



## Southwestern Region

# Cibola National Forest & National Grasslands

# Temporary Hire Outreach Notice

### GS-02 through GS-07 Opportunities

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The Cibola National Forest and National Grasslands in the Southwestern Region of USDA Forest Service is looking for committed and hardworking individuals for all aspects of our land management work with positions located in New Mexico and Oklahoma. Our temporary workforce is a key piece of managing the land in the Southwestern Region. We are using a Centralized Temporary Hiring process to streamline the process and provide consistent hiring around the region and throughout the Agency.

This outreach is for GS-02 through GS-07 temporary positions on the Cibola National Forest and Grasslands. The vacancy announcements for these positions will be posted on the U.S. Government's official website for employment opportunities, [USAjobs.gov](https://www.usajobs.gov). The vacancy announcements will be open for applications on September 17, 2020. Those who wish to be considered for these positions must apply to the vacancy announcements by the closing date of September 28, 2020.

All applicants who have applied to the announcements on or before the listed closing date and are found to be qualified will be referred for consideration. Applicants should check the status of their application during this time in your USAJobs account.

### The Process and Timeline

**September 17, 2020** – Vacancy announcements will be open in [USAjobs.gov](https://www.usajobs.gov).

**September 28, 2020** – Application deadline, 11:59 Eastern daylight time (EDT). Apply through [USAjobs.gov](https://www.usajobs.gov).

**January 11, 2020 – January 15, 2021**– Supervisory Reference Checks, and Selections will occur during this timeframe. Selected Candidates will be notified by a Forest Service representative by phone and/or email. Those not selected should check your USAJobs account for status updates.

- We HIGHLY encourage you to be available via phone and/or email during this time. Ensure your references are notified, and they are available at the email address or phone number provided on your application.
- Fingerprinting, background checks and onboarding processing will be completed.

**Early March, 2021** – Earliest effective date dependent upon need of position.

### How to Apply:

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 September 28, 2020. 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 FS-HRM well before the closing date of 9/28/2020 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. The Agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact FS-HRM if you require accommodation for any part of the application and hiring process.

### **Agency Contact Information:**

FS - HRM Contact Center

Phone: 877-372-7248 Option 2

TDD: 800-877-8339

Email: [HRM\\_Contact\\_Center@usda.gov](mailto:HRM_Contact_Center@usda.gov)

Agency Information: USDA Forest Service

#### ***Step 1 – Create a USAJOBS account***

(If you do not already have one) at [USAjobs.gov](https://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"***

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.

#### ***A few tips to keep in mind when applying:***

Vacancy Announcements on USAJOBS will give examples of the specialized experience for each position advertised. Ensure your resume matches the listed specialized experience requirement in plain language. This should be listed under a work experience that shows title, series, grade and time period performed so HR can properly credit. Ensure all required documents are properly loaded into USAJOBS.

- Print and read the entire vacancy announcement to ensure you have included all required information and documents.
- Double check that all required documents listed in the vacancy announcement are attached to your application and display the document(s) appropriately when opened.
  - 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.
- Allow yourself plenty of time to apply for positions. The announcements close at midnight Eastern on the closing date.

#### ***Other places to get further information:***

- FS Videos: [Welcome to the Forest Service: Applying for a Job](#)
- USAJOBS YouTube Videos: [How to Apply for Federal Jobs](#)

# Cibola National Forest and National Grasslands

## **Mount Taylor Ranger District, Grants, NM**

Archeology – Yolynda Begay, 505-287-8833

Fire – Edward Baca, 505-287-8833

Recreation – Arnold Wilson, 505-287-8833

Wildlife – Consuelo Lemaire, 505-287-8833

Timber – Jason Eakins, 505-287-8833

## **Magdalena Ranger District, Magdalena, NM**

Archeology – Blair Mills, 575-854-2281

Fire – JJ Rue, 575-854-2281

Range – Tina Cason, 575-854-2281

## **Mountainair Ranger District, Mountainair, NM**

Fire – Adrian Padilla, 505 847-2990

Recreation – Arlene Perea, 505-847-2990

Wildlife – Amanda Rael, 505-281-3304

## **Sandia Ranger District, Tijeras, NM**

Archeology – Sandra Coams, 505-281-3304

Fire- Christopher Kirby, 505-281-3304 X5114

Recreation – Crystal Powell, 505-281-3304

Trails – Kerry Wood, 505-281-3304

## **Black Kettle National Grasslands, Cheyenne, OK**

Fire – Matt Lamb, 580-497-2143

Recreation – Justin Hebert, 580-497-2143

## **Kiowa-Rita Blanca National Grasslands, Clayton, NM**

Fire – Matt Lamb, 580-497-2143

Recreation – Darren Lemen, 575-374-965

## **Supervisors Office, Albuquerque, NM**

Archeology – Jeremy Kulisheck, 505-346-3873

*\*\*\*Some locations have a slightly different announcement number than other listed locations below, please be sure to apply to ALL announcements/locations that you are interested in as listed below\*\*\**

<b>Position</b>	<b>Announcement Number</b>	<b>Open/Close Date</b>	<b>Duty Location</b>	<b>Housing Available</b>
GS-0102-07 Archeology Technician	21-TEMP3-R3-2362-7DT-SB	9/17/2020 to 9/28/2020	ALBUQUERQUE, NM	NO
GS-0462-03 Forestry Aid (Fire – Engine)	21-TEMPFS3-R3-3867-3DH	9/17/2020 to 9/28/2020	CHEYENNE, OK	NO
GS-0462-04 Forestry Technician (Fire - Engine)	21-TEMPFS3-R3-3868-4DH	9/17/2020 to 9/28/2020	CHEYENNE, OK	NO
GS-0462-02 Forestry Aid (Recreation)	21-TEMP3-R3-2353-2DT-HC	9/17/2020 to 9/28/2020	CHEYENNE, OK	NO
GS-0462-03 Forestry Aid (Recreation)	21-TEMP3-R3-2354-3DT-NB	9/17/2020 to 9/28/2020	CHEYENNE, OK	NO
GS-0462-03 Forestry Aid (Fire - Engine)	21-TEMPFS3-R3-3867-3DH	9/17/2020 to 9/28/2020	CLAYTON, NM	NO
GS-0462-04 Forestry Technician (Fire - Engine)	21-TEMPFS3-R3-3868-4DH	9/17/2020 to 9/28/2020	CLAYTON, NM	NO
GS-0462-02 Forestry Aid (Recreation)	21-TEMP3-R3-2353-2DT-HC	9/17/2020 to 9/28/2020	CLAYTON, NM	NO
GS-0462-04 Forestry Technician (Fire Lookout)	21-TEMPFS3-R3-2856-4DH	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0462-03, Forestry Aid (Fire – Engine/Hotshot/Handcrew)	21-TEMPFS3-R3-3867-3DH	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0462-04, Forestry Technician (Fire – Engine/Hotshot/Handcrew)	21-TEMPFS3-R3-3868-4DH	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0462-05, Forestry Technician (Fire – Engine/Hotshot/Handcrew)	21-TEMPFS3-R3-3869-5DH	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0462-03 Forestry Aid (Recreation)	21-TEMP3-R3-2327-3DT-CB	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0102-05 Archeology Technician	21-TEMP3-R3-2360-5DT-BV	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0102-07 Archeology Technician	21-TEMP3-R3-2362-7DT-SB	9/17/2020 to 9/28/2020	GRANTS, NM	YES

GS-0462-04 Forestry Technician (Timber Sale Prep)	21-TEMPS3-R3-2466-4DT-JN	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0404-05 Wildlife Technician	21-TEMP3-R3-3548-5DT-EL	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0462-04 Forestry Technician (Recreation)	21-TEMP3-R3-3784-4DT-EL	9/17/2020 to 9/28/2020	GRANTS, NM	YES
GS-0102-07 Archeology Technician	21-TEMP3-R3-2362-7DT-SB	9/17/2020 to 9/28/2020	MAGDALENA	YES
GS-0462-04 Forestry Technician (Fire - Lookout)	21-TEMPFS3-R3-2856-4DH	9/17/2020 to 9/28/2020	MAGDALENA, NM	YES
GS-0462-03 Forestry Aid (Fire – Engine/Handcrew)	21-TEMPFS3-R3-3867-3DH	9/17/2020 to 9/28/2020	MAGDALENA, NM	YES
GS-0462-04 Forestry Technician (Fire – Engine/Handcrew)	21-TEMPFS3-R3-3868-4DH	9/17/2020 to 9/28/2020	MAGDALENA, NM	YES
GS-0462-05 Forestry Technician (Fire – Engine/Handcrew)	21-TEMPFS3-R3-3869-5DH	9/17/2020 to 9/28/2020	MAGDALENA, NM	YES
GS-0462-05 Forestry Technician (Range)	21-TEMP3-R3-2309-5DT-JN	9/17/2020 to 9/28/2020	MAGDALENA, NM	YES
GS-0102-05 Archeology Technician	21-TEMP3-R3-2360-5DT-BV	9/17/2020 to 9/28/2020	MAGDALENA, NM	YES
GS-0462-04 Forestry Technician (Fire - Lookout)	21-TEMPFS3-R3-2856-4DH	9/17/2020 to 9/28/2020	MOUNTAINAIR, NM	YES
GS-0462-03 Forestry Aid (Fire - Engine)	21-TEMPFS3-R3-3867-3DH	9/17/2020 to 9/28/2020	MOUNTAINAIR, NM	YES
GS-0462-04 Forestry Technician (Fire – Engine)	21-TEMPFS3-R3-3868-4DH	9/17/2020 to 9/28/2020	MOUNTAINAIR, NM	YES
GS-0462-05 Forestry Technician (Fire – Engine)	21-TEMPFS3-R3-3869-5DH	9/17/2020 to 9/28/2020	MOUNTAINAIR, NM	YES
GS-0462-05 Forestry Technician (Recreation)	21-TEMPS3-R3-2252-5DT-HC	9/17/2020 to 9/28/2020	MOUNTAINAIR, NM	YES
GS-0462-03 Forestry Aid (Recreation)	21-TEMP3-R3-2327-3DT-CB	9/17/2020 to 9/28/2020	MOUNTAINAIR, NM	YES
GS-0404-05 Wildlife Technician	21-TEMP3-R3-3548-5DT-EL	9/17/2020 to 9/28/2020	MOUNTAINAIR, NM	YES
GS-0462-04 Forestry Technician (Fire Lookout)	21-TEMPF3-R3-2856-4DH	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0462-03 Forestry Aid (Fire – Engine/Helitack)	21-TEMPF3-R3-3867-3DH	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0462-04, Forestry Technician (Fire – Engine/Helitack)	21-TEMPF3-R3-3868-4DH	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0462-05, Forestry Technician (Fire – Engine/Helitack)	21-TEMPF3-R3-3869-5DH	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0462-05 Forestry Technician (Trails)	21-TEMP3-R3-2324-5DT-NB	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0102-07 Archeology Technician	21-TEMP3-R3-2362-7DT-SB	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0462-05 Forestry Technician (Recreation)	21-TEMP3-R3-3786-5DT-EL	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0462-03 Forestry Aid (Recreation)	21-TEMP3-R3-3854-3DT-EL	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0462-04 Forestry Technician (Trails)	21-TEMP3-R3-3972-4DT-EL	9/17/2020 to 9/28/2020	TIJERAS, NM	NO
GS-0462-04 Forestry Technician (Recreation)	21-TEMP3-R3-5169-4DT-NB	9/17/2020 to 9/28/2020	TIJERAS, NM	NO