

# USDA FOREST SERVICE PACIFIC NORTHWEST REGION

## Outreach Notice Umpqua National Forest

### Temporary Seasonal Opportunities



The Umpqua National Forest is planning to fill several temporary positions including firefighting, recreation and Hydrology in various duty locations. These temporary positions can start as early as May and usually end by mid-October; you could work up to a total of 24 weeks. Positions hired under the GS-3 (Fire Suppression) may include: Hand crew, Engine Crew, Prevention and Dispatch); positions hired under the GS-3 (General) is primarily general forest work and recreation type jobs.

To be considered for jobs on the Umpqua National Forest, you will need to select one or more of the following Oregon locations in USA Jobs when you submit a job application: **Cottage Grove, Glide, Idleyld Park (Diamond Lake), Tiller or Roseburg.**

Job announcements will be posted in USA Jobs on March 3, 2020 and close on March 9, 2020 at 11:59 PM EST. This outreach notice will be updated and re-posted once announcement numbers are generated.

Applicants may apply for these jobs through the USA Jobs website at <https://www.usajobs.gov>. Applicants are encouraged to read the vacancy announcements thoroughly for specific information about job requirements, how to apply, and most importantly, points of contact and phone numbers for more detailed guidance on available positions. Having a simple, completed resume is very helpful prior to starting the online application.

For more information about the application process and to search for job opportunities, please visit the following website: <https://www.fs.fed.us/working-with-us/jobs>

### **Any of the following positions may become vacant at any time, so please apply to all positions and locations of interest:**

Position Title/Series/Grade	Announcement Number	Duty Locations (all within OR)
Forestry Aid (Fire Suppression) GS-0462-03	TBA	Cottage Grove, Glide, Idleyld Park, Tiller, Roseburg
Forestry Aid (General) GS-0462-03	TBA	Idleyld Park (Diamond Lake)
GS-1316-05 Hydro Tech.	TBA	Roseburg

Although an advertised position/ location may not currently be vacant, it could become vacant and filled during the selection period. Interested individuals should apply to all positions and duty stations for which they would accept a job offer, whether or not the positions are currently vacant. Selecting the desired duty station during the online application process is also important

The following Hiring Managers are listed below with applicable duty locations, please contact for information.

Name	Email	Title	Phone	Duty Locations
Jason Amis	<a href="mailto:Jason.amis@usda.gov">Jason.amis@usda.gov</a>	Hiring Manager Fire	541-767-5000	Cottage Grove, OR
Fhurer Orejuela	<a href="mailto:Fhurer.orejuela@usda.gov">Fhurer.orejuela@usda.gov</a>	Hiring Manager Fire	541-496-3532	Glide, OR
Jed Getman	<a href="mailto:Jedediah.getman@usda.gov">Jedediah.getman@usda.gov</a>	Hiring Manager Fire	541-825-3532	Idleyld Park, OR (Diamond Lake)
Dustin Thompson	<a href="mailto:Dustin.c.thompson@usda.gov">Dustin.c.thompson@usda.gov</a>	Hiring Manager Fire	541-825-3123	Tiller, OR
Janie Pardo	<a href="mailto:Janie.pardo@usda.gov">Janie.pardo@usda.gov</a>	Hiring Manager Recreation	541-496-3542	Idleyld Park, OR (Diamond Lake)
Debra Gray	<a href="mailto:Debra.gray@usda.gov">Debra.gray@usda.gov</a>	Hiring Manager Hydrology	541-957-3405	Roseburg, OR

### The Process and Timeline

**February 24, 2020**—Outreach begins. Information is available on the USFS Outreach Notification web page at <https://fsoutreach.gdcii.com/>

**March 3, 2020** —Vacancy announcements will be activated in [USAJobs](https://www.usajobs.gov).

**March 9, 2020** —Application deadline, 11:59 EST. Apply through [www.usajobs.gov](https://www.usajobs.gov). Applicants are encouraged to apply for multiple locations (only where they would accept a position if offered).

**March 26 - April 9, 2020**— Selections. Representatives from the Umpqua National Forest will make recommendations for hiring. Candidates selected will be notified by a Umpqua National Forest representative by phone. Those not selected should check your USAjobs account for status updates. During the selection week candidates will be given 12 hours to respond to voicemails or emails from the recommending officials. It is highly encouraged to be available via phone during this time.

**Mid May 2020** – Earliest possible start date.

### **Who May Apply:**

Applications will be accepted from any U.S. citizen.

## **How to Apply:**

Please print and read the entire announcement and all the instructions in USAJOBS before you begin. **Ensure you completely read and address specialized experience in your resume as denoted in "how you will be evaluated".**

You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the cut-off date or closing date of the announcement. 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 Contact Center Phone: 877-372-7248 Option 2 well before the closing date 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. This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact FS HRM Contact Center if you require this for any part of the application and hiring process.

### **Step1 – Create a Login.gov account**

If you already have an account, skip to Step 2). You must create a login.gov account to sign in to USAJOBS. The service login.gov offers secure and private online access to government programs. To create a login.gov account, visit <https://www.login.gov/help/>

### **Step2 – Create a USAJOBS account**

(If you do not already 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 3 - 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 4 - 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.

The following documents must be submitted to constitute a complete application package. It is your responsibility to ensure that all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, delays in the mail service etc. Failure to submit required, legible documents will result in elimination from consideration.

- **Resume** that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience with dates worked in following format MM/DD/YEAR; and, 5) other qualifications.

- **College Transcripts** if education is required for meeting basic qualifications and/or you are substituting education for specialized experience. An unofficial copy is sufficient with the application, however, if selected, an official college transcript will be required.

*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.*

#### Agency Contact Information:

##### **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

*Do not mail in applications. See instructions on How to Apply.*

#### Things 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 that HR can properly credit.
- Ensure all required documents listed in the vacancy announcement are attached to your application.
- Allow yourself plenty of time to apply for positions. The USAStaffing system closes all announcements at midnight Eastern on closing date.
- Print and read the entire vacancy announcement to ensure you have included all required information and documents.

#### Other places to have questions answered or get further information:

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

## Working on the Umpqua National Forest

The Umpqua National Forest covers nearly one million acres along the western slopes of the Cascade Mountains in Southwest Oregon. The Forest encompasses a diverse area of sparkling rivers and lakes, deep canyons, and rugged mountains up to 9,200 feet in elevation. The Umpqua produces a wealth of water resources, forest, wildlife, fish habitat, minerals, and outdoor recreation opportunities. Visitors discover a diverse place of thundering waters, high mountain lakes, heart-stopping rapids, and peaceful ponds. The Forest is characterized by its many waterfalls, acres of native forest, three wildernesses, and the Oregon Cascades Recreation Area. Also within the Umpqua is the Diamond Lake

Recreation Composite, one of the largest developed recreational facilities within the Forest Service. About 75% of the Forest is within the Umpqua Basin, which is also the boundaries of Douglas County. The Forest comprises 25% of Douglas County.

## **NORTH ZONE**

The **Cottage Grove Ranger District** is the northern most unit. A Type 3 engine is staffed out of this office. Personnel are typically busy with prescribed burning and other project work in addition to fire suppression. Government housing doesn't exist near the ranger station, which is located two miles east of the center of Cottage Grove and 20 minutes south of Eugene (plenty of services in both towns). One government house is available on a limited basis 17 miles from the office.

The **North Umpqua Ranger District** is located in Glide, 20 minutes east of Roseburg. Two Type 3 engines are staffed on this district. Here engines respond to lightning fires, along with prescribed burning and routine maintenance. In addition, the Wolf Creek Interagency Hotshot Crew is hosted out of North Umpqua RD. While no government housing exists next to the ranger station, it is available at the Steamboat Compound 20 minutes west of Glide on the North Umpqua River. Glide has a convenience store, post office, restaurant, churches, and schools.

The **Diamond Lake Ranger District** office is located in Toketee, 60 miles east of Roseburg. Two type 3 engines and a 20 person Type 2 IA hand crew and large recreation program are staffed on this district. In USAJobs, ***the duty station is listed as Idleld Park, OR***. Government housing may be available on the Toketee Compound, just minutes' walk from the office. The workload here is much the same as the other units with an abundance of fire suppression, prescribed fire and other project work. You can walk to Toketee Reservoir for boating and fishing. This duty station is in the heart of the Forest with plenty of recreation opportunities just minutes away. It is 65 miles to the nearest full-service grocery store or medical services.

## **SOUTH ZONE**

**Tiller Ranger District** is our southernmost unit. Similar to the other units Tiller has Two Type 3 engines, a Type 6 engine and a 20 person Type 2 IA handcrew on the district. Like the other units, crews are busy with prescribed burning and project work when not directly working on fire suppression activities. Government housing may be available, less than a mile from the district office. There is no cell phone service or Wi-Fi. Tiller has one small convenience store, and a post office. It's a 30-minute drive to Canyonville or Shady Cove which have a full-service grocery store and limited medical services, and 60 minutes to Roseburg or Medford.

The **Supervisor's Office** is located in Roseburg, population 21,000, which offers multiple stores, restaurants, churches, theaters, clubs, and other services. Centralized dispatch is located in the SO, which also houses two other federal agencies. No government housing is available.

## **NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights

activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) .

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## Outreach Notice Reply

If you are interested in any of these positions, please complete the following information **by March 1, 2020** and **send to the respective contacts for the duty location (s) your applying for.**

Please respond to the outreach if you are interested in applying to these positions. Your response is important in allowing supervisors to know who has applied to their positions and allows you the opportunity to learn more about the position prior to it being filled.

### Personal Information:

Name:

Address:

E-mail:

Phone:

Current title/series/grade:

Do you qualify for the 462 Series:      Yes   No

Are you currently a permanent Federal employee?      Yes   No

If YES, current Agency and location:

Current Red Card Qualifications: