



USDA Forest Service Resource Assistant Program

Position. Geographic Information Specialist (GIS) Trainee

Duration. 8 Month Fellowship (32 weeks): Starting July 2024 through February 2025 (dates are dependent upon the start date).

Location. Remote, the position is assigned to the Washington Office, National Recruitment team, Deputy Chief for Business Operations

Reports To. The position will report to Deborah (Deb) Beighley, team lead; Tina J. Terrell is the Senior Executive for National Recruitment and oversees the National Recruitment team.

Job Overview

Provide a brief description of the role, what success in the position looks like, and how it fits into the Forest Service and/or unit overall.

INTRODUCTION

The position is located at a Forest Service unit with responsibility for supporting managers and resource specialists in the use of geospatial technology and Geographic Information Systems (GIS) for land, natural resources and ecosystem management.

MAJOR DUTIES

DATA MANAGEMENT

Works with managers and resource specialists to determine type, amount and level of information required to develop and analyze ecosystem management alternatives. Assists with developing data dictionaries, data models, and metadata for multi-disciplinary information and geospatial applications. Converts geospatial information and remote sensing imagery into GIS databases. Assists with the organization and maintenance of resource information and data to facilitate analysis across multiple disciplines including but not limited to recreation, silviculture, planning, engineering, and fire.

Manages the Career Map on the Forest Service external website, which is an interactive tool for job seekers, both inside and outside of the agency. This tool gives potential applicants the ability to look for careers in the locations they desire, in the field and level that is right for them.

The Career Map was developed using ArcGIS Experience Builder, the primary component of this tool is the map of all open opportunities, with accompanying filters, lists, and details of positions. The opportunities on this map come from two databases: USAJobs and the Forest Service Outreach Database.



USAJobs provides all currently open opportunities in the Forest Service, and this data is pulled using the USAJobs application programming interface (API). The Outreach Database provides positions that are advertised or are available to candidates on an open and continuous recruitment (OCR) announcement. These datasets are refreshed every weekday.

The Career Map includes filters for opening type, State, job series, job category, GS (General Schedule) level, remote status, position term, and hiring path. Each of these filters allow job seekers to narrow down the positions they may be interested in. Users can also search for job title, series, category, or city in the middle column below the map to further narrow their search. The tool is dynamic, so when a job is selected from the list or from the map, the details pop up on the right pane below the map and on the map itself. Within the details of each position on the map are links to learn more. For an open position, the link takes users to the USAJobs page where they can apply; for an outreach position, the link downloads the position's outreach notice.

The Career Map can be located at [Careers | US Forest Service \(usda.gov\)](https://www.usda.gov/careers)

GEOSPATIAL ANALYSIS

Applies applicable principles to facilitate geospatial model design and analysis procedures related to natural resource and relevant socio-economic data and products. Manipulates and analyzes geospatial data to support resource management decisions for multiple resource, jurisdictional, and ownership units or a large geographical region. Performs multi-scale and/or multi-resource analysis in support of planning, analysis, and monitoring activities.

Responsibilities and Duties

In order of importance, provide a bullet point list of the responsibilities and essential duties of this job, including the travel percentage, if necessary.

Travel is not needed. The duties are:

- Manage the Career Map
- Work with the Chief Information Officer for update on the external website
- Work with Human Resources Management staff that is the business owner of the Outreach Database
- Work with Human Resources Management staff that is the business owner to post vacancies on USAJobs

Qualifications

Provide a bullet point list of the qualifications that are necessary for someone to fill this position. Points you may wish to include are education level, major/degree, experience, specific skills, certifications and licenses, and physical abilities.



MANRRS

Educational requirements are a bachelor's degree or a master's degree in geographic information systems (GIS) or certification in GIS.

Minimum Requirements

- Completion of 2 years at an accredited university, an Associate's degree, or higher
- US citizenship or permanent residency. RAs must undergo a government background check if selected.
- Participation in US Forest Service Orientation Training scheduled for June 2024