



## **Willamette National Forest**

**OUTREACH NOTICE**  
**Budget Officer**  
**GS-0560-11**  
**Permanent**  
**Supervisor's Office**  
**Springfield, Oregon**

The Willamette National Forest will soon be advertising a Full time **Permanent** Budget Officer GS-0560-11, with a duty station of Springfield, Oregon. The purpose of this Outreach Notice is to inform the potential applicant pool of this position.

If you are interested in this position please complete the attached **Outreach Response Form** and return it to Lisa Alimenti, Administrative Officer at **email: [Lisa.Alimenti@usda.gov](mailto:Lisa.Alimenti@usda.gov)** or at **fax: 541-225-6222**. Please return no later than January 8, 2021 by 5:00pm Pacific Standard Time.

### **ABOUT THE POSITION**

This position serves as the Budget Officer for the Forest. The incumbent is a key member of the Forest Supervisor's staff and assists forest leadership in interpreting, applying and complying with budget direction from the Regional Office and provides real-time communication and feedback for overall improvement in budget processes. Performs a variety of budget analysis functions in assigned areas. Work may be performed in any segment of the normal range of budget administration work performed by the organization including budget formulation, budget presentation-enactment, or budget execution. Duties typically performed include the following: assisting in the preparation of budget estimates and justifications; interpreting OMB directives and circulars; providing information and advice to program managers; reviewing bureau and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; monitoring budget; recommending reprogramming of funds as needed.

Additional duties include the following: evaluates data submitted for consistency with historical data, current levels of operations, and anticipated changes in staffing and/or funding levels. Revises data as needed based on workload levels. Checks the accuracy and adequacy of budget justifications submitted by managers in support of budget requests and prepares further justification as needed to support requests. This position includes supervisory duties 20% or less of the time.

### **ABOUT THE WILLAMETTE NATIONAL FOREST**

The Willamette is a large, complex forest, encompassing over 1.7 million acres in Oregon, which stretches for 110 miles along the western slopes of the Cascades. There are four Ranger Districts, an experimental

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*USDA Forest Service  
Pacific Northwest Region  
Willamette National Forest*

*FY21 Version1*

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forest, and a diverse, integrated and challenging program of work. It is known for its numerous volcanic peaks, the forested Cascade Range, and three Wild and Scenic Rivers.

The area offers a stunning choice of year-round recreation for day-trippers and vacationers alike from hiking, camping, fishing or skiing in the Cascade Mountains to picnicking or rafting along one of our scenic rivers. There are eight wilderness areas on the forest, which comprise 20% of the Forest landbase. Mt. Jefferson, Diamond Peak, Three Sisters and the Mt. Washington Wilderness Areas are co-managed with the Deschutes National Forest. There are three designated Off-highway vehicle areas on the forest, two nationally designated scenic byways, and several recreation cabin rentals. The Forest special uses program includes two ski resorts, two concession permits for major campground complexes, a marina, numerous outfitters and guides, numerous recreation residences, nationally recognized mountain bike events, and organizational camps. The Forest manages a recreation fee program, and offers popular dispersed recreation opportunities near water and lakeshores.

**FOR MORE INFORMATION about the Willamette National Forest**, please visit our web site at:  
<https://www.fs.usda.gov/willamette>

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

Lisa Alimenti, Administrative Officer  
Phone: 813-451-3534  
Email: [lisa.alimenti@usda.gov](mailto:lisa.alimenti@usda.gov)

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**Willamette National Forest Outreach Response Form**

**Due: January 8, 2021**

Attn: **Lisa Alimenti**  
Title of Position: **Budget Officer**  
Pay Plan, Series, Grade: **GS-0560-11**  
Type of position: **Full Time Permanent**

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).
- 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).

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- 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.*



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**Please answer the following questions (optional):**

Brief describe why you are a qualified candidate:

Describe skill level and interest:

**\*\* IMPORTANT \*\***

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.**