



United States  
Department of  
Agriculture

Forest  
Service

Pacific Northwest  
Research Station

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## OUTREACH NOTICE FOR DETAIL

**Pacific Northwest Research Station  
Station Director's Office  
1220 SW Third Avenue, Suite 1400, Portland, OR 97204**

**Program Specialist  
GS-0301-09/11**

PNW Research Station is seeking an exceptional employee for a detail as the PNW GS-0301-09/11 Program Specialist who will serve as a Cultural Transformation and Partnership Specialist for the Pacific Northwest Research Station with direct responsibility to the AD for Operations. The specialist is a primary advisor/counselor to the line officer and is an integral advisor to the Station Leadership Team.

The incumbent:

- As a key point of contact, the incumbent provides cultural transformation program oversight, support, advice, and guidance on a wide variety of activities, identifies problems, researches and analyzes potential solutions, and makes sound recommendations to resolve issues.
- The incumbent develops CT policies and procedures based on management strategies and decisions, compiles and analyzes data for presentations, gathers and interprets directives for assignments, problem solving, etc.
- Duties also include working with partners, universities and non-governmental organizations and other organizations to develop opportunities for the station to partner and outreach to underserved populations to either provide research assistance or recruit to provide employment or educational opportunities.
- Collaborates and coordinates with Human Resources to help Station employees develop diversity in hiring, retention and promotion to create a diverse, results-oriented, high-performing workforce.
- Serves as Station point of contact for human resource matters by maintaining close working relationship with the Human Resource Service Team (HRST) and the Albuquerque Service Center (ASC). Identifies potential problems and brings them to the attention of appropriate staff for action. Assists the Program Assistants and Program Managers with issues concerning requests for personnel actions (SF52). Serves as the station's subject matter expert and primary point of contact for all human resource related issues.
- Provide support and guidance to SEPMs and managers represented throughout the Station workforce, by assisting with training/educational opportunities and cultural programs to enhance the diversity and inclusion mission.
- Other duties as assigned.

The purpose of this Outreach Notice is to determine the qualified applicants for this detail. Responses received from this outreach notice will be relied upon to make this determination.

**Interested applicants must complete the attached form and return to Lesley Kelly at [lakelly@fs.fed.us](mailto:lakelly@fs.fed.us) with a resume included by March 11, 2016. Those desiring further information about the position may inquire via the email listed above.**



**About the Pacific Northwest Research Station & Station Director's Office:**

PNW Research Station is one of seven research units in the USDA Forest Service. The USDA Forest Service conducts the most extensive and productive program of integrated forestry research in the world. The scientific information produced by the Station has application on public, private, and tribal lands in the Pacific Northwest (Alaska, Oregon and Washington) and elsewhere in the United States and other parts of the world. The Station's programs reflect the changing character of the questions that science is being asked to help answer.

PNW Research Station has approximately 400 permanent and temporary employees in professional, administrative, research, technical, and clerical positions. There are five Program Managers that oversee program organizations, and 11 laboratories which provide research. The laboratories are located in Oregon, Washington, and Alaska. The Station is also involved in international relations with foreign governmental agencies and universities in many research areas. The work activities of the Station attract considerable interest from Congress, special interest groups, and the public. The Station Director's Office is located in downtown Portland. Public transportation and on-site child care facilities are currently available. Further information is available upon request.

**Community Information:**

The City of Portland is located in the northwest part of the state of Oregon, bordering Vancouver, Washington. The major highways intersecting the city are I-5, I-84, I-205, & US-26. The population is around 538,180 in the city, and 1.95 million in the metropolitan area. The community is often referred to as "America's best kept secret". This "City of Roses" is vibrant and energetic while at the same time laid back and easy-going. Breathtaking natural beauty of the Cascade Mountains provides the perfect backdrop for a city that has architecturally and spiritually merged the past with the present with great success. Portland has character and personality epitomized in its unique and varied neighborhoods. Despite its size, Portland has a small town feel where people know their neighbors and are active in community issues. Commuting is easy whether it be by the public transportation system, car or even bike. Despite what you may have heard, our weather is pretty good as well. Slowly the secret is getting out and individuals, families and companies are discovering for themselves just what makes Portland, Oregon a great place to live, work, and play.

For more information about Portland, Oregon, visit the following websites:

<http://www.portlandonline.com>, [www.travelportland.com/visitors/](http://www.travelportland.com/visitors/)

*To be considered, applicants must be U.S. citizens.*

*Thank you for your interest in this position*

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# Outreach Interest

Detail, Program Specialist GS-0301-09/11

If you are interested in this detail, complete this form and send with a copy of your resume to Lesley Kelly at [lakelly@fs.fed.us](mailto:lakelly@fs.fed.us) by March 11, 2016.

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## EMPLOYMENT

Are you currently a Federal Employee? Yes  No

### If Yes:

Name of your Agency & Location: \_\_\_\_\_

Current title/series/grade: \_\_\_\_\_

Type of Appointment: Permanent  Term  Temporary

### If No:

Current Employer: \_\_\_\_\_

Current Position Title & Salary: \_\_\_\_\_

Type of Appointment: Permanent  Term  Temporary

Are you eligible for appointment under any of the following special authorities?

- Former Peace Corps
- Person with Disabilities
- Student Employment Program
- Veteran with 30% Compensable Disability
- Veteran's Employment Opportunities Act of 1998
- Veteran's Readjustment
- Reinstatement Eligibility
- Other

*Thank-you for your interest in the position!*