

NATURAL RESOURCE SPECIALIST GS-12/5

Position Applying

Realty Specialist (Generalist)

Department of Interior

Interior, Bureau of Indian Affairs

Rocky Mountain Region, Division of Real Estate Services

Announcement Number: STIMP-10879339-20-CW

Objective

I have over twenty years of experience as a student and at a professional level in Natural Resources. As a professional it has always been my goal and intention to serve and protect federal and/or trust lands. I have fulfilled Bureau of Indian Affairs mission and goals in the protection and management of our trust resources. I have demonstrated good sound conservation practices in which I have obtained from my educational and professional experiences in the Natural Resources field. I am knowledgeable in conservation practices, BIA Agriculture and Range Management Policies, Procedures and Practices. I am familiar with the Crow Land Use Bill, Wind River Reservations Grazing Resolution, Northern Cheyenne's grazing laws and the Three Affiliated Tribes Grazing Resolution. Through my experience I am very knowledgeable with 25 Code of Federal Regulations 162 and 166. I feel I have established or improved management practices for the Agencies I have served. I am devoted to my organization and am committed to the Indian Trust Land Owners and Tribes during my tenure with the Federal Agencies I have served.

Education

2004

Montana State University-Bozeman

City , State Range Science

Bachelor of Science

2001

Little Bighorn College

City , State Natural Resources

Associate of Science

1992

Hardin High School

City , State

High School Diploma

Experience

January 2013 to Current

Company Name City , State Natural Resource Specialist GS-12/5

I manage approximately 98 range units, which consists of tribal, allotted, government tracts and taken area. Duties require me calculate Animal Unit Months (AUMs), determine accurate acreage, establish conservation plans, invoice, modify and adjust yearly rental rate in TAAMs, issue 10-day show cause letters for non-payment and cancellation letters should it be necessary. I am required to work cooperatively with the Tribal Natural Resource staff, members of the Natural Resource Committee and Mandan, Hidatsa, Arikara Tribal Council. I am required to provide technical assistance as requested to the Three Affiliated Tribes, updating or amending Grazing/Natural Resource Resolutions, assist in noxious weed projects, determining taken area acres (Non-Trust on-off acres). Most recently, worked in a partnership with the Tribe under a 93-638 contract to complete rangeland inventory providing technical assistance in grazing study. The completed inventory determined accurate range unit boundaries and allotments, updated stocking rates, Animal Unit Months (AUMs) and identified noxious weed infested areas. This prepared for a new permit period required updating grazing resolution, sending out over 18,000 Authorities to Grant Grazing Privileges to individual Indian interest owners, application and allocation process.

Establish 5 year range unit permits once allocated. Prepare and write notices for non-compliance, non-payment, trespass livestock, 180-day notice of removal of allotment from range unit and other

notices to permittees, land owners and the tribe. I direct staff in inspecting, sending notices and taking corrective action on trespass livestock on the range units and farm and pasture leases. Currently, there are 700 producing wells on Fort Berthold, approximately 400 are in the range unit or farm and pasture leases. I am responsible in identifying, planning and withdrawing oil & gas right-of-way from existing surface leases. Responsible for sending 180 day notice and withdrawing individual allotments (by majority consent) from range units. Investigate, determine trespass, take corrective action and assess penalties on oil or salt water spills on trust property. Assist with oil and gas/environmental mitigation. Locate and investigate trespass scoria pits, water depots, pipeline - take corrective action and assess as necessary. Mediate, consult and give recommendations when there is a dispute or conflict within the range unit or farm and pasture lease involving permittee's, landowner's and oil companies. Provide assistance in locating allotments to landowners using ArcGIS 10.5.1 and in the field. Determine idle farm and pasture tracts using TAAMs query and assist realty staff in advertising. Assist realty staff in meeting deadlines when necessary. Determine and locate current and potential homesite leases. Review acquisition and disposal conveyance documents for accuracy. Assist Acquisition and Disposal staff with estate planning, land exchange or gift conveyances. Respond to data calls from the regional office and central office, gather and compile documentation when in litigation thoroughly and promptly as requested. Provide documentation/packets for Appeals as requested by Solicitor. Assigned as alternative coordinator for the Agency Freedom of Information Act (FOIA), this requires me to gather documents, files and correspondences. Monitor TAAMs lockbox system for pending payments and disburse to Individual Interest Holders. Supervise and direct duties to natural resource staff. Supervise and direct duties to Agency staff when acting as Superintendent. Other supervisory duties include updating position descriptions and rating performance appraisals. Take corrective action on insubordinate, non-performing and/or misconduct employee(s), should it be necessary. Act as Superintendent in her absence.

Supervisor: Kayla Danks, Superintendent

(701) 627-4707

October 2008 to January 2013

Company Name City , State Soil Conservationist GS-0457-11/4

I was responsible for the management and development of conservation plans for trust lands (allotted and tribal) on the Crow Reservation. Responsible for accurate land classifications for farm and pasture leases, rights-of-way and conveyance using ArcGIS. I work cooperatively with other federal agencies, state agencies and Crow Tribe on conservation projects and the protection of trust lands. Updated, established and implemented conservation plans for expiring farm (irrigated and dry farmland) and pasture leases. This required me to determine access and non-access acres for Irrigable land. This also included inspecting, monitoring utilization and proper management of all farm and pasture leases. Assisted and recommends improvements on farm and pasture leases. I developed Trichomoniasis requirements which would be amended into the Crow Land Use Bill. Provided technical services to and/or field inspections until issue is resolved. I coordinated a bio-control project on leafy spurge. Provide maps, legal descriptions and technical assistance to Indian Trust Land owners and Lessee's. Perform fire duties when needed.

Supervisor: Debbie Scott, Deputy Superintendent

(406) 638-4433

June 2006 to October 2008

Company Name City , State Rangeland Management Specialist GS-0454-09

I conducted the rangeland inventory in conjunction with the Natural Resource Conservation Services, this required the identification of plants and ecological sites. I digitized range data which included scanning approximately 100 aerial photos which contained the similarity index. The calculation of Animal Unit Months (AUMs) and determining stocking rates was required using ArcGIS. Involved in conversion of IRMS and TAAMs this required me to encode AUMs, rental rates, tracts and legal descriptions for the Range Units. Wrote conservation plans to meet goals and objectives for the range program. I was responsible for monitoring several range units determining use and trend. I was responsible for assisting the general public for general information or creating maps. I updated and created maps for approximately 43 range units using ArcGIS 10. I worked on conservation projects with other local government agencies and

permittees.

Supervisor: Ramon Nation, Deputy Superintendent(307) 332-7810

August 2005 to June 2006

Company Name City , State Range Technician GS-0455-06

Compliance and monitoring of the range units on the Northern Cheyenne Reservation. Required to count and identify brands when cattle and/or horses are in trespass or in violation of Range Units. GPS, inspect and monitor fence line (range unit boundaries) and the Tongue River Pipeline Project. Assist the public and agency staff in land status questions and map request. I was responsible for creating maps for range units. I was assigned Natural Resource Conservation Service liaison, assisting in management plans with area ranchers. Assist range manager in calculating AUMs and determine surplus AUMs for leases.

Supervisor: Gabe Morgan

(406) 477-8242

June 2005 to August 2005

Company Name City , State Soil Conservationist GS-458-05

Conducted Approximately 50-60 line transects for various Big Horn County Ranchers. This required identifying, clipping and weighing native grasses, forbs and shrubs within 1 100 ft. transect. After documenting data and taking photo points the data was then entered into the system. This determines the trend and condition of the pasture and range units. The data is then used for Conservation plans and practices once the AUM's and stocking rates were determined.

Supervisor: Jodi Hastings (406) 665-3442

May 1999 to September 2003

Company Name City , State Natural Resource Specialist (student trainee) GS-454-4

Responsible for conducting compliance checks on Bureau of Land Management (BLM) administered gravel pits. Responsible for writing Environmental Assessment (EA) for Application to Drill (ADP) for oil and gas wells in which I concurred with Natural Resources Specialist. Participated in joint effort with oil company, BLM personnel, and surface landowner to discuss and alternate planning methods for the clean-up and rehabilitation of oil well disaster. Responsible for rehab of abandoned oil wells which included reseeding and erosion control. Participated in Range Improvement Projects such as planning for fencing, pipeline installation, spring development, water catchment pits and possible sites for water wells. Processed Federal Grazing applications, this required assurance of AUM's. Responsible in conducting Rangeland Health Assessments on Federal Grazing permits to needed renewal. This required evaluating and determine the condition of allotments. Duties included identifying plant species, determine plant diversity, vegetative cover and erosion control when needed. Participated in BLM wild horse adoption. Participated in Fire Duties. Other duties include general office work, assisting the general public and other agency personnel when needed.

Supervisor: Sandra Brooks

(406) 896-5013

Skills

TAAMs, ArcGIS 10.5.1, Trimble Unit, Garmin, ATV, Personal Computer - Microsoft Excel, PowerPoint, Microsoft Word, Write and Read Legal Descriptions, Read and Translate Title Status Reports, Identify plants, forbs and weeds.

General

Are you a U.S. citizen? Yes Do you claim Veteran's preference? No Were you ever a Federal Civilian employee? Yes GS-401-12 step 4 from January 2013 to Present Are you eligible for reinstatement based on career or career-conditional Federal Status? Yes

References

Austin Gillette, Fiduciary Trust Officer - Office of Special Trustee (701) 627-4707

Edward Lone Fight, Former Superintendent - Wind River Agency (701) 421-4222

Thomas Wells, Retired Deputy Superintendent/Former Supervisor (701) 441-1165