest Service affiliated day care centers available.

Government Housing is not available.

Any new hires selected for this position will be required to complete an Immigration and Naturalization Service I-9 Form.

Please allow 10 working days after the closing date of this announcement before you inquire on the status of your application. You may verify receipt of your application by enclosing a self-addressed post card.

Selected applicant will be contacted by our Human Resources office regarding job offers. Applicants who are not selected will receive written notification.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

If claiming 5 point veterans' preference, a DD-214 must be submitted. If claiming 10 point veterans' preference, both a DD-214 and SF-15 must be submitted.

**HOW TO APPLY:**

IF APPLICATION IS SUBMITTED BY MAIL, IT MUST BE POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT TO RECEIVE CONSIDERATION. HAND DELIVERED, FAXED OR E-MAILED APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. MOUNTAIN TIME ON THE DATE THE ANNOUNCEMENT CLOSES.

The following information MUST be submitted to evaluate applicant qualifications and to determine if the applicant meets legal requirements for this position. Failure to submit all required documents and information requested may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

(1) AD-779, Biographical Sketch,

OR

(2) Form OF-612, Optional Application for Federal Employment,

OR

(3) Resume. Resumes must include the following information (in addition to specific information requested elsewhere in this vacancy announcement): announcement number, veteran's preference, and social security number. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the vacancy announcement.

AND

(4) Original or copy of college transcripts if basing qualifications on education. Credit for education will NOT be given unless copies of transcripts are included in the application package.

(5) Written response to each Selective Placement Factor, if any listed in this announcement.

(6) Optional Form: AD-1086, USDA Applicant Supplemental Sheet. This form is used to collect personal background data on job applicants for statistical purposes. Submission of this form is voluntary and will not affect consideration for this position.

(7) CTAP/ICTAP Eligibles Only: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements for CTAP or ICTAP. This includes a copy of the agency notice, a copy of the most recent performance rating, and a copy of the most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

The required forms may be obtained at any Forest Service Human Resources Office. Forms can also be found at the Office of Personnel Management web site, [www.opm.gov/forms/index.htm](http://www.opm.gov/forms/index.htm)

When preparing your application, be sure to describe any experience you might have which is directly related to the duties of this position. It is recommended that applicants submit a separate narrative for each rating criteria listed. Applicants should provide sufficient information to enable Human Resources to properly evaluate your application against the Qualification Standards and/or evaluation criteria as appropriate.

Please do not submit your application package in a notebook or binder with extraneous information.

Incomplete, illegible, inaccurate, or unsigned forms may result in your not being considered for this position. Please fill out the application carefully and be sure to sign and return the forms within the assigned timeframe. It is the sole responsibility of the

applicant to ensure the timely receipt of the application regardless of the submission method used. Late applications will not be considered. The Forest Service assumes no responsibility for late delivery of applications.

Submit e-mail applications to [lleigh@fs.fed.us](mailto:lleigh@fs.fed.us). Fax applications to (970) 498-1163, with the vacancy announcement number on the cover. Subject line for e-mail must contain the announcement number. Applicants are responsible for ensuring that files can be launched and printed through our e-mail system. The file should also be compatible with Lotus Notes and Microsoft Word.

Use of postage paid government envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in postage paid government envelopes will NOT be considered.

If applying for more than one announcement, an individual application must be submitted for each announcement. Failure to do so may result in your not being considered. Duplication of application materials is the applicant's responsibility.

Materials submitted as a part of your application will not be returned.

For information regarding the specifics of the duties of the position, contact Cam Johnston at (406) 329-4810.

**Submit your application package to:**

USDA FOREST SERVICE RMRS  
HUMAN RESOURCES – (RM-D028-04)  
240 WEST PROSPECT RD  
FORT COLLINS, CO 80526

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, DC, 20250-9410 or call (202) 720-5964 (voice and TDD). USDA Is an equal opportunity provider and employer.

The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person on this announcement for assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.