

Environmental Coordinator, GS-0401-11

Position Number: A9309

Introductory Statement: This position is located on a Forest Service unit. This position will work in a team to accomplish field work, data management and analysis, report writing and administration of current oil and gas developments on the Forest.

Natural Resource Planning 50%

Plans, programs, budgets and makes or directs surveys to obtain data for current and long-range management plans in assigned area. Coordinates functional and project plans with other work plans to ensure targets are being met, and makes needed revisions as changing conditions dictate. Reviews plans for technical soundness and adequacy in meeting overall natural resources management objectives. Prepares project work plans and coordinates project work with other Unit personnel. Prepares functional plans for specific areas of responsibility (i.e., habitat management, soils, water, etc.). Prepares technical progress and final reports.

Has primary responsibility for developing the annual program of work for all aspects of a Unit planning program. Projects financial, informational, administrative, and staffing needs based on input from all program areas. Sets planning program objectives and assists others in preparing project work plans. Reviews work plans and coordinates work with other unit personnel as required. Monitors execution of work. Develops and maintains functional long-range planning documents and short-range action plans and periodically revises planning program operations. Coordinates resource management planning efforts both inter- and intra-agency.

Serves as primary contact for NEPA, appeals, and litigation on the Unit. Provides advice and assistance with preparation of NEPA documents, and facilitates their processing. Serves as Unit contact for the public and other agency offices on the processing and responding to all project specific administrative appeals.

Ensures the integrated use of natural and social sciences, environmental design arts, budget requirements, transportation, housing, safety needs, other agency and citizen participation, and involvement by other program managers in all Unit planning efforts. Instigates administrative procedures to accomplish work. May serve as contracting administrator (COR) for a variety of contracts.

Serves as systems analyst for the design, development, and application of land management planning systems tools and resource analysis techniques. Coordinates with research and development efforts, and operational testing and documentation for these systems. Directs technical assistance to users and attendant multi-objective planning and problem solving efforts.

Supports all basic land use planning computer-aided techniques, including linear programming, goal programming, simulation, network analysis and sophisticated data storage, retrieval and display. Devises methods to rapidly convert new or modify existing analytical techniques from the developmental or research stage into operational status for field use. Serves as technical advisor and makes recommendations regarding land management planning concepts and

procedures, and analytical tools. Provides direction and assistance in processing a widely diversified data through a multitude of computer-aided models and provides checkpoints and controls to monitor the data, and analyze results at critical stages.

Develops manual and handbook supplements. Provides input and assistance regarding the implementation of manuals, handbooks and field guides, and on operations of specific programs.

Natural Resource Program Coordination 50%

Plans and coordinates one or more special projects or programs on a Ranger District or equivalent. Serves as the primary contact on all aspects of the natural resource project or program. Develops annual work plans for the project or program, with input or involvement from others as necessary or required. Plans, monitors and makes adjustments to the budget to complete work within budget. Assigns, schedules, and monitors required work to ensure methods and standards used are met. Gathers and analyzes pertinent data through all phases of the project to ensure plans are carried out, appropriate processes and practices are used, regulations are adhered to, and objectives are met. Identifies problems and recommends solutions.

Projects/Programs may require the administration of special use permits.

Conducts and/or participates in public meetings, and meets with individuals as needed, to ensure all elements of the public are consulted, if required. Keeps public informed if necessary. Establishes and maintains good working relationships with any and all Federal, State, Tribal and local agencies involved. Prepares written communications for the line officer to approve and sign.

Coordinates all aspects of internal and external review of NEPA documents for project(s). Advises line officers of compliance with all applicable environmental laws in actions to be authorized by the USDA Forest Service. Attends meetings and training sessions at the district, forest, and regional levels where topics concern planning, appeals, litigation, and specialty areas germane to the project. Facilitates the NEPA process, keeps it flowing on schedule, and directs interdisciplinary team in supporting the decision-making process. Documents and completes records of decision for internal review and eventual signature by the Forest Supervisor.

Serves as Forest Partnership Coordinator leading the development of cooperative partnerships related to the management of natural resources on the Forest(s). Provides program direction, vision, strategic planning, internal and external networking, and participation in key regional meetings. Serves as assistant to the Forest Supervisor.

Develops methods, procedures, and guidelines for implementing the Forest Plan through partnerships and marketing. Analyzes program and resource management objectives in conjunction with public and private sources that are interested and willing to work together to benefit the Forest and the public.

Participates in budgeting and work planning and in formulation of both short and long-term objectives for partnership activities. Coordinates fundraising work, prepares financial estimates, and recommends allocation of funds needed in areas of responsibility.

Coordinates the development of internal and external relationships that will contribute to accomplishing Forest Plan objectives. Coordinates internal relationship building towards partnerships on the Forest and with other Forests, divisions, and levels of the USDA Forest Service. Works with Public Affairs in marketing successes, managing issues, and sharing information about the benefits of positive relationships.

Develops marketing strategies to identify and engage potential partners and funding sources whose needs also meet the Forest objectives. Provides leadership and guidance to Forest staff in using marketing tools and techniques for developing partnerships.

Strives for successful partnerships that provide mutual benefits and contribute to sustaining local communities, a key element in the Forest ecosystem management and rural development goals.

Coordinates development and manages grants and agreements related to partnerships program, fundraising, and rural development. Coordinates proposal development and grant applications as appropriate to meet funding schedules and for packaging proposals to receive the greatest value for agency efforts.

Monitors accomplishments and activities of projects and programs receiving partnership benefits to determine adherence to the Forest Plan, agreement commitments, regulations, and policies.

Provides professional guidance, expertise, and support for the planning, design, development, implementation, and evaluation of program or project strategies for areas such as tourism, recreation information, and customer service.

Conceives and proposes policy, standards, and guidelines and provides input to plans and strategies. Plans and conducts periodic functional inspections and programs reviews. Develops and maintains professional relationships and partnerships with interpretation, tourism, map production, and customer service professionals within the USDA Forest Service and in other Federal, State, local, and private organizations.

Assures coordination between specified program areas. Assures that all program management activities remain responsive to identified customer needs.

OTHER SIGNIFICANT FACTS:

Bargaining Unit Status: Eligible.

Performs other duties as assigned.

Performs wildfire suppression support as directed within training and physical capabilities.

Factor 1- 7 Knowledge Required by the Position

Knowledge of biological science sufficient to modify or adapt standard techniques, processes, and procedures, to assess and apply precedents to devise strategies and plans to overcome significant scientific problems. This includes intensive knowledge and competence in advanced techniques of a highly complex area of biology sufficient to serve as a troubleshooter, specialist, or coordinator.

Factor 2- 4 Supervisory Controls

The supervisor establishes overall objectives and resources. The supervisor and scientist jointly develop projects, priorities, and deadlines. The scientist independently plans and carries out assignments, interprets policy, coordinates work with stakeholders, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Factor 3- 3 Guidelines

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

Factor 4- 4 Complexity

The scientist plans and coordinates various projects and studies, and makes recommendations/decisions regarding a range of multifaceted problems. Precedents must be applied to new work situations and guidelines adapted to reconcile conflicting demands.

Factor 5- 3 Scope and Effect

The purpose of the work is to apply established scientific techniques to investigate and analyze various conventional problems and questions or to investigate and analyze discrete aspects of more complex problems. Work products contribute materially to the effectiveness of completed projects.

Factor 6- 3 Personal Contacts

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, advocacy groups, and in some cases the media and elected officials.

Factor 7- 2 Purpose of Contacts

The purpose of contacts is to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8- 1 Physical Demands

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items.

Factor 9- 1 Work Environment

The work is performed in an office or similar setting involving everyday risks or discomforts that require normal safety precautions.

