

OUTREACH NOTICE

PERMANENT

**GS-301-14, Program Specialist, Equity Core Team**

**and**

**GS-0301-13, Program Specialist, Equity Core Team**

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

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

**Positions:** The Equity Core Team will soon be filling two Program Specialist positions 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 team will work forWEPO under the Equity Action Plan Project Manager. The positions will soon be advertised on USAJobs. These are non-supervisory positions, and the Duty Location is expected to be negotiable.

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:**

* Provide National Oversight for the Forest Service Equity Action Plan.
* GS-0301-14:
  + Responsibility includes formulating national policies, objectives, and standards for assigned program; developing long and short-range plans to achieve these goals and objectives; ensuring program and technical directives are consistent with governing laws, regulations, and policy; and monitoring field implementation to ensure compliance and consistency.
  + The primary purpose of the position is to analyze, coordinate, integrate, evaluate, and provide advice on critical and highly controversial issues and projects, management concerns, and opportunities related to the program assigned, and the impact on the overall management of - the nation’s forests.
  + The incumbent identifies and analyzes issues of management concern and develops strategies and approaches for resolving; and resolves a variety of highly complex problems and issues that require significant and extensive coordination and integration of a number of important projects.
  + Comprehensive knowledge of Forest Service regulations, policies, procedures, and statutes applicable to the program or area of responsibility sufficient to formulate national policies, objectives and standards; and ensure program and technical directives are consistent with governing laws, regulations, and policy.
* GS-0301-13:
  + Provides staff leadership in the coordination and integration of the program. Prepares or directs the preparation of written and oral presentation materials on programs and matters of interest to, or on behalf of the program. Conducts analysis and research necessary to carry out important assignments Assures appropriate coordination occurs with executive and senior policy and program officials within the U.S. Forest Service, with other agencies or organizations, at appropriate U.S. Department of Agriculture levels and throughout the government, as applicable. Recommends appropriate action and strategies concerning assignments and projects.
  + The primary purpose of the work is to develop, administer and direct administrative and management programs. The secondary purpose is to analyze those issues specific to the Agency and develop acceptable principles, methods, and guidelines for operation of service support programs, and recommended management decisions. Large numbers of individuals are affected on a long-term continuing basis.
  + The work requires the resolution of critical, unique problems affecting major organizations. Analytical reviews involve highly visible programs or controversial policy matters, often leading to recommendations for realignment of functional responsibility or other equally significant changes in program direction. Program guidance is applicable across organization lines and contributes to improved production, effectiveness and efficiency in administrative support activities at different echelons and geographic locations.
  + Expert knowledge of analytical and evaluative methods, plus a thorough understanding of how regulatory of enforcement programs are administered in order to select and apply appropriate program evaluation and measurement techniques.

**Skills Needed:**

* GS-0301-14:
  + Effective writing and speaking skills to lead ad hoc teams and address volatile, controversial issues in a responsive, persuasive manner; and communicate with a wide audience.
  + Thorough and current knowledge of economic and social conditions and situations affecting programs and interrelationships among managers and users sufficient to address strategic issues and implement strategies which may include national program policy and objectives.
* GS-0301-13:
  + Knowledge and skill in preparing various forms of communication. Ability to evaluate and adapt those forms of communication which deals with subject matter that encompasses extremely broad scope. Ability to develop communications that are factually correct and tactfully expressed.
  + Expert knowledge of resource program structure, mission, programs and organizational relationship. Extensive knowledge of relationships between resource program and the U.S. Forest Service, the Congress, OMB and the White House.

**Response:**

If you are interested in either of these permanent position, please respond in the outreach database by Monday March 28, 2022 to ensure you receive notification of the vacancy announcement when posted to USAJobs.

**Contact:**

If you have questions about the position, please contact Amanda McAdams, Acting Equity Action Plan Project Manager at [amanda.mcadams@usda.gov](mailto:amanda.mcadams@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).