

OUTREACH NOTICE

PERMANENT

**GS-301-15, Equity Action Plan Project Manager**

**Work Environment and Performance Office (WEPO)**

**Reply due: Monday, March 28, 2022**

**Position:** The Equity Core Team will soon be filling one position to help lead Forest Service efforts to track and implement the [Forest Service Equity Action Plan](https://usdagcc.sharepoint.com/:f:/s/fs-wo-eap-WorkingDocuments-internalteam/Eoz7xBqkkLRMh6YkG4Yjv5IBBh7ZERvAEhyA7_VwG3A55w?e=ggOiwT). The position will soon be advertised on USAJobs. This is a supervisory position, and the Duty Location is expected to be negotiable.The Equity Action Plan Project Manager reports directly to Chief Executive, WEPO and provides leadership and oversight to the Forest Service priority of achieving equity in mission delivery, ensuring all citizens, especially under-represented, marginalized, and rural communities, have full access to and benefit from the agency’s diverse programs, services, experiences, and ecosystems. This leadership position is also a supervisory position, responsible for supervising at least two staff members with the possibility of growth. The duty location is negotiable and telework eligible.

The Forest Service Equity Action Plan focuses high-leverage and high-impact actions to improve equity and implement Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities. The Equity Action Plan is the first step in a long-term journey towards integrating equity in Forest Service mission delivery. The equity actions are linked to current agency and Administration priorities (e.g., Infrastructure Investment and Jobs Act, Confronting the Wildfire Crisis Implementation Strategy, Great American Outdoors Act, Justice40 Initiative, Diversity, Equity, Inclusion, and Accessibility Strategy, and Climate Adaptation Plan).

The ten Action Plans are divided into three themes: Community Service to All, Economic Stability, and Health and Resilience. The Community Service to All Action Plans focus on the relationships needed to build equity, including relationships with Tribes, underserved communities, and hiring and onboarding. The Economic Stability Action Plans will focus on contracting and grants and agreements to create a stable platform to increase economic opportunities in underserved communities as we execute all of our work (including the Equity Action Plan itself). The Health and Resilience Action Plans are centered around the Forest Service value of conservation while bringing Environmental Justice into the decision-making process for conservation actions, funding, and access.

The Equity Core Team will be responsible for tracking progress on all ten Action Plans and providing timely analysis and briefing materials to executive leadership on status of the Equity Action Plan. The Team will also begin developing a Strategic Equity Roadmap that builds and expands on this FS Equity Action Plan that will be critical in connecting the dots for all employees by showing how everyday actions fit within the Forest Service’s equitable vision for the future.

**Roles/Responsibilities:**

* Serves as Equity Action Plan Project Manager for WEPO with primary responsibility for providing National Oversight for the Forest Service Equity Action Plan.
* Serves as agency representative to USDA equity efforts, provide support and guidance to cross-deputy teams to successfully implement the new [Forest Service Equity Action Plan](https://usdagcc.sharepoint.com/:f:/s/fs-wo-eap-WorkingDocuments-internalteam/Eoz7xBqkkLRMh6YkG4Yjv5IBBh7ZERvAEhyA7_VwG3A55w?e=ggOiwT). In the Forest Service Equity Action Plan, the Forest Service will assess barriers and identify equity actions for Cooperative Forestry/State Forestry Assistance programs, Tribal Trust Responsibilities, recreation and outdoor experiences, and economic opportunities through contracting, and grants and agreements, and reducing wildfire risk to communities.
* Leads the development of a Forest Service Equity Roadmap that will guide long-term actions outlined in the Forest Service Equity Plan. All proposed equity actions are linked to current agency and administration priorities such as building capacity for Infrastructure Investment and Jobs Act, American Rescue Plan, Great American Outdoors Act, Justice 40, Climate Conservation Corps, DEIA, and Climate Crisis executive orders.
* Convenes forums, facilitates domestic communities of practice (COP) which are the sharing of best practices, and works with WEPO and agency leadership to advance organizational development efforts in the areas of intercultural competence development, diversity equity & inclusion. Collaborate COPs and Stakeholders to share resources and adopt best practices.
* Collaborates closely with other DEIA specialists in the Forest Service and other key stakeholders to support the coordination of agency-wide efforts to assess and evaluate intercultural competence development and organizational advancement in terms of diversity & inclusion. Provides guidance around agency policy, content standards, and product development processes that reinforce diversity and equity in the workplace and organization’s program communication and delivery.
* Ensures team collects and analyzes data to assess potential problems, gaps, and bottlenecks in the project before they become points of failure, conducts root cause analyses, and recommends/implements strategies to address issues.
* Provides leadership, expertise, and advice to WEPO leadership on diverse matters of national significance. This may involve established activities or new emerging issues of a critical or urgent nature generally crossing staff units and specific areas of responsibility. Additionally, addressing these matters requires integration, strategic communication, and confidentiality.
* Coordinates leadership and staff support on a wide variety of program and administrative matters, priority issues and high-level agenda items including but not limited to cultural transformation, accountability, program and management reform.
* Serves as a liaison between WEPO and other WO and field-level executives for both program and administrative issues.
* Represent WEPO on matters related to Forest Service programs, policies, or relationships and activities requiring the special attention of WEPO leadership. These matters may involve highly controversial subjects and use information from staff units within Forest Service. Anticipates issues and advises the WEPO on potential ameliorative steps.
* Coordinates with the National Resources Environmental staff, the Chief’s Office; with Deputy Chiefs, Associate Deputy Chiefs and staffs; and with Region, Stations, and Area executives on a wide range of topics and issues pertaining to equity within the Forest Service mission.
* Participates in determining long-range plans for the agency that may include initiating new programmatic efforts, changing and establishing priorities, and eliminating or modifying programs. Provides advice and counsel to WEPO leadership on a wide range of issues and proposals to ensure consistency and continuity across Forest Service and related policy making processes.
* Coordinates agency responses to sensitive and complex inquiries from the Administration, Members of Congress, and a wide variety of external partners. Researches issues/concerns raised by various groups and organizations as they relate to the Forest Service mission and works with Legislative Affairs staff and appropriate Forest Service staff directors to maintain contact with Congressional staff relevant to addressing and managing priority issues and inquiries pertaining to Forest Service programs. Additionally, incumbent works with the Office of Communications to address media inquiries, from the public and external groups.
* Prepares and/or coordinates a variety of communications to WEPO for delivery to top agency, Administration, and Congressional officials. Provides communications support, staffing, and coordination with members of Congress and/or with WO and Regional executives pertaining to Hill visits and program agendas, meeting issues, and briefings.
* Promotes equal opportunity and employs nondiscriminatory practices for merit promotion, recruitment and hiring of applicants; encouragement, recognition and fair treatment of all employees; and career development and full utilization of employees’ skills. Adheres to nondiscriminatory employment practices regarding 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.

**Skills Needed:**

* Experience in coordinating and managing complex projects of national scope.
* Expert knowledge of analytical and evaluative methods. Skill in analyzing, interpreting, and applying complex legislative, policy, and other decisions or directives.
* Ability to establish and maintain effective relationships with and gain the cooperation of team members, supervisors, and managers on a day-to-day basis as well as in situations involving complex or controversial issues.
* Comprehensive knowledge of a wide range of laws, policies, regulations, and precedents applicable to organizational functions/staffs in order to develop new concepts in conjunction with special studies and analysis for WEPO.
* Accomplishment of assignments requires incumbent to work with executive level leaders and staffs across the organization and Deputy areas to identify issue background, current status, and positions of both Forest Service and recipient audiences.
* Applies, a broad base of knowledge and expertise in Forest Service programs and in the societal trends and emerging issues that together influence the social-political environment in which agency decisions are made.
* Awareness of natural resource and social science disciplines, forest and grassland planning, and multiple use resource planning to understand the interrelationships between and among program goals and the development and/or management of biological, physical, and social-economic resources and environments contributing to sustainability of organizational program.
* Knowledge of management principles and practices related to program and workforce planning, supervision and training of employees to promote a well-trained and qualified workforce.
* Experience in staff leadership, program development, coordination, and evaluation of major Forest Service program segments. Assignments are characterized by their breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the Forest Service; Decisions require extensive probing and analysis to determine the nature and scope of problems. The work requires continuing efforts to establish concepts, programs, and to resolve unyielding problems.
* Knowledge of supervisory principles in the form of general policies and directives, statutory requirements, and staff, time, or budget constraints. The employee typically develops concept and initiates new projects or activities independently. The employee is a principal technical and program advisor to, and collaborator with, the supervisor. The employee keeps the supervisor informed of progress on major issues, but recommendations and decisions of the employee are accepted as technically authoritative even though final approval may depend upon formal action of the employee’s supervisor. Completed work is generally reviewed for assurance that broad agency-wide program and policy objectives are appropriately considered and fulfilled.
* Skill in written and oral communication sufficient to prepare and make formal presentation of findings and recommendations to top levels of management or at higher echelons or to lead teams in presenting their findings and recommendations.

**Response:**

If you are interested in this permanent position, please respond in the outreach database. In addition, email Jeff Patterson, Acting Chief Executive, WEPO at [jeffrey.patterson@usda.gov](mailto:jeffrey.patterson@usda.gov) or Joe Powers, Associate Deputy Chief, Business Operations at [joseph.powers@usda.gov](mailto:joseph.powers@usda.gov) by COB **Monday, March 28, 2022** with the email title “Permanent Equity Leader Response.” All those who respond will receive the link to the vacancy announcement once posted in USAJobs.

**Contact:**

If you haveadditional questions or concerns, you may contact Jeff Patterson, Acting Chief Executive, WEPO at [jeffrey.patterson@usda.gov](mailto:jeffrey.patterson@usda.gov).

**Note:**

Location negotiable; telework eligible. Employee will be expected to be available for (virtual) meetings on a Washington Office schedule (Eastern Time Zone).