

## USDA Forest Service

### Grants and Agreements Specialist, GS-1101-07/09/11

**ANNOUNCEMENT NUMBER:** ADS10-G&A-1101-7/9/11-(MG)

**APPLICATION DEADLINE:** 03/23/2010

**JOB LOCATION:** Multiple Locations

**WORK SCHEDULE:** Full Time

**SALARY RANGE:** \$38,790.00-\$74,628.00

**OPEN DATE:** 02/24/2010

**TIME LIMIT:** Permanent - No time limit

**WHO MAY APPLY:**

Status eligibles - This announcement is open to current or former status Federal employees and veterans eligible for consideration under the Veterans Employment Opportunities Act (VEOA). Also, disabled veterans with a 30% or more disability; veterans eligible under the Veterans Recruitment Appointment (VRA) up through GS-11; persons with Disabilities; and former Peace Corps and Vista volunteers may be considered under special hiring authorities. The applicant must furnish the required proof or certification of eligibility if selected.

**NUMBER OF VACANCIES:** 3

**PROMOTION POTENTIAL:** 11

#### NOTES:

These are permanent, full-time positions. Located within R1/R4 the Acquisition Management Organization anticipates filling three Grants & Agreements trainee positions. One position will be located in each of the following Acquisition Zones: Idaho-Wyoming Acquisition Center (Idaho Falls, ID), Southwest Idaho & Nevada Acquisition Center (Boise, ID), and Idaho and Montana Acquisition Team (Grangeville or Orofino, ID). Applicants should state their preferred geographic location, in priority order, to determine duty station. Final locations for selection may be negotiated.

A Mobility Agreement designating initial duty station location and subsequent potential to be relocated to one of the Acquisition Management Zone locations within R1/R4 based on vacancies and placement needs within the organization will be signed at time of applicant selection acceptance. Transfer of Station will be provided for initial training duty station assignment and also subsequent duty station reassignment, if relocation is needed for final duty station assignment.

For questions related to the duties of the position, please contact Doris Mackey at 801-625-5812 or Elaine Hilliard at 406-329-3649.

Please read the announcement thoroughly and follow all instructions to receive proper consideration. If you are unable to apply on-line or have questions about the meaning of items in the vacancy announcement, please contact ASC HCM Staffing at 1-877-372-7248. If you are having program problems (i.e., getting into the application, saving items, etc.) please follow these instructions--click the technical support button (bottom right hand corner of the main menu page) and see if your question/problem scenario is there; if so, click on that item to see what it tells you. If you don't see your specific situation stated there, click on the email support button and send ADS an email. They will get back to you in a reasonably short amount of time.

**DUTIES:** *(The duties described reflect the full performance level of this position)*

Serves as a liaison and/or advisor for grant management programs and funding issues, providing advice and assistance regarding grant/cooperative agreement application processes and policies, as well as agency policies and procedures.

Evaluates applications before award, including the analysis of applications received in response to particular programs and Request for Application (RFA) requirements.

Develops and reviews reports and correspondence in support of grant/agreement management and analysis of grant/agreement applications.

Prepares correspondence, approvals, and other documentation for approved grants/agreements. Coordinates activities related to arrangements for funding. Answers questions from grantees/cooperators.

**KNOWLEDGE, SKILLS, AND ABILITIES:***(The KSAs below may not apply at all grades)*

Ability to communicate effectively other than in writing.

Ability to communicate in writing.

Skill in interpreting and applying guidelines, policies, and procedures.

Knowledge of contracting/grants laws, regulations, principles, policies, and procedures to develop and issue solicitations and contracts/grants.

Ability to plan and execute work.

Ability to provide technical assistance to grantees and applicants for grants.

**MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:**

Grade 07: For ONE-GRADE INTERVAL POSITIONS, i.e., where the career progression is in a GS-7, GS-8, GS-9 pattern, qualifying experience for the GS-7 level includes one (1) year of specialized experience equivalent to the GS-6 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples are following well-defined procedures to generate recurring grants management reports and printouts, and special reports utilizing various combinations of data from a grants management automated system.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirements for the GS-7 level may be met by completion of one (1) year of graduate level education that is directly related to the work of the position.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

For TWO-GRADE INTERVAL POSITIONS, i.e., where the career progression is in a GS-7, GS-9, GS-11 pattern, qualifying experience for the GS-7 level includes one year of specialized experience at least equivalent to GS-5 which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples are reviewing regulations and policies and applying them to limited and routine administrative work assignments; or assisting in analyzing and recommending solutions to work process problems or issues.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirement may be met by successful completion of one full academic year of graduate level education or law school OR successfully meeting the requirements of the Superior Academic Achievement provisions.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

Grade 09: For ONE-GRADE INTERVAL POSITIONS, qualifying experience for the GS-9 level includes one (1) year of specialized experience equivalent to the GS-8 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples are monitoring, reviewing, and maintaining tracking systems for incoming grant actions, grantee reports, and other grants management documentation.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirements for the GS-9 level may be met by completion of two (2) years of graduate level education or a master's degree that is directly related to the work of the position.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

For TWO-GRADE INTERVAL POSITIONS, i.e., where the career progression is in a GS-9, GS-11 pattern, qualifying experience for the GS-9 level includes one year of specialized experience at least equivalent to GS-7 which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge skills, and abilities to successfully perform the duties of the position. Examples are assisting in researching and analyzing established or simple program issues; or acting as liaison with individuals and groups both inside and outside an organization regarding routine program matters.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** The experience requirement for the GS-9 level may be met by two (2) full academic years of graduate level education or completion of all requirements for a master's or equivalent graduate degree, or completion of all requirements for an LL.B or J.D. degree.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

Grade 11: Qualifying experience for the GS-11 level includes one year of specialized experience at least equivalent to GS-9 which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Experience requirements at the GS-11 level may be met by three (3) full academic years of graduate level education or the successful completion of a Ph.D. or equivalent doctoral degree.

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

**OTHER SIGNIFICANT FACTS:**

Please check Job Posting Information, Summary, for the area of consideration (i.e., Who May Apply), and time limit

information.

Position requires overnight travel 1-5 nights per month.

**TIME-IN-GRADE REQUIREMENT:** If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements with 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met within 30 days of the closing date of this announcement OR within 30 days of the date a referral list is issued for open continuous announcements. Former federal employees applying to positions at a higher graded position than previously held may be subject to TIG requirements as well.

**BASIS OF RATING:** You will be rated based on your qualifications for this position as evidenced by the education, experience, and training you recorded in the work experience or resume relative to this position which show the degree to which you possess the knowledge, skills, and abilities listed on this vacancy announcement.

To receive consideration for this position, you must meet all qualification requirements within 30 days of the closing date of the announcement or within 30 days of the generating a referral list from an Open Continuous Announcement. Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience.

If selection is made at a lower grade level, promotion to the target grade will be non-competitive upon completion of training, performance, and specialized experience requirements.

To ensure that you receive consideration, the scannable application package must be postmarked on or before the closing date stated in the announcement and must be received at the correct address within 7 days.

Applications submitted in postage-paid Government envelopes will not be accepted.

Applications received become the property of the USDA Forest Service and will not be returned.

The United States Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

**REASONABLE ACCOMMODATION:** The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the point of contact listed on the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Relocation expenses are authorized.

**DIRECT DEPOSIT:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

**Veterans:** Under the Veterans Employment Opportunities Act of 1998 as amended by Section 511 of the Veterans Millennium Health Care Act (Public Law 106-117), veterans who are preference eligibles or who have been separated from the armed forces after substantially completing 3 years of continuous service performed under honorable conditions may apply and will be considered for this position under merit promotion procedures.

Applicants covered by the United States Department of Agriculture (USDA) Career Transition Assistant Program (CTAP) or Intergovernmental Career Transition Program (ICTAP) may apply and will be given priority consideration if determined to be well-qualified. Well-qualified is defined as meeting the qualification standards, selective factors, quality ranking factors,

and physical qualifications under the Agency's specific selection process.

Applications must be certified online by 11:59 PM Eastern time on the closing date indicated on the Vacancy Announcement. Applicants are encouraged to submit completed applications early in the opening period. The Forest Service is not responsible for nonreceipt of online applications. You will be notified of successful receipt of your application via the e-mail indicated on your application.

**HOW TO APPLY:** In order to determine if you meet the eligibility and qualification requirements for this position, please submit the following information:

1. Experience/Employment Information:

a. Apply On-Line at [www.avuedigitalservices.com/usfs/applicant.html](http://www.avuedigitalservices.com/usfs/applicant.html). This online application process allows applicants to submit employment information that can be printed for personal use and saved and/or edited on the website for future use. The application process contains all the data elements that are required for resumes submitted for federal employment and may be submitted electronically. OR

b. Apply by Scannable Questionnaire: This Questionnaire requires completion of a scannable form. You must request the instructions and form and submit the scannable application form and supporting documentation by mail. Locations and their codes will be listed in the application package A facsimile of the scannable form cannot be accepted.

2. Eligibility Information: The following documents are required with your application to verify eligibility and basic qualifications. If you are unable to attach these documents into your application, you may fax them to 253-573-9869. To ensure consideration, you must include your name on all documents. Failure to provide this documentation may result in disqualification.

a. Applicants applying under the VRA or VEOA authorities must submit a DD-214, Member 4 copy to verify eligibility. If applicable, submit a SF-15, Application for 10-Point preference and a letter dated 1991 to present from the VA or military department indicating your disability rating. If you are still on active duty, then you must submit one of the following documentation: (1) official orders or citation entitling you to a campaign badge; (2) statement of service from a commanding officer or someone else in authority attesting to your active duty which identifies dates of entry and anticipated separation; rank at time of discharge; and anticipated character of discharge; or (3) in the case of someone claiming service during the first Gulf War or since 9/11/01, any official document attesting to your presence on active duty during the appropriate calendar periods.

b. Spouses of military veterans who are applying under the noncompetitive hiring authority for certain military spouses must provide applicable supporting documentation prior to appointment, if selected.

c. Transcripts (official or unofficial) from accredited institutions if education is used to meet basic qualifications requirements. You may be required to provide official transcripts if selected.

d. Applicants not currently employed with the Forest Service must submit an SF-50 Notification of Personnel Action or equivalent document to verify current or former federal employment status.

e. Applicants requesting priority placement consideration under the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must provide the Notice of Expected Separation or other proof document.

3. The following documents are optional but encouraged:

a. Resume.

b. Performance appraisal information for current Federal employees.

**TO REQUEST A SCANNABLE FORM:** Please refer to the contact name and phone number listed in this vacancy announcement.

Contact Information:

ASC-HRM STAFFING  
877-372-7248  
fsjobs@fs.fed.us