

Job Title: FOIA and Privacy Act Specialist**Department:** Department Of Agriculture**Agency:** Forest Service**Sub Agency:** Forest Service**Job Announcement Number:** ADS10-R3-KNF-03629G (BL)**Salary Range:** 38,790.00 - 61,678.00 USD /year**Series & Grade:** GS-0301-07/09**Promotion Potential:** 09**Open Period:** Wednesday, May 19, 2010 to Thursday, June 17, 2010**Position Information:** Full Time Permanent - No time limit**Duty Locations:** 1 vacancy - Williams, AZ

Who May Be Considered: Status eligibles - This announcement is open to current or former status federal employees and veterans eligible for considerations under the Veterans Employment Opportunities Act (VEOA); Veterans eligible under the Veterans Recruitment Appointment up through GS-11 only. Also, disabled veterans with a 30% or more disability; certain military spouses; persons with disabilities; and former Peace Corps and Vista volunteers may be considered under special hiring authorities. The applicant must furnish the required proof of certification of eligibility if selected.

Job Summary:

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for USDA Forest Service applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process. [To obtain information about this position and TO APPLY, please click on http://www.avuecentral.com/vacancy.html?ref=RMDCL.](http://www.avuecentral.com/vacancy.html?ref=RMDCL)

Key Requirements:

- See Other Information.

Major Duties:

DUTIES: *(The duties described reflect the full performance level of this position)*

The incumbent performs administrative program support to the Forest Supervisor and serves as the FOIA and Privacy Act Specialist for the Forest. Coordinates the administrative and clerical work for the organization. Maintains a calendar for the supervisor, scheduling appointments, meetings, and conferences. Procures office supplies and services. Interacts with members of the staff, organization, and individuals outside of the agency ranging from other government agencies to the general public. Receives phone calls and visitors and refers them to an appropriate individual. Serves as the office liaison for groups associated with the organization.

Processes incoming and outgoing materials such as mail, correspondence, reports, memoranda, and other forms of written communication. Performs the following types of duties: composes letters and reports, reviews correspondence for accuracy and completeness, prepares public presentation outlines, and develops standard or form letters and replies to inquiries.

Provides advice and guidance to management, staff, and the public regarding disclosure of agency records under the Freedom of Information Act (FOIA) and the Privacy Act (PA). Conducts research and analyzes

the content of records, problems, issues, or program requirements to make disclosure determinations for well-precedented cases under the Freedom of Information (FOIA) and/or Privacy Act (PA). Interprets and applies applicable statutes, rules, regulations, and executive orders as they pertain to FOIA/PA.

Coordinates Freedom of Information Act (FOIA) and Privacy Act (PA) requests. Performs review and clearance of information in response to FOIA and PA requests.

Qualifications:**KNOWLEDGE, SKILLS, AND ABILITIES:** *(The KSAs below may not apply at all grades)*

Knowledge of office management practices and administrative support processes.

Ability to apply basic analytical methods to various aspects of assigned program or project areas.

Ability to communicate effectively other than in writing.

Ability to communicate in writing.

Knowledge of the Freedom of Information Act (FOIA) and Privacy Act, related portions of the Code of Federal Regulations, and FOIA and Privacy Act policies and procedures.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

Grade 07: Qualifying experience for the GS-7 level includes one year of specialized experience at least equivalent to GS-5 which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples are reviewing regulations and policies and applying them to limited and routine administrative work assignments; or assisting in analyzing and recommending solutions to work process problems or issues.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

The experience requirement may be met by successful completion of one full academic year of graduate level education or law school OR successfully meeting the requirements of the Superior Academic Achievement provisions.

COMBINATION OF EDUCATION AND EXPERIENCE

Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

Grade 09: Qualifying experience for the GS-9 level includes one year of specialized experience at least equivalent to the GS-7 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples are researching and analyzing established administrative issues; acting as liaison with individuals and groups both inside and outside an organization regarding

administrative and/or organizational matters; and preparing a variety of written documents, such as staff papers, status reports, or policy recommendations.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

The experience requirement for the GS-9 level may be met by two (2) full academic years of graduate level education or completion of all requirements for a master's or equivalent graduate degree, or completion of all requirements for an LL.B or J.D. degree.

COMBINATION OF EDUCATION AND EXPERIENCE

Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

ADDITIONAL INFORMATION ABOUT THE SPECIALIZED EXPERIENCE REQUIREMENTS FOR THIS POSITION

Applicants are encouraged to provide a narrative in the Work History section that describes the duties performed relative to the specialized experience defined for this position. Show percentage of time performing these duties if work performed involved mixed duties, i.e., where only a portion of your work experience would be creditable for this position.

GS-07: Screened visitors and telephone calls to the supervisor. Determined the appropriate subordinate organizational unit to handle technical requests and inquiries and tracked completion of responses. As a basic trainee, reviewed pertinent regulations, policies, and procedures, applying them to limited and routine work assignments in an administrative field. Coordinated and provided correspondence services, reviewing non-technical correspondence prepared by others for proper attachments, signatures, and compliance with organizational policies. Used formal correspondence control procedures to coordinate workflow with subordinate units. Communicated orally by clearly presenting facts, issues, and positions that conveyed the intended information with the appropriate amount of emphasis and diplomacy.

GS-09: Analyzed simple FOIA or Privacy Act requests. Identified routine legal issues and recurring disclosure exemptions. Conducted record searches and assisted in gathering information to make disclosure determinations. Researched simple FOIA or Privacy Act requests, contacting the requester as required for clarification. Independently carried out administrative and clerical support functions and coordinated with subordinate units to implement office procedures throughout an organization. Used knowledge of assigned programs, priorities, goals, and objectives to identify workflow problems or other situations that had a negative impact on organizational efficiency. Managed office operations for an organization with a mission that affects a wide range of agency activities.

See Other Information for further requirements.

How You Will Be Evaluated:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

Benefits:

See Other Information.

Other Information:

This position is located in Region 3 on the Kaibab National Forest. Duty station is located at the Supervisor's Office in Williams, AZ.

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 Capital Management at 1-877-372-7248.

To ensure that you receive consideration, applications submitted through the online application process must be received by 11:59 pm eastern time on the closing date of the vacancy announcement.

For questions related to the duties of the position please contact Michael Williams (928) 635-8301.

Please check Job Posting Information, Summary, for the area of consideration (i.e., Who May Apply), and time limit information.

Bargaining Unit Status: Eligible.

TIME-IN-GRADE REQUIREMENT: If you are a current federal employee in the General Schedule (GS) pay plan and 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 OR within 30 days of the date a referral list is issued for open continuous announcements. Former federal employees applying to positions at a higher graded position than previously held may be subject to TIG requirements as well.

BASIS OF RATING: You will be rated based on your qualifications for this position as evidenced by the education, experience, and training you recorded in the work experience or resume relative to this position which show the degree to which you possess the knowledge, skills, and abilities listed on this vacancy announcement.

To receive consideration for this position, you must meet all qualification requirements within 30 days of the closing date of the announcement or within 30 days of the generating a referral list from an Open Continuous Announcement. Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience.

If selection is made at a lower grade level, promotion to the target grade will be non-competitive upon completion of training, performance, and specialized experience requirements.

To ensure that you receive consideration, the scannable application package must be postmarked on or before the closing date stated in the announcement and must be received at the correct address within 7 days.

Applications submitted in postage-paid Government envelopes will not be accepted.

Applications received become the property of the USDA Forest Service and will not be returned.

The United States Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (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, 1400 Independence Avenue, S.W., Washington DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

REASONABLE ACCOMMODATION: 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 contact the point of contact listed on the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Relocation expenses are authorized.

Government housing is not available.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Veterans: Under the Veterans Employment Opportunities Act of 1998 as amended by Section 511 of the Veterans Millennium Health Care Act (Public Law 106-117), veterans who are preference eligibles or who have been separated from the armed forces after substantially completing 3 years of continuous service performed under honorable conditions may apply and will be considered for this position under merit promotion procedures.

Applicants covered by the United States Department of Agriculture (USDA) Career Transition Assistant Program (CTAP) or Intergovernmental Career Transition Program (ICTAP) may apply and will be given priority consideration if determined to be well-qualified. Well-qualified is defined as meeting the qualification standards, selective factors, quality ranking factors, and physical qualifications under the Agency's specific selection process.

HOW TO APPLY: In order to determine if you meet the eligibility and qualification requirements for this position, please submit the following information:

1. Experience/Employment Information:

a. Apply On-Line at www.avuedigitalservices.com/usfs/applicant.html. This online application process allows applicants to submit employment information that can be printed for personal use and saved and/or edited on the website for future use. The application process contains all the data elements that are required for resumes submitted for federal employment and may be submitted electronically. OR

b. Apply by Scannable Questionnaire: This Questionnaire requires completion of a scannable form. You must request the instructions and form and submit the scannable application form and supporting documentation by mail. Locations and their codes will be listed in the application package A facsimile of the scannable form cannot be accepted.

2. Eligibility Information: The following documents are required with your application to verify eligibility and basic qualifications. If you are unable to attach these documents into your application, you may fax them to 253-573-9869. To ensure consideration, you must include your name on all documents. Failure to provide this documentation may result in disqualification.

a. Applicants applying under the VRA or VEOA authorities must submit a DD-214, Member 4 copy to verify eligibility. If applicable, submit a SF-15, Application for 10-Point preference and a letter dated 1991 to present from the VA or military department indicating your disability rating. If you are still on active duty, then you must submit one of the following documentation: (1) official orders or citation entitling you to a campaign badge; (2) statement of service from a commanding officer or someone else in authority attesting to your active duty which identifies dates of entry and anticipated separation; rank at time of discharge; and anticipated character of discharge; or (3) in the case of someone claiming service during the first Gulf War or since 9/11/01, any official document attesting to your presence on active duty during the appropriate calendar periods.

- b. Spouses of military veterans who are applying under the noncompetitive hiring authority for certain military spouses must provide applicable supporting documentation prior to appointment, if selected.
- c. Transcripts (official or unofficial) from accredited institutions if education is used to meet basic qualifications requirements. You may be required to provide official transcripts if selected.
- d. Applicants not currently employed with the Forest Service must submit an SF-50 Notification of Personnel Action or equivalent document to verify current or former federal employment status.
- e. Applicants requesting priority placement consideration under the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must provide the Notice of Expected Separation or other proof document.

3. The following documents are optional but encouraged:

- a. Resume.
- b. Performance appraisal information for current Federal employees.

TO REQUEST A SCANNABLE FORM: Please refer to the contact name and phone number listed in this vacancy announcement.

How To Apply:

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If you are unable to apply online, you may contact the employing office for alternate application procedures. Please call ASC-HRM Staffing at 877-372-7248 or email at fsjobs@fs.fed.us.

Required Documents:

See Other Information.

Contact Information:

ASC-HRM Staffing
Phone: 877-372-7248
Fax: 1-866-338-1328
Email: fsjobs@fs.fed.us

Agency Information:
USDA
Do not send mail - see vacancy
on how to apply
Albuquerque, New Mexico 87109
US
Fax: 1-866-338-1328

What To Expect Next:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 1915814