



## Working for the Great Outdoors

### **HUMAN RESOURCES**

Are you interested in human and organization management in a dynamic environment? Do you like working with people to integrate the most precious resource of any employer – its human capital – into effective organizations designed to meet the mission challenges of the future? Does the thought of working for a public land management agency with work locations with nearly unlimited recreational opportunities in some of the most scenic places in the Nation appeal to you? If so, a career in human resource management with the Forest Service might be for you!

### **The Work Environment**

Providing comprehensive human resource (HR) services to nearly 30 thousand employees, supervisors and managers is a large and complex task. The human resources staff of the Forest Service focuses on agency labor management and employee relations, employee development, staffing, classification, Equal Employment Opportunity, and related HR functions and activities of the Forest Service. Although most HR professionals work at the Albuquerque Service Center (ASC), in Albuquerque, New Mexico, there are many opportunities for HR specialists to travel to many locations around the country to advise Forest Service officials and work on a range of agency human resource issues.

### **Operating On the Job**

Forest Service human resources professionals routinely apply skills involving sociology, psychology, counseling, teaching, management, business administration, industrial psychology and human behavior. Human resource specialists are advisors who work with employees, supervisors and management officials. In addition, they are frequently in contact with members of the public, educational institutions, investigators, union officials and others in respect of Federal employment. Typical activities include:

- Conducting recruitment and placement activities
- Administration, resolution of labor contracts and management issues
- Administration of performance, recognition and incentive systems
- Assisting managers and supervisors to resolve performance, conduct, conflict of interest, attendance issues
- Resolving employee grievances, appeals and complaints, including conduct of alternative dispute resolution (ADR) activities

- Developing training programs; providing career counseling
- Providing contract review and monitoring for a variety of HR related functions, programs and processes;
- Administering pay, leave, insurance, retirement, injury, other programs
- Reviewing programs to insure compliance and attainment of civil rights, equal employment opportunity, accessibility, reasonable accommodation and other affirmative action programs
- Assisting managers and supervisors in organization and workforce management issues

### **Career Paths and Requirement**

Human Resource Specialists are hired at many different grade levels: Recent college graduates may be hired at the GS-5 or GS-7 grade level. They spend their first year or two in training and developmental positions, and then may be promoted to the GS-9 grade level. Others with advanced degrees and experience may be hired at higher grade levels, and there is substantial opportunity for further development and advancement!

You may qualify for human resource management positions based on education, work experience or a combination of both.

*These qualification requirements have been summarized for convenience. Full details are available at [www.USAJobs.gov](http://www.USAJobs.gov) or the [www.opm.gov](http://www.opm.gov) subject index under "Qualifications."*

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