

Program Analyst (Water Rights Coordinator)

DEPARTMENT OF THE INTERIOR

Interior, Bureau of Indian Affairs

Summary

This position is located in the Bureau of Indian Affairs, Southwest Region, Division of Natural Resources, Branch of Water Resources, in Albuquerque, New Mexico.

NOTE: THE PAY FLEXIBILITIES OF A RECRUITMENT OR RELOCATION BONUS MAY BE AUTHORIZED PENDING AVAILABILITY OF FUNDS AND MANAGEMENT APPROVAL.

This position is being re-advertised to solicit additional applications. Applicants who applied previously do not need to re-apply unless submitting updated and/or missing information.

Overview

Accepting applications

Open & closing dates

🕒 01/14/2022 to 02/14/2022

Salary

\$95,136 - \$146,149 per year

Pay scale & grade

GS 13 - 14

Location

1 vacancy in the following location:

📍 Albuquerque, NM

Telework eligible

No

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

Yes— You may qualify for reimbursement of relocation expenses in accordance with agency policy. Real estate expenses and house hunting trip are authorized for payment.

Appointment type

Permanent

Work schedule

Full-time

Service

Competitive

Promotion potential

14

Job family (Series)

[0343 Management And Program Analysis](#)
[/Search/Results?i=0343](#)

Supervisory status

No

Security clearance

[Other](#)
[/Help/faq/job-announcement/security-clearances/](#)

Drug test

No

Position sensitivity and risk

[Moderate Risk \(MR\)](#)
[/https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/](#)

Trust determination process

[Credentialing](#)

<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>

[Suitability/Fitness](#)

<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>

Announcement number

ST-22-11282893-CAWZ-DYA

Control number

619789200

THIS JOB IS OPEN TO



Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



Federal employees - Competitive service

Current or former competitive service federal employees.



Federal employees - Excepted service

Current excepted service federal employees.



Individuals with disabilities



Land & base management

Certain current or former term or temporary federal employees of a land or base management agency.



Military spouses



Native Americans

Native Americans or Alaskan Natives with a tribal affiliation.



Peace Corps & AmeriCorps Vista



Veterans

Clarification from the agency

Current or former career or career-conditional Federal employees in the competitive service Indian preference eligibles (must submit a BIA Form 4432) Veterans who are preference eligibles or who have been separated from the armed forces with an honorable discharge Government employees eligible through an Interchange agreement Candidates eligible under Non-Competitive special hiring authority Current or former time-limited employees eligible under the Land Management Workforce Flexibility Act

Duties

- Incumbent designs, plans, and coordinates the investigation, analysis and technical preparation for Indian water rights cases, including litigation reports and position papers.
- Develops a technical basis for Indian title or claim to natural resources to permit effective advocacy for the Indian rights or interest involved.
- Analyzes data collected in support of Indian water rights claims.
- Reviews technical and legal documents such as court decrees and legal opinions regarding Indian and non-Indian water rights.
- Prepares supporting documentation for court action such as litigation reports, position papers, and exhibits.
- Represents the BIA in negotiating Indian water rights and resulting settlement.
- Analyzes settlement terms to determine if appropriate and comport with the Federal Trust responsibilities.
- Implements Indian water rights settlements.
- Prescribes technical tasks required by the legislation and negotiation of ancillary agreements.
- Prepares draft Federal Register publications.
- Advises and collaborates in the development of short and long-term water management plans.
- Prepares documentation and presents analyses at meetings or other technical briefings.

Requirements

Conditions of Employment

- U.S. Citizenship Required.

- Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (title 25, USC Section 472). Form BIA-4432 must be submitted with the application if claiming Indian Preference.
- You will be required to have federal payments made by Direct Deposit.
- You may be required to successfully complete a probationary/trial period.
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- If you are a male applicant born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
- The incumbent may be required as an incidental duty to operate a government-owned or leased motor vehicle. If selected, you will be required to complete an Incidental Motor Vehicle Operator's Certification Form.
- Incumbent will be required to file an OGE-450, Confidential Financial Disclosure Report Form in accordance with 5 CFR Part 2634, Subpart I.

Qualifications

EXPERIENCE AND EDUCATION REQUIREMENTS: (OPM Operating Manual, Group Coverage Qualification Standards for Administrative and Management Positions; Management and Program Analysis Series, 0343.)

GS-13: Qualifying is one year of specialized experience equivalent to at least the GS-12 grade level in the Federal service. Examples of specialized experience include, but are not limited to, assisting in the planning and coordination of investigation; preparing supporting data for court action including litigation reports, position papers, and exhibits; writing tribal water codes, developing tribal water protocols and long-term water plans; assisting in the coordination of technical data for water rights negotiations; participating in agricultural management planning; collecting field data using Global Positioning Systems (GPS); analyzing and presenting data using remote sensing and Graphic Information System (GIS); advising and collaborating in the development of short and long term plans and interagency partnerships.

GS-14: Qualifying is one year of specialized experience equivalent to at least the GS-13 grade level in the Federal service. Examples of specialized experience include, but are not limited to, analyzing technical and legal documents; reviewing court decrees and legal opinions regarding water rights; preparing litigation reports, position papers and exhibits; analyzing settlement terms; preparing draft federal register publications; managing technical data for water rights negotiations; developing water management plans, drought management plans, design of monitoring well networks and water supply for irrigation projects; preparing calculations, operating procedures, inspection and assessment reviews and impact assessments.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position and is typically in or related to the position to be filled.

All qualification requirements must be met by the closing date of this announcement.

Merit Promotion candidates must also meet time-in-grade requirements by the announcement closing date.

Education

This job does not have an education qualification requirement.

Additional information

All new hires earn the beginning salary of their pay grade (Step 1). See [2021 Salary Tables](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/general-schedule/) (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/general-schedule/>) and select the pay chart for Albuquerque, New Mexico.

The full performance level of this position is GS-14.

TELEWORK: Indian Affairs has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

Career Transition Assistance Programs: These programs apply to employees who have been involuntarily separated from a Federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified for the position with a score of 85 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit:

http://www.opm.gov/rif/employee_guides/career_transition.asp
(http://www.opm.gov/rif/employee_guides/career_transition.asp)

LAND MANAGEMENT WORKFORCE FLEXIBILITY ACT: If applying under the Land Management Workforce Flexibility Act, you must provide documentation to support your eligibility (SF-50) and performance (references and/or performance appraisal). Under the Land Management Workforce Flexibility Act (LMWFA) two groups of individuals are eligible to apply under this announcement: current and/or former employees serving or who have served under time-limited competitive appointments at land management agencies. Land Management Agencies include: Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, U.S. Fish and Wildlife Service, National Park Service, and U.S. Forest Service.

- Current appointees: 1) must have been hired under competitive examining procedures to a time limited appointment with a land management agency; 2) must have served under one or more time limited appointment(s) by a land management agency for a period totaling more than 24 months without a break in service of 2 or more years; AND 3) must have performed at an acceptable level during each period of service.
- Former appointees: 1) must have been hired under competitive examining procedures to a time limited appointment with a land management agency; 2) must have served under one or more time limited appointment(s) by a land management agency for a period totaling more than 24 months without a break in service of 2 or more years; 3) must have separated for reasons other than misconduct or performance; AND 4) must have performed at an acceptable level through the service period.

Certain candidates may be eligible to apply under a special hiring authority including those for disabled individuals, Peace Corps employees, Foreign Service employees, veterans, etc. For more information, visit the following OPM websites: USAJOBS Information Center: <https://www.usajobs.gov/Help/> (<https://www.usajobs.gov/Help/>)

; Vets Info Guide: <http://www.fedshirevets.gov/> (<https://www.fedshirevets.gov/job/shav/index.aspx#veoa>)

Former Federal Employees are required to indicate whether they received a Voluntary Separation Incentive Payment (VSIP) buyout in their previous employment with the Federal government, and are

Benefits

How You Will Be Evaluated

Required Documents

If you are unable to apply online, require reasonable accommodation in the application process if you are an applicant with a disability, or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).

ALL DOCUMENTS MUST BE RECEIVED BY **11:59 PM Eastern Time** ON THE CLOSING DATE OF THIS ANNOUNCEMENT. If your application package is incomplete in any way, you will not be considered for this position, and requests for extensions will not be granted. Please double check your application package before you submit it.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED OR ACCEPTED BY THIS OFFICE.

How to Apply

COVID-19 VACCINATION REQUIREMENT:

- As required by [Executive Order 14043](https://www.federalregister.gov/documents/2021/09/14/2021-19927/requiring-coronavirus-disease-2019-vaccination-for-federal-employees) (<https://www.federalregister.gov/documents/2021/09/14/2021-19927/requiring-coronavirus-disease-2019-vaccination-for-federal-employees>), Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be fully vaccinated against COVID-19 and submit documentation of vaccination by November 22, 2021 or before your entry on duty date with Bureau of Indian Affairs, if after November 22. DOI will provide additional information regarding what information or documentation will be needed and how you can request of Bureau of Indian Affairs a legally required exception from this requirement.
- Due to COVID-19, the Bureau of Indian Affairs is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement in accordance with the Department's reentry procedures provided by your Servicing Human Resources Office. At that time, you may be eligible to request to continue to telework one or more days per pay period depending upon the terms of the Department of the Interior's telework policy.

ONLINE APPLICATION SUBMISSION:

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to select your résumé and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>) (<https://my.usajobs.gov/Account/Login>); all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/> (<https://www.usajobs.gov/Help/how-to/application/status/>).

PLEASE NOTE - NO APPLICATION MATERIAL WILL BE ACCEPTED VIA E-MAIL.

Agency contact information

Human Resources

Phone

(505) 563-5124 (5122)X5130
(tel:(505) 563-5124 (5122)X5130)

Email

humanresourcesbia-abq@bia.gov
(<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=humanresourcesbia-abq@bia.gov>)

[Learn more about this agency.](#)
([#agency-modal-trigger](#))

Address

BIA Center for Recruitment Albuquerque
BIA Center for Recruitment Albuquerque
1011 Indian School Road, NW
Suite 136
Albuquerque, NM 87104
US

Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)
([/Help/equal-employment-opportunity/](#))
[Financial suitability](#)

[Reasonable accommodation policy](#)
([/Help/reasonable-accommodation/](#))
[Selective Service](#)

</Help/working-in-government/fair-and-transparent/financial-suitability/>.

[New employee probationary period](#)

</Help/working-in-government/fair-and-transparent/probationary-period/>.

[Privacy Act](#)

</Help/working-in-government/fair-and-transparent/privacy-act/>.

</Help/working-in-government/fair-and-transparent/selective-service/>.

[Signature and false statements](#)

</Help/working-in-government/fair-and-transparent/signature-false-statements/>.

[Social security number request](#)

</Help/working-in-government/fair-and-transparent/social-security-number/>.