OUTREACH NOTICE

Administrative Program Specialist
GS-301-12 Full-time Permanent

Siuslaw National Forest
Siuslaw Supervisor’s Office
Corvallis, Oregon

The Siuslaw National Forest is outreaching a permanent full-time position for the Administrative Program Specialist, GS-0301-12. The purpose of this Outreach Notice is to inform the potential applicant pool of this position. This position is supervised by Donna Mickley, Siuslaw Acting Forest Supervisor.

If you are interested in this position please complete the attached Outreach Response Form, and resume and return it to Donna Mickley, Acting Forest Supervisor, via email at: donna.mickley@usda.gov no later than May, 15th.

ABOUT THE POSITION:

The Administrative Program Specialist (or Admin Officer) is a critical member of the Siuslaw Forest Leadership Team. This position supervises the Forest Budget Officer, a Budget Analyst/Support Services Supervisor, and the Supervisors Office (SO) frontliners. The Admin Officer advises and consults on a wide variety of topics, particularly related to business operations matters.

A primary duty of this position includes oversight, guidance and direction in managing a complex $15 million annual Forest budget. In addition to appropriated funding, the Siuslaw budget is also comprised of collected receipts from timber sales and recreation fees. The Admin Officer ensures the budget staff continuously monitor obligation of funds to make certain they are allocated towards intend purposes. When and if adjustments to workplans must be made, they coordinate with forest staff as necessary.

Workforce staffing actions is another major duty of this position. The Admin Officer serves as a subject matter expert in federal hiring practices and is the liaison between forest managers and human resources to track and fill key vacancies. The position also performs many functional support roles to Forest and District staffs, coordinating responses on various replies due to higher authority. Other duties involve staying apprised of changes to administrative policy and process, and effectively communicating and leading many of those changes. This position requires strong communication and interpersonal skills and involves close coordination with forest staff and many regional office director areas including Budget & Finance, Human Resources, AQM, and DRM.

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ABOUT THE FOREST:
The Siuslaw National Forest headquarters is located in Corvallis, Oregon. The forest lies about 20 miles west of Corvallis and encompasses a little over 600,000 acres stretching from Hebo to the north along the Pacific Coast, south to the Oregon Dunes National Recreation Area (covering 30,000 acres).

The Siuslaw NF is a temperate rainforest along the stunning Oregon Coast and one of only a few national forests to manage ocean front property. It boasts a world class recreation experience centered along the spectacular Pacific Coast Highway 101 with dozens of developed camping and day-use areas. Recreation opportunities abound, including exploring a diversity of coastal environments, hiking, sand dune OHV riding, camping, and fishing.

The Forest spans both east and west sides of the Oregon Coast Range with the highest point being Marys Peak at 4,097 feet, offering panoramic views of the Willamette Valley, Cascades and Coast ranges. The Siuslaw Forests’ niche is restoration of terrestrial and aquatic ecosystems. We take pride in our success in innovation and excel through multi-party collaboration. In a landscape of mixed ownership, heavily influenced by past forest management practices, we restore late-seral forests, watersheds, and the species that depend on them. We do that through active management of forests, roads, streams, and special habitats. Whether it’s thinning plantations to encourage development of species and structural diversity, or rebuilding functional floodplains by removing dikes and recontouring valley bottoms, this is an exciting place to work!

DUTY STATION:
The position is stationed in Corvallis, Oregon. Benton County falls within the Portland area for purposes of Federal locality pay. The Supervisor’s Office is co-located with the Pacific Northwest Forestry Sciences laboratory on the Oregon State University campus, providing connection with world-class research and an engaged student body.

ABOUT CORVALLIS:
Corvallis has a population of a little over 50,000 people and is home to Oregon State University and a number of technical and environmental companies. It is an innovative, highly-educated town featuring many local festivals, outstanding schools, and a mild, Mediterranean-type climate. There is ample opportunity to travel to the coast or the drier mountains throughout the year to reconnect with the sun. Within an easy commute are a wide range of other Willamette Valley communities. Salem, Oregon’s capital, is less than 40 miles away. Portland is 85 miles north, and Eugene is 50 miles south.

FOR MORE INFORMATION about the Siuslaw National Forest, please visit our web site at: https://www.fs.usda.gov/Siuslaw

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There are many internet resources for additional information about this amazing place to live and work. Here are some websites to help you find out more about the area:

- Corvallis Chamber of Commerce website: [https://www.corvallischamber.com/](https://www.corvallischamber.com/)
- Oregon State University website: [https://oregonstate.edu/](https://oregonstate.edu/)

**FOR MORE INFORMATION about this vacancy please contact:**

Donna Mickley, Acting Forest Supervisor  
**Email:** [donna.mickley@usda.gov](mailto:donna.mickley@usda.gov)  
**Phone number:** 541-864-0900.
Siuslaw National Forest Outreach Response Form due  
Due May, 15, 2020

Attn: Donna Mickley  
Title of Position: Administrative Program Specialist, Permanent FT  
Pay Plan, Series, Grade: GS-0301-12

Name:  
Address:  
E-mail Address:  
Phone:  

Are you a current federal employee? Yes _____ No _____

If Yes:  
Agency________________________ Location________________________

Current Position, Series, and Grade________________________  
Status (Permanent or Temporary Appointment)________________________

Do you qualify for any of the following programs? If so, please check the box that corresponds to your affiliation.  
Remember to attach any supporting documentation.

☐ VRA – Veterans Recruitment Appointment Authority (disabled veterans, veterans who served in a declared war, or in a campaign for which a campaign badge has been authorized, or awarded a Armed Forces Service Medal, and separated from active duty in the past 3 years).

☐ Military Spouse Hiring Authority - Three categories that determine eligibility: those who are relocating with their service-member spouse as a result of permanent change of station (PCS) orders, spouses of service members who incurred a 100% disability because of the service member's active duty service, and spouses of service members killed while on active duty.)

☐ VEOA – Veterans Employment Opportunity Authority (Veterans who qualify for Veterans Preference Points based on their service will receive either 5 or 10 points on their civil service examination or experience and education evaluation. These points can place you higher on the list than other applicants. Many veterans who qualify for Veterans Preference Points also have Protected Veterans Status, which can be helpful in certain hiring situations. Also allows eligible veterans to apply for merit promotion vacancies otherwise not open to external candidates without career status).

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☐ **Prior AmeriCorps/VISTA** - Persons are granted a one-year period to be non-competitively appointed to a normally competitive Federal position after leaving the Peace Corps or AmeriCorps VISTA with a certification of eligibility).

☐ **30% Disabled Veterans Appointing Authority** - Disabled veterans who were retired from active military service with a 30% or more disability rating; disabled veterans rated by the Veterans Affairs as having a compensable service-connected disability of 30% or more).

☐ **Prior Peace Corps** - Former Peace Corps volunteers who have satisfactorily completed 3 years of continuous service into career or career-conditional permanent positions)

☐ **Schedule A Disabled Persons Hiring Authority** - Persons with physical or mental disabilities certified by a licensed medical professional, Veterans Administration or a State Rehabilitation Agency as eligible)

☐ **Reinstatement Rights** - Agencies may reappoint people previously employed under a career or career-conditional appointment by reinstatement to a competitive service position).

☐ **Pathways Student Hiring Authority** - Pathways Internship or Recent Graduate having program completion letter signed by the unit in which their requirements were met)

☐ **Resources Assistance Direct Hiring Authority** - The Resource Assistants Noncompetitive Hiring Authority grants individuals who have successfully completed the requirements of their Resource Assistants Program the ability to apply to internal merit announcements. Individuals must be U.S. Citizens and may be appointed to General Schedule positions on a permanent basis in the competitive service. While this is called a noncompetitive hiring authority, it does not provide a candidate an entitlement to federal employment or enable a candidate to be selected without merit based competition. It is at the discretion of the hiring agency and manager whether to hire an eligible candidate listed on a merit certificate under this authority. 

☐ **Land Management Workforce Flexibility Act** - Current and former temporary and term employees in the competitive service of land management agencies that met the following requirements: Initially appointed using competitive procedures; served under one or more time-limited appointments in a land management agency for a period or periods totaling more than 24 months without a break of 2 or more years; performance was at an acceptable level throughout the service period(s); and most recent separation was for reasons other than misconduct or performance.

☐ Other:___________________________________________________________

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Attach resume, supporting documentation (program affiliation documents, DD-214s, college transcripts, Schedule A certificate, references, etc.) and any other information you’d like considered during this process.

Please answer the following questions (optional):

Brief describe why you are a qualified candidate:

Describe skill level and interest:

At times the Forest Service pays costs associated with Transfers of Station (TOS) or an incentive bonus to help with costs such as professional movers, temporary quarters allowance, house hunting trip, home sale/buy realtor and closing fees etc.:

Would you accept this position if TOS or an incentive bonus were not included? Yes or No (circle one)

In a scale from 1 to 10 (ten being highest - circle one), how important is the TOS or the incentive bonus benefit.

(low) 1 2 3 4 5 6 7 8 9 10 (high)

Please remember to attach your resume and any other supporting documentation you would like us to consider in this process.

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