



**Control Number:** 427887800

[Agency Contact Info](#)

**Job Title:** DEPUTY FOREST SUPERVISOR

**Department:** Department Of Agriculture

**Agency:** Forest Service

**Job Announcement Number:** 16-111004-220488G-PM

**SALARY RANGE:** \$109,218.00 to \$141,987.00 / Per Year

**OPEN PERIOD:** Thursday, January 28, 2016 to Monday, February 8, 2016

**SERIES & GRADE:** GS-0340-14

**POSITION INFORMATION:** Full-Time - Permanent

**PROMOTION POTENTIAL:** 14

**DUTY LOCATIONS:** 1 vacancy - Anchorage, AK [View Map](#)

**WHO MAY APPLY:** Current permanent Federal employees with competitive status, reinstatement eligibles, VEOA eligibles, and CTAP/ICTAP eligibles.

**SECURITY CLEARANCE:**

Public Trust - Background Investigation

**SUPERVISORY STATUS:** Yes

**JOB SUMMARY:**

The 5.4 million acre Chugach National Forest is located in Southcentral Alaska forming a great arch around Prince William Sound and the Gulf of Alaska. The forest stretches more than 200 miles from the Kenai Peninsula to the Bering Glacier east of Cordova. The forest serves as the accessible backyard to over half of Alaska's population. The forest has three distinct geographic areas: Prince William Sound (48%), Kenai Peninsula (21%), and the Copper River Delta (31%) which are administered through 3 Ranger Districts located in the Girdwood, Moose Pass and Cordova communities. The forest has abundant fish and wildlife sustaining traditional subsistence lifestyles and world-class recreation and tourism opportunities. On average, 66.7 million salmon a year come from the Chugach NF watersheds which is 11% of Pacific salmon production. The western portion of Prince William Sound contains the 1980 Congressionally designated Nellie Juan-College Fiord Wilderness Study Area. Portions of Prince William Sound are still recovering from the 1989 Exxon Valdez Oil Spill. The Copper River Delta is renowned for vast wetland habitats, mountains, and glaciers attracting thousands of migratory birds. The Kenai Peninsula has the most recreational activity, wood harvesting, and mineral activity. It hosts residents and visitors for fishing the Russian and Kenai Rivers, the

unique Alaska Railroad Whistle Stop, and camping, hiking and biking on an extensive trail system.

This position is with the Chugach National Forest / Supervisor's Office in Anchorage, AK.

For additional information about the duties of this position, please contact Terri Marceron, Forest Supervisor, at [tmarceron@fs.fed.us](mailto:tmarceron@fs.fed.us) or (907) 743-9525.

Please read the vacancy announcement thoroughly and follow all instructions to ensure proper consideration. If you are unable to apply on-line or have questions about the meaning of items in the vacancy announcement, please contact Human Resources Management at 1-877-372-7248, option 2.

Salary may be adjusted to include a Cost of Living Allowance (COLA). See the OPM website at: <http://www.opm.gov/oca/cola/index.asp> for additional information about the continuation of COLA after December 31, 2012.

Overseas Agreement: Employees who transfer to the Alaska Region from continental United States (CONUS) are required to sign FS-R10-6500-0002, Initial Overseas Employment Agreement before the hiring process is complete. This form documents the employee's agreement to serve 12 months in an overseas location in return for the Government's agreement to pay all available transfer of station entitlements for the transfer to Alaska and upon separation/retirement, a partially-funded return to the CONUS point of hire. Employees who transfer to another Forest Service position will receive all available transfer of station entitlements. Employees who transfer outside of the Forest Service will receive the transfer of station entitlements as offered by the new agency.

### **TRAVEL REQUIRED**

- 25% or Greater
- This position is expected to travel 25% or more.

### **RELOCATION AUTHORIZED**

- Yes
- 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. In addition, the following relocation benefits are available: house hunting trip, temporary quarters, use of relocation services company, or other relocation benefits may be negotiated with selectee.

## KEY REQUIREMENTS

- US Citizenship is required.
  - Selective Service Registration is required for males born after 12/31/1959.
  - Public Financial Disclosure Required (OGE-450).
  - Must be 18 years of age.
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## DUTIES:

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Working in coordination with the Forest Supervisor and as a member of the Regional Leadership Team, the Deputy provides oversight and direction for Forest program delivery and budget management. The Deputy provides direction and guidance to a 14-member Forest Leadership Team (includes Union and law enforcement representation), supervises 5 forest staff (Engineer, Fire Management Officer, Safety Officer, Administrative Operations Specialist, Budget Officer and reports directly to the Forest Supervisor. The Deputy serves as the Forest's representative for a number of collaborative relationships, working groups and complex programs and projects. Works with a variety of people to address resource protection/management and leads the decision process and oversight for a variety of administrative programs.

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## QUALIFICATIONS REQUIRED:

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You must possess the qualification requirements described below to be considered for this position. Your application or resume must clearly show that you possess the appropriate 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.

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.

**GS-14:** One year of specialized experience equivalent to at least the GS-13 grade level.

Examples of specialized experience are: Specialized Experience is defined as:

**Applications or resume must clearly show that you possess the following:**

- Provided counsel to higher organizational levels concerning district, forest or equivalent natural resource program issues and their current and anticipated effects; AND
- Exercised direct program responsibilities that included district, forest or equivalent program development, planning, budgeting, and identifying workforce and organizational needs to establish and meet priorities; AND
- Developed and sustained relationships with one or more of the following: external partners, members of the public, representatives of agencies or tribal governments, to anticipate and resolve natural resource management conflicts and issues. AND
- Performed a full range of supervisory and managerial duties and responsibilities; such as directing work, demonstrated experience with labor relations, union and etc.

Applications may be reviewed to verify qualifications and eligibility prior to issuing lists to a selecting official.

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

**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 temporary or seasonal appointment/work assignment and must be clearly documented as a separate block of time. Incomplete applications or those that provide vague and/or conflicting information may not be evaluated for consideration.

**Time-In-Grade Requirement:** If you are 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.

**Concurrent experience in more than one position:** For each period of your employment performing a mixture of duties, please indicate the start and end date and approximate percent of time you spent performing each different type of duty.

**Part-Time or Unpaid Experience:** Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained in a part-time or full-time occupation. Full-time work is generally considered to be 35 to 40 hours of work per week.

**Foreign Education:** To receive credit for education outside the U.S., you must show proof that the education has been submitted to a private organization that specializes in interpretation of foreign programs. There is normally a fee associated with this service. For a list of private organizations that are accredited to evaluate education, visit <http://www.naces.org/members.htm> credentials and that such education has been deemed to be at least equivalent to that gained in conventional U.S. educational.

### **REQUIREMENTS:**

- Must be 18 years of age
- Subject to one-year supervisory/managerial probation period (unless prior service is creditable).
- 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 application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:
  - **Skill in balancing workloads, commitments, revise priorities to accommodate unforeseen complex issues of natural resources programs of work, producing results and making timely decisions**
  - **Ability in directing critical strategy execution, working with established budgets, managing, controlling and executing budgets; ensuring technologies are sufficient for the execution of work; ensuring that human resource requirements are sufficient to meet project objectives and timelines.**
  - **Ability to supervise and lead people and teams to inspire, motivate, foster ethics, managing talent to meet the organizations goals and achieve results.**
  - **Ability to communicate and collaborate with others to build relationship with a variety of leaders, groups and individuals to maintain relations, build alliances, partnerships, and encourage cooperation from others within and outside the organization.**
  - **Ability to maintain a positive work environment that promotes the acceptance of diversity, inclusion, innovation, initiative, open and honest communication and teamwork.**
  - **Ability to communicate effectively in writing.**

- We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.
- Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified candidates will be referred to the hiring manager for consideration. Non-Competitive candidates need to meet minimum qualification requirements 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 score can / will be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

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=62F9A369-570F-419A-94B6-A5140103CAF7>

To view the application form, visit:

<https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=99565A6D-2154-47C4-9CC0-A58300ACB73B>

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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.opm.gov/healthcare-insurance/healthcare/enrollment/new-federal-employee-enrollment/>

## **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.
- **CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** If selected, you will be required to submit Form OGE-450 within 30 days of your initial appointment date, and annually thereafter. Selectee is subject to financial Disclosure Requirements in accordance with 5 CFR, Part 2635, Sub part E regarding business or personal transactions with applicants, borrowers, or business contacts who have or who are seeking business with this Agency. Selectee must be able to obtain and maintain a security clearance. If selected you will be subject to a National Agency Check and Inquiry (NACI) and a credit report.
- **Career Transition Assistance Plan (CTAP) Interagency Career Transition Assistance Plan (ICTAP):** For information on how to apply as a CTAP or ICTAP eligible see <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>. To be well-qualified and exercise selection priority for this vacancy, a surplus or displaced Federal employee must meet the basic eligibility requirements including all selective factors, and 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.
- **CTAP/ICTAP applicants** must receive a rating of at least 85 out of a possible 100 based on responses to the occupational questionnaire.
- Forest Service daycare facilities are not available.
- 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 choice.
- This agency offers alternative and flexible work schedules.
- Government housing is not available.
- We may select from this announcement or any other source to fill one or more vacancies.
- This is a non-bargaining unit position represented by the National Federation of Federal Employees, IAMAW.
- If you are retired from the Federal Government and are selected for this vacancy, your retirement annuity may be offset from your pay.  
This position is eligible for telework.
- If you are newly hired, the documentation you present for purposes of completing the Department Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS "E-VERIFY" system. Federal law requires the use of E-VERIFY to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies as a condition of continued employment. It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. See more information at: <http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=6465>.

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## HOW TO APPLY:

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Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- We are available to assist you 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 during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted 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; contact us if you are requesting this.

**Step 1:** Create a USAJOBS account (if you do not 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. 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. 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. Log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

NOTE: Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the Agency's staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of

the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

## **REQUIRED DOCUMENTS:**

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

- **Resume** must include: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisor's phone number, e-mail address for each work period listed, and whether we may contact for reference checks; and 5) other qualifications.
- **College Transcripts if education is required for meeting basic qualifications** and/or used as a substitute for specialized experience. An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education website at <http://www.ed.gov>. All transcripts must be in English or include English translation.

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 recently completed 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.
- **CTAP/ICTAP:** Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; **AND** most recent performance evaluation; **AND** SF-50 documenting separation or the position separating 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. 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 the military or National Guard Bureau AND Separation SF-50.

- **Veteran Hiring Authorities:** VEOA: DD-214, Certificate of Release from Active Duty showing dates of service and discharge under honorable conditions. Disabled veterans must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted.

### **AGENCY CONTACT INFO:**

HRM Contact Center

Phone: 1-877-372-7248, option 2

Fax: 1-866-339-1808

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: 1-866-339-1808

### **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.