

***Outreach Notice***

**[](http://www.ci.missoula.mt.us/)**

**NORTHERN REGION (REGION ONE)**

**REGIONAL OFFICE**

**Regional Fleet Analyst GS-2150-11/12**

The Northern Region, Regional Office of the USDA Forest Service is seeking to fill a Detail (Temporary Promotion / Non-Competitive for 120 days) into the Regional Fleet Analyst as a GS-2150-11/12. The Detail will begin on or around October 1, 2023. The Northern Region covers over 25 million acres and includes 10 National Forests and Grasslands across Northern Idaho, Montana, North Dakota, and northwestern South Dakota.

**Position Title:**  R1, Regional Fleet Analyst GS-2150-11/12

**Location:**  Northern Region, Regional Office in Missoula, Montana

**Position Description:**

This position serves to assists the Regional and, Deputy Fleet Manager in all fleet duties associated with accounting, record keeping, and auditing. Key duties for this position include, but are not limited to the following:

* Will primarily work in the following systems:
  + Federal Equipment Database (FED)
  + Wright Express (WEX) and Clearview
  + Intergrates Acquisitions System (IAS)
* Provides financial expertise to the Regional Fleet Manager in all areas of fleet financial management. Acts as liaison with Albuquerque Service Center (ASC) – Property /Fleet Working Capital Fund (WCF), and is responsible for the fleet’s accounting, record keeping, auditing and the Region’s credit card program. Conducts a variety of complex analyses of fianancial programs to include financial inventory accounting and verifying data for consistency with financial program objectives.
* Performs a variety of analytical work involved in identifying, researching, analyzing and monitoring financial management account records. Interprets and applies all regulations, laws, policies and guidelines applicable to fleet finanical management, ensuring no possible violation of these guidelines. Performs in-depth analyses of financial processes by emplying techniques such as cost-benefit analyses, probablity theory, inventory replacement, program trade-offs and exploring alternatives methods of business practices.
* Establishes and maintains credit card user access, provides technical assistance to forests, samples and analyzes transactions and responds to requests from the Washington Office (WO) and ASC. Audits fleet credit card use in the Region by reviewing transaction lists and documentation of forest monitoring.
* Provides recommendations to the ASC for changes in existing procedures or establishing new processes or procedures for fleet financial issues. Reviews WCF rate calcualtions for adequacy and ability to implement and recommends changes to the Regional Fleet Manager. Completes all PP&E requests, changes to capitalized equipment, budget object code and in-service dates. Provides guidance and advice to senior managers and forest staff with respect to the establishment, extension and improvement of all fleet financial and supply systems.
* Serves as the regional point-of-contact and subject matter expert for WCF, FED, WEX, and IAS for fleet. In this role, this position provides training to forests on equipment management and inventory systems, reviews and analyzes data for completeness or errors and notify units on the need for correction.
* Identifies specific problems requiring further analysis and prepares recommendations for changing methods and practicies. Reviews and analyzes rates calculated by the ASC, leads teams to recommend changes and prepares justifications, coordinates and reviews all of the Regions 6500-30”s (WCF budgets). Submits final 6500-30’s to the Regional Fleet Manger for submittal to ASC for rate setting purposes and conducts quarterly reviews on budget activity within the Region.

**Supervisory and Managerial Responsibilities:**

This is not a supervisory position.

**To Express Interest in the Detail:** Please fill out the attached outreach response form if you are interested in being considered to detail for this position, please return outreach response to Barry Love at [barry.love@usda.gov](mailto:barry.love@usda.gov) or Gary Danczyk at [gary.danczyk@usda.gov](mailto:gary.danczyk@usda.gov) by close of business **September 8, 2023.**  For additional information on this position, please contact Barry Love, (Acting) Regional Fleet Manager, Northern (R1) at (406) 781-4215.

**OUTREACH RESPONSE FORM**

**Regional Fleet Analyst, Northern Region**

**Series-Grade: 2150-11/12**

**Missoula, Montana**

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| **NAME:** |  |
| **E-MAIL ADDRESS:** |  |
| **MAILING ADDRESS:** |  |
| **STREET ADDRESS:** |  |
| **CITY, STATE, ZIP CODE:** |  |
| **TELEPHONE:** |  |

**CURRENT STATUS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency:** | USFS | BLM | | Other | |
| **Type of Appointment:** | Permanent | Temporary | | Term | | VRA | PWD | Other |
| **Region:** |  |
| **Forest:** |  |
| **District:** |  |
| **Series:** |  |
| **Grade:** |  |
| **Position Title:** |  |
| If you are not currently a permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities? | | | | | | | | | |
| People with Disabilities | | |  | |
| Veterans Readjustment Authority | | |  | |
| Disabled Veterans w/30% Compensable Disability | | |  | |
| Veterans Employment Opportunities Act of 1998 | | |  | |
| Former Peace Corps Volunteer | | |  | |
| Student Career Experience Program | | |  | |
| Other | | |  | |

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| **Please return this completed form with your resume by email to Barry Love, R1, (Acting) Regional Fleet Program Manager at** [barry.love@usda.gov](mailto:barry.love@usda.gov) **by COB on September 8, 2023.** |