



USDA FOREST SERVICE  
**OLYMPIC**  
 NATIONAL FOREST

# Temporary Employment Opportunities

The Olympic National Forest is outreaching, with plans to fill the following seasonal positions for the 2020 season. These positions will be advertised through [www.usajobs.gov](http://www.usajobs.gov).  
**Positions will be advertised from September 16th thru September 30th, 2019.**

Positions in Olympia, WA	Vacancy Announcement Number	Contacts
<b>Engineering</b> GS-0802-04-Engineering Technician (Civil) GS-0802-05-Engineering Technician (Civil)	20-TEMP1-R6-2342-4DT-RO 20-TEMP1-CR56-2333-5DT-RP	Bill Shelmerdine 360-956-2330 <a href="mailto:bshelmerdine@fs.fed.us">bshelmerdine@fs.fed.us</a>
<b>Invasive Plants</b> GS-0404-04-Biological Science Technician (Invasive Plants) GS-0404-05-Biological Science Technician (Invasive Plants)	20-TEMP1-CR56-3102-4DT-RP 20-TEMP1-R6-3103-5DT-RO	Cheryl Bartlett 360-956-2283 <a href="mailto:cheryl.bartlett@usda.gov">cheryl.bartlett@usda.gov</a>
<b>Hydrology</b> GS-1316-04-Hydrologic Technician GS-1316-05-Hydrologic Technician	20-TEMP1-CR56-2696-4DT-RP 20-TEMP1-CR56-2695-5DT-RP	Dana Butler 360-956-2280 <a href="mailto:dana.butler2@usda.gov">dana.butler2@usda.gov</a>
<b>Natural Resources</b> GS-0404-05-Biological Science Technician (Natural Resources)	20-TEMP1-CR56-2736-5DT-RP	Tammy Hoem 360-956-2293 <a href="mailto:tammy.hoemneher@usda.gov">tammy.hoemneher@usda.gov</a>
Positions in Forks, WA	Vacancy Announcement Number	Contacts
<b>Recreation</b> GS-0462-04-Forestry Technician (Recreation)	20-TEMP1-CR56-2313-4DT-RP	David Hammer 360-288-0202 <a href="mailto:david.hammer@usda.gov">david.hammer@usda.gov</a>

<b>Natural Resources</b> GS-0404-05-Biological Science Technician (Natural Resources)	20-TEMP1-CR56-2736-5DT-RP	Tammy Hoem 360-956-2293 <a href="mailto:tammy.hoemneher@usda.gov">tammy.hoemneher@usda.gov</a>
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<b>Positions in Hoodspport, WA</b>	<b>Vacancy Announcement Number</b>	<b>Contacts</b>
<b>Fire</b> GS-0462-03-Forestry Aid (Fire Suppression)	20-TEMPF1-CR56-3867-3DT-RP	Jeff Neil 360-877-1043 <a href="mailto:jeff.neil@usda.gov">jeff.neil@usda.gov</a>
<b>Recreation</b> GS-0462-05-Forestry Technician (Recreation)	20-TEMP1-CR56-2252-5DT-RP	Erica Keene 360-765-2213 <a href="mailto:erica.keene@usda.gov">erica.keene@usda.gov</a>
<b>Positions in Quilcene, WA</b>	<b>Vacancy Announcement Number</b>	<b>Contacts</b>
<b>Natural Resources</b> GS-0404-05-Biological Science Technician (Natural Resources)	20-TEMP1-CR56-2736-5DT-RP	Tammy Hoem 360-956-2293 <a href="mailto:tammy.hoemneher@usda.gov">tammy.hoemneher@usda.gov</a>
<b>Fire</b> GS-0462-03-Forestry Aid (Fire Suppression) GS-0462-04-Forestry Technician (Fire Suppression)	20-TEMPF1-CR56-3867-3DT-RP 20-TEMPF1-CR56-3868-4DT-RP	
<b>Recreation</b> GS-0462-04-Forestry Technician (Recreation) GS-0462-05-Forestry Technician (Recreation)	20-TEMP1-CR56-2313-4DT-RP 20-TEMP1-CR56-2252-5DT-RP	Erica Keene 360-765-2213 <a href="mailto:erica.keene@usda.gov">erica.keene@usda.gov</a>
<b>Positions in Quinault, WA</b>	<b>Vacancy Announcement Number</b>	<b>Contacts</b>
<b>Visitor Information</b> GS-1001-04-Vistor Information Assistant	20-TEMP1-CR56-2716-4DT-RP	David Hammer 360-288-0202 <a href="mailto:david.hammer@usda.gov">david.hammer@usda.gov</a>
<b>Recreation</b> GS-0462-04-Forestry Technician (Recreation) GS-0462-05-Forestry Technician (Recreation)	20-TEMP1-CR56-2313-4DT-RP 20-TEMP1-CR56-2252-5DT-RP	David Hammer 360-288-0202

### ***The Process and Timeline***

**September 16, 2019 — The application period opens in USAJobs.** Apply only through USAJobs ([www.usajobs.gov](http://www.usajobs.gov)). Applicants are encouraged to apply for locations **where they would accept a position if offered in that location.** Questions regarding duty location or skills required for the position should be directed to the local forest, based on the outreach for that position, no later than the closing date of the announcement, September 30.

**September 30, 2019 — Application deadline by 8:59 pm Pacific Time (11:59 pm Eastern Time).** Applications must be complete and submitted prior to this time.

**January 2020— Application evaluation begins.** Subject matter experts will generate reference evaluations for selecting officials. **Supervisory reference checks will also**

**occur during this time period. Please ensure your references are notified of this and they are available at the email address (preferred) or phone number provided on your application.**

**January 21, 2020 – February 14, 2020 – Tentative Selections occur.** Applicants tentatively selected for jobs will be notified by a Forest Service representative by phone. **Tentative selectees should be available by phone during this time and should have computer access to complete documents within 72 hours of being contacted.** Applicants should expect to make themselves available the duration of the hiring event.

**March-April 2020 –First effective dates for positions.** Look for the effective date on the Official Confirmation Letter. The Official Confirmation Letter will arrive after suitability and background checks are complete. Official Confirmation Letters will be e-mailed approximately one month prior to your start date. It is important to be in contact with your supervisor to confirm your reporting date as stated on the Official Confirmation Letter and ensure all onboarding processes have been completed.

## **HOW TO APPLY:**

**Please read the entire announcement and all instructions before you begin.** You must complete this application process and submit all required documents electronically by 11:59p.m. Eastern Daylight Time (EDT) on the closing date of this announcement.

Applying online is highly encouraged. We are available to assist you during business hours (normally 8:00a.m. - 4:00p.m., Monday - Friday). If applying online poses a hardship, contact the Agency Contact listed below well before the closing date for an alternate method. All hardship application packages must be complete and submitted no later than noon ET 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; contact the Agency Contact to request this as listed on the announcement.

**Step1 – Create a USAJOBS account** (if you do not already have one from login.gov, which was implemented in early 2018) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended 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"** and 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.

### REQUIRED DOCUMENTS

The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- Resume that includes: 1) personal information, such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties, including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) supervisors phone number and whether or not the supervisor may be contacted for a reference check; 5) other qualifications.
- If education is required or you are using education to qualify, you must submit a copy of your college transcripts. An unofficial copy is sufficient with the application; however, if you are selected, you will be required to submit official transcripts prior to entering on duty. Education must have been successfully obtained from an accredited school, college or university. If any education was completed at a foreign institute, you must submit with your application evidence that the institute was appropriately accredited by an accrediting body recognized by the U.S. Department of Education as equivalent to U.S. education standards. There are private organizations that specialize in this evaluation and a fee is normally associated with this service. For a list of private organizations that evaluate education, visit <http://www.naces.org/members.htm>. All transcripts must be in English or include an English translation.
- If claiming veteran's preference, you must submit a DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Veteran's preference must be verified prior to appointment. Without this documentation, you will not receive veteran's preference and your application will be evaluated

based on the material(s) submitted.

- If claiming 10-point veterans preference you must provide the DD214 or certification requirements (see above bullet), plus the proof of entitlement of this preference as listed on the SF-15 Application for 10-point Veterans Preference. The SF-15 should be included, but is not required. Failure to submit these documents could result in the determination that there is insufficient documentation to support your claim for 10-point preference. For more information on veterans' preference see <http://www.fedshirevets.gov/job/vetpref/>

### ADDITIONAL REQUIREMENTS FOR SOME FIRE POSITIONS

**ARDUOUS FIRE POSITIONS:** Applicants must be at least 18 years of age by their effective date to be employed in a position performing hazardous duties. An initial pre-employment medical examination is required for arduous fire positions. Failure to meet any of the required medical qualifications will be considered disqualifying for employment.

**WORK CAPACITY TEST (WCT) for Wildland Firefighters:** This position participates in wildland firefighting activities. Based on the type of work performed, TAKING and PASSING the WCT at the ARDUOUS level is a "condition of employment." The Arduous fitness (Pack) test requires completing a three (3) mile hike within forty-five (45) minutes, while carrying a forty-five (45) pound pack. You are strongly encouraged to consult with your physician and begin training immediately if applying for this position. This announcement constitutes the required 30 days advanced notice for testing requirements.

In order to be considered for certain positions, copies of your Incident Qualification and Certification System (IQCS) Master Record (or equivalent training documents if not a Federal employee), which contain documented proof of the certification or attainment of the IFPM or FS-FPM Selective Placement Factor for certain positions **MUST** be attached to your application. Red cards are not acceptable documentation. Failure to provide this documentation will result in disqualification.

- Successfully completed the Primary NWCG Core Requirement of Firefighter Type 1 (FFT1).
- Successfully completed the NWCG Course # S-290 Intermediate Wildland Fire Behavior.

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement as defined below: For more information on qualifications for federal positions, go to: <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>

**Work Experience:** Your resume must clearly document the following for each block of work experience: the beginning month and year the work assignment started and ended; the hours worked per week; position title, and series and grade if applicable; and description of duties performed. This information must be provided for each permanent, temporary or seasonal appointment/work assignment and must be clearly documented as a separate block of time. **Incomplete applications or those that provide vague and/or conflicting information may not be evaluated for consideration.**

**Part-Time or Unpaid Experience:** Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained in a part-time or full-time occupation; however, you must indicate the number of hours the work was performed each week to receive credit. Full-time work is generally considered to be 35 to 40 hours of work per week.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**Foreign Education:** Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Applicants must provide documentation with their application that the education was evaluated by a U.S. organization that specializes in interpretation of foreign educational credentials, commonly called a credential evaluation service. For further information on the evaluation of foreign education, refer to the U.S. Department of Education website at <http://www.ed.gov> .

To receive consideration for this position, you must meet all qualification requirements by the closing date of the announcement.

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 INFO:**

*HRM Contact Center*

*Phone: 877-372-7248 Option 2*

*TDD: 800-877-8339*

*Email: [fsjobs@fs.fed.us](mailto:fsjobs@fs.fed.us)*