

# Valles Caldera Trust

**Job Title:** Biological Science Technician (Plant Ecologist)

**Agency:** Valles Caldera Trust

**Job Announcement Number:** 15-VCT-01

**THIS POSITION WILL NOT BE POSTED ON USAJOBS**

<b>SALARY RANGE:</b>	15.31/Per Hour
<b>OPEN PERIOD:</b>	Wed, Feb. 4, 2015 – Fri, Feb. 20, 2015
<b>SERIES &amp; GRADE:</b>	GG-0404-05
<b>POSITION INFORMATION:</b>	Temporary, Not-to-Exceed Oct 30, 2015
<b>DUTY LOCATION:</b>	1-2 vacancies in Jemez Springs, NM
<b>WHO MAY APPLY:</b>	United States citizens and nationals

## **JOB SUMMARY:**

The Preserve was created by the Valles Caldera Preservation Act of 2000 to preserve and protect the historic Baca Ranch in the Jemez Mountains in north-central New Mexico. Major programs on the Preserve include recreation (hiking, mountain biking, horseback riding, fishing), hunting (elk hunts in the autumn), livestock grazing, forestry (forest restoration), fire management, and public education/interpretation. The Scientific Services Division provides science-based inventory, monitoring and research in support of these programs to ensure the protection and sustainability of the Preserve's natural and cultural resources.

This position is part of the Scientific Services Division of the VCNP. The incumbent of this position will conduct field work on the Valles Caldera National Preserve (VCNP) in north-central New Mexico. Office and laboratory duties are conducted at the Valles Caldera Trust administrative office in Jemez Springs, NM.

The Biological Science Technician (Plant Ecologist) supports scientific inventory and monitoring activities on forest and range plant ecology during the field season (June through October). The technician conducts a full range of technical support and field work, under the supervision of the Preserve's Forest and Range Plant Ecologist. Start and end dates of this position will be 1 June, 2015 through 30 October, 2015.

## **Major Duties:**

### **Vegetation Management Support**

Individually, or as a crewmember, the technician conducts field botanical projects, including surveys for vascular (grasses, forbs, shrubs and trees) and non-vascular plants (including lichens, bryophytes and fungi).

For forest and range monitoring, duties are focused on collecting vegetation data, including identifying species, measuring individual plant characteristics, estimating plant cover, and measuring plant biomass. The technician follows accepted procedures normally used when identifying plants, plant communities, and conducting vegetation surveys. Use of botanical keys to identify unfamiliar plants encountered in the field is

an essential activity.

Collects and compiles ecological data; analyzes information; prepares summary reports; assembles information for development of vegetation management plans; and coordinates botany needs for environmental analysis and watershed analysis reports.

### **Biological Sciences Data Support**

Conducts the full range of technical support work, including conducting complicated tests, following standard procedures. Collects and analyzes data using methods as directed. Makes procedural readjustments when problems occur, and notes when test results are outside the normal range of tolerance or acceptability. Assignments often contain steps and processes that vary, depending on circumstances of the test. Calibrates, adjusts and operates a variety of complex equipment.

May perform map and aerial photo/GIS/LiDAR interpretation tasks and uses electronic distance-measuring equipment (EDME) and/or GPS to locate field sites in remote or difficult terrain.

Uses and maintains equipment used in basic forestry practice, such as compasses, clinometers, measuring tapes, diameter tapes, increment borers, wedge prisms, tally sheets, etc..

### **Chart and Report Preparation for Biological Science Analyses**

Keeps comprehensive records and presents findings to supervisor for review and analysis. Assesses the value of the data, and reports on the characteristics and quality of the source of the data. Some interpretation of data is required, and the technician must be able to understand and relate the significance of the results to overall study objectives.

Prepares charts and tables to display the data, and presents study results to the supervisor for further review and analysis.

## **KEY REQUIREMENTS**

- U.S. Citizenship
- Driver's License

## **QUALIFICATIONS REQUIRED:**

A candidate must have had one (1) year of specialized experience equivalent to the GS-4 level. Specialized experience is experience that is directly related to the work of the position for which application is made.

Examples of specialized experience include, but are not limited to: Plant quadrat biomass clipping; point-intercept line-transect sampling (identification to species of plants encountered); standard US Forest Service Common Stand Exams; riparian plant surveys; and preparation of vouchers on museum herbarium sheets for long-term archival.

## **OR**

Successful completion of a full 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in a combination of courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture, or mathematics. At least 6 semester hours of courses must have been directly related to the position to be filled (botany, forestry/range management, plant ecology).

## **HOW YOU WILL BE EVALUATED:**

**How Will You Be Evaluated:** You will be evaluated to determine if you meet the minimum qualifications required and to the extent to which your application shows that you possess the knowledge's, skills, and abilities (KSAs) associated with this position. If you are basically qualified, your resume and supporting documentation will be compared to your responses to the knowledge, skills, and abilities (KSAs) listed below. Your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Names of candidates in the best qualified category who are eligible for veteran's preference will receive selection priority over non-veteran preference eligibles. Although you are not required to provide a separate document addressing each of the 5 evaluation criteria (a cover letter that details this information is recommended), you must ensure that the 5 evaluation criteria are addressed in your application (either in the application form, CV/resume, or cover letter). When describing your knowledge, skills, and abilities, please give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people with whom you have interacted, and the sensitivity of the issues you handled, etc.

The knowledge, skills, and abilities (KSAs) described below will be used to determine which applicants will be in the quality group. Applicants may not have experience in all 5 criteria, but applicants in the quality group will have strengths in more than one of the following:

1. Knowledge and skills of plant biomass sampling for productivity and herbivore utilization estimates;
2. Knowledge and skills of herbaceous plant sampling using point- and line-intercept methods;
3. Knowledge and skills of forest inventory methods, using Common Stand Exam procedures;
4. Ability to identify montane trees, shrubs, grasses and forbs found in the southern Rocky Mountains.
5. Ability to use GPS instrumentation in field situations.

## **BENEFITS:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer.

You will earn annual vacation leave. Receiving Service Credit for Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee.

You will earn sick leave.

You will be paid for federal holidays.

Alternative work schedule options are available (e.g., maxi-flex). Typically, field crews work 4-10 hour days, Monday – Thursday.

## **OTHER INFORMATION:**

This position is in the Excepted Service. This position is being filled by an alternative hiring process and is not in the competitive civil service.

Applicants who wish to be notified as to the status of their application will need to provide an e-mail address as part of their application.

A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Recommended: SF-181 Race and National Origin [http://www.opm.gov/forms/pdf\\_fill/sf181.pdf](http://www.opm.gov/forms/pdf_fill/sf181.pdf)

Government housing is not available.

Position is equivalent to: GS 05.

## **HOW TO APPLY:**

Your application package must be submitted via hard copy mail and must be post marked by the closing date of this announcement (20 Feb, 2015). Applications submitted via e-mail will not be accepted. Hand delivered application packages will also be accepted if they are received by 4:30 pm on closing date of announcement.

A specific application form is not required.

Submit Your Application Package To:

Valles Caldera Trust  
Attention: 15 VCT 01  
090 Villa Louis Martin  
PO Box 359  
Jemez Springs, NM 87025

## **REQUIRED DOCUMENTS:**

To apply for this position, you must provide a complete application package which includes:

1. Your Résumé/Application/curriculum vitae (A specific application form is not required); a cover letter describing your experience related to the KSA's is recommended, but not required.
2. A copy of your College Transcripts, if qualifying based on education.
3. At least 3 professional references (Name, title, and contact information)

Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted via mail or hand-delivered. Please be sure to include all of the following information in your resume as applicable:

### **Job Information:**

1. Required resume/application information:

- Job Announcement Number
- Title of position you are applying for.
- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code). An e-mail address, if you wish to be notified as to the status of your application.
- Country of Citizenship.

2. Education:

- Colleges and/or Universities attended, city, state and zip code.
  - Major field(s) of study; Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours. Transcripts are not required in the application unless your qualification for the position depends on education level.
- - Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

### 3. Required work experience information:

- Job titles, grade (if applicable), duties, and accomplishments of past work experience, both paid and non-paid (indicate which).
- Specific dates and hours of employment, both paid and non-paid related to the position for which you are applying (do not provide copies of job descriptions). Indicate full-time or part-time work schedules.
- Employer's name and addresses
- Supervisor's name and phone number. Indicate if your current supervisor may be contacted.
- If ever employed by the Federal Government, provide the highest Federal civilian grade held and job series.

### 4. Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, etc.)
- Job-related certificates and licenses (type and year).
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send copies of documents.

## Contact Information:

### For information about the duties of the position:

Martina Suazo, Forest & Range Plant Ecologist, Scientific Services Division, at 505-629-1417 or [msuazo@vallescaldera.gov](mailto:msuazo@vallescaldera.gov)

### For information about the application process:

Lenda Folks, Personnel Assistant, at 505-465-8056.

## WHAT TO EXPECT NEXT:

We expect to make a selection within 45 days of the closing date of this announcement.

## EEO POLICY STATEMENT:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

## REASONABLE ACCOMMODATION:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

## **VETERANS INFORMATION:**

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. Veterans' preference does not apply to positions in the Senior Executive Service or to internal agency actions such as a reassignment or promotion. When claiming preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Activity Duty, or other acceptable documentation. Applicants claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference. If you have questions about the applicability of veterans' preference, special veteran appointing authorities, and other veteran related topics, please visit <http://www.fedshirevets.gov>.

## **LEGAL AND REGULATORY GUIDANCE:**

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Your Social Security Number will be required at time of hire.

**Privacy Act - Privacy Act Notice (PL 93-579):** The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service** - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.