

**Agency:** Valles Caldera Trust  
**Job Announcement Number:** 12-VCT-003

## Biological Science Technician

**Salary Range:** \$15.00 per hour

**Open Period:** Feb. 3, 2012 – Feb. 10, 2012

**Series & Grade:** GG-0404-05

**Position Information:** Temporary, NTE Oct. 26, 2012

**Duty Location:** Jemez Springs, NM

**Number of vacancies:** 1

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

#### **Who May Be Considered:**

Applications will be accepted from United States citizens and nationals.

#### **Job Summary:**

**WHO MAY BE CONSIDERED:** Open to all qualified U.S. citizens. You do not have to be a current or former government employee to be considered for this position.

**RECRUITMENT TYPE:** Position is temporary position 26 October, 2012; However, this position may be terminated sooner or extended depending on funds.

Position is equivalent to grade GS 05.

**DUTY LOCATION:** Administrative offices of the Valles Caldera Trust in Jemez Springs, NM.

**HOUSING INFORMATION:** Housing may be available at \$70.00 per pay period in Jemez Springs, NM. No pets are allowed.

**INFORMATION ON THE VALLES CALDERA TRUST:** The Valles Caldera Trust (VCT) is a wholly owned government corporation subject to the Government Corporation Control Act. The Trust 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. The ground breaking legislation that provided for the federal purchase of this 89,000-acre ranch nestled inside a volcanic caldera also created a unique experiment in public land management. The agency, i.e., the Trust, operates a working ranch, as well as a variety of other agricultural, educational, recreational, and scientific operations in a dynamic developing enterprise.

#### **JOB SUMMARY:**

The Biological Science Technician supports scientific inventory and monitoring work on entomology during the field season. The technician conducts a full range of technical support and field work, under the supervision of the Director of Scientific Services Division and his staff.

#### **CONTACT INFORMATION REGARDING DUTIES OF THE POSITION:**

Dr. Robert R. Parmenter at 505-428-7727, [bparmenter@vallescaldera.gov](mailto:bparmenter@vallescaldera.gov)

## Duties

### **Major Duties:**

#### **Entomology Inventory Support**

Individually, or as a crewmember or leader, works with a team of VCT biological science technicians, volunteers, and other agency personnel (USDA SEL/ Smithsonian Institution) to conduct established entomology- related projects. These will include inventories of habitat conditions, needs and populations of insects and other arthropod species. These data will be used for development of entomology inventories and monitoring for environmental analysis reports. Entomology projects generally include (1) collection of invertebrates using a range of trapping techniques (2) indentifying insects (3) preparing vouchers specimens, and (4) entering count data into VCT databases.

Makes qualitative observations of injury associated with pathogens and other biotic and abiotic disease factors.

Maps and records pertinent site and species information with GPS technology.

#### **Vegetation Management Support**

Individually, or as a member of a team, participates in plant-related projects using established Valles Caldera Trust methods, techniques, and procedures. Conducts vegetative surveys for insect host plants; identifies and records locations, cover, and demographic variables of plant species on established monitoring plots; photographs, collects and prepares herbarium-quality specimen mounts of plants as directed.

#### **Biological Sciences Data Support**

The technician will keep detailed records (data sheets) of field data as requested by the supervisor. Data will be entered into electronic databases, and checked using established QA/AC procedures.

## Qualifications and Evaluation

### **Basic Requirements:**

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: Field collection experience of terrestrial and/or aquatic invertebrates; familiarity of and experience with different traps and collection techniques; Preparation of specimens for identification and museum archival (both pinned and fluid preservation); Identification skills for insect taxa; Experience with curation of voucher collections and museum archival, including database management.

### **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 that included at least 6 semester hours in any combination of scientific or technical 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.

## **How Will You Be Evaluated:**

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledge's, skills, and abilities associated with this position as defined below. Although you are not required to provide a separate document addressing each of the 5 evaluation criteria, you must ensure that the 5 evaluation criteria are addressed in your application. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, and the sensitivity of the issues you handled, etc.

The knowledge, skills, and abilities described below will be used to determine which applicants will be in the quality group.

1. Ability to (1) sample arthropods using the following collection techniques: pitfall traps, malaise traps, UV-light traps, pheromone traps, aquatic invertebrate traps (e.g., Surber or Hess samplers), net/hand collections; (2) identify taxa of arthropods to species level from montane areas of the southern Rocky Mountains, (3) prepare specimens for identification (pinning, pointing, alcohol preservation) and museum archival.
2. Knowledge of entomology, insect ecology, arthropod identifications, and ability to use dichotomous keys for arthropod identification.

## **Benefits and Other Information**

### **Benefits:**

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

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. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays. <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Alternative work schedule options are available.

### **Other Information:**

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

Incumbent must possess a valid U.S. driver's license.

Incumbent must be a U.S. citizen.

Incumbent may need to successfully complete a background security investigation. At minimum, incumbent will be required to submit to a fingerprint check.

Incumbent may be required to work weekends and holidays.

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

## **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: February 10, 2012. Applications submitted via e-mail will not be accepted.**

**Applications cannot be submitted via USAjobs.**

**A specific application form is not required.**

**Submit your application package to:**

Valles Caldera Trust  
Attention: Berta Pantoja  
18161 State Hwy 4  
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**
- 2. A copy of your College Transcripts if qualifying based on education.**
- 3. At least 3 professional references.**

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:

### **Job Information:**

-Vacancy Identification Number and title of position you are applying for.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Country of Citizenship.
- If ever employed by the Federal Government, applicant must provide the highest Federal civilian grade held and job series.
- Specific dates and hours of employment.

### **Education:**

- High School name, city, state and zip code, date of diploma or GED.
- 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.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

### **Other Qualifications:**

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- 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 unless specifically requested

### **Contact Information:**

Berta Pantoja  
Phone: 505-428-7724

Or Write:  
Valles Caldera Trust  
PO Box 359  
18161 State Hwy 4  
Jemez Springs NM 87025

### **What to Expect Next:**

Once your complete application is received, Human Resources will conduct an evaluation of your qualifications and determine if you meet basic qualification requirements. Applicants who meet basic qualification requirements will be referred to the hiring manager. The hiring manager will access the applications to determine the most highly qualified candidates based on the knowledge, skills, and abilities as defined above. We expect to make a selection within 45 days of the closing date of this announcement. Please provide an e-mail address if you wish to be notified of the status of your application during the hiring process.

### EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, 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.

## 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.