



USDA Forest Service Intermountain Region HUMAN RESOURCES



Director of Human Resources



Melissa Dittmann is the Human Resources Officer for the Region. Melissa came to the Forest Service in November 2011. She has over 30 years of experience in public service and human resources and has worked for several agencies throughout her career. She is currently responsible for oversight, administration and local delivery of Human Resource services in recruitment and placement, position management and classification, and workforce planning. Melissa's formal education includes a Bachelor of Arts in Human Relations and Communications Theory from Park University and a Master of Arts in Management and Leadership from Webster University.

The Intermountain Region (R4) Human Resources

While Human Resources has been centralized to Albuquerque, NM, the Region 4 Human Resources Service Team (HRST) is a local HR team dedicated to serving Regional executives, leadership, supervisors and hiring managers. We are here to help plan, strategize, support, create, hire and sustain a healthy workforce and environment. We provide strategic consultation and advice on all aspects of career planning which includes: hiring, promoting, organizing, training, recognizing and retaining employees.

Service Support

This work is related to outreaching, recruiting and filling of permanent and detail opportunities; recruitment, relocation and retention bonuses; and managing the hiring processes for permanent and some temporary positions in the Region. We also provide Classification and Position Management services, which encompasses organizational design, reorganization and classification of permanent positions, classification of some temporary positions, and development of standard and non-standard position descriptions (PDs & SPDs). HR also oversees Workforce Planning initiatives, work schedules and Regional Wellness information. We provide coordination and consultation on some national hiring efforts, as well as, hiring performed by other HR teams such as Pathways Student Hiring, Collective Fire Hiring and Temporary Hiring.

Service Delivery

We enforce and report on Human Resource laws, rules and practices, while ensuring policies are followed. Our responsibilities include advising, executing and monitoring hiring based on priority needs, and in accordance with regulatory requirements while taking into consideration Regional needs.



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Service Delivery (continued)

We are here to assist managers by generating interest in vacancies to attract a qualified and diverse applicant pool. We do this by helping managers navigate the hiring process and supplying them with information on hiring authorities and available options. We provide pre-hiring counseling to work through how a vacancy will be advertised.

We explain the differences between competitive and non-competitive hiring authorities and options to advertise under Merit Promotion (internal) procedures or the Forest Service Demonstration (Demo) Authority (external) processes. We assist management in structuring recruitment activities and efforts around entry-level, mid-level or full performance level in accordance with Regional strategies for effective hiring. We work with managers on evaluating and creating hiring incentives such as relocation or recruitment bonuses, to determine Transfer of Station (TOS) benefits that may be offered, etc. We prepare and advertise vacancies on USAJobs, rate and rank candidates, issue referral lists and provide guidance to help managers review and consider job candidates while avoiding the use of Prohibited Personnel Practices and non-job-related criteria in evaluations. We assist with job offers and on-boarding new employees by using legal appointing authorities and Nature of Action Codes.

Our job is to strategically partner with management to place people and positions where necessary to maximize efficiencies and meet national, regional and local objectives. We do this by providing guidance on the appropriate personnel actions to complete organizational changes. This includes actions such as details, temporary promotions, career ladder promotions, reassignments, reorganizations and position changes. We also provide guidance and counsel on attracting and retaining qualified employees, as well as information on needed competencies for successful job performance, to include assistance in developing job-related criteria and skills or experience. These services help managers and supervisors identify individual and group training needs for development of employees, provide opportunities for job growth, and improve job satisfaction while reducing attrition.

Human Resource Practitioners

HR practitioners are essential partners in an organization, particularly regarding organizational design, analysis of workforce trends, strategies addressing anticipated changes in conditions, and in ensuring legal and efficient hiring programs that promote fair and open competition to fill vacancies. Questions and issues presented to HR practitioners are never routine. Every day provides a learning opportunity and a challenge that keeps the work interesting and fresh.