

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, OR 97208**

In Reply Refer to:
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June 13, 2003

EMS TRANSMISSION June 16, 2003
Information Bulletin No. OR-2003-180

To: All Employees Statewide

From: Associate State Director

Subject: Recruitment of Facilitator

DD:08/01/2003

The Oregon/Washington Human Resource Development Committee (HRDC) is seeking an experienced facilitator to work at its scheduled meetings during Fiscal Year 2004. This would include a meeting scheduled for October 6-11, 2003 and up to three additional meetings usually held in February, May, and August. Most meetings are three full days except for the October meeting that will likely include an additional half day of training for new members. In addition, travel is usually done on Mondays and Fridays of the week concerned. The meetings rotate throughout each of the districts and State Office. HRDC will provide per diem for all travel incurred for the meetings.

The HRDC is an advisory committee to the State Director and the State Leadership Team. The facilitator will assist the HRDC to provide a forum for employees to communicate concerns to management regarding job satisfaction, the work environment, employee well being and morale, and opportunities for personal development.

All interested and qualified employees are encouraged to apply. Applications should be submitted to the OR/WA HRDC Chair per the attached Interest Announcement by August 1, 2003.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger
Associate State Director

Authenticated by
John Hamil
Staff Assistant

1 Attachment(s)

1 - [Notice of Facilitator Opening](#) (1p)

Distribution

WO-700 Room 5628 - MIB-1

NOTICE OF FACILITATOR OPENING

Oregon/Washington
Bureau of Land Management (BLM)
Human Resource Development Committee (HRDC)

Facilitator

One (1) opening

One (1) year

Opening Date: June 9, 2003

Closing Date: August 1, 2003

WHO MAY APPLY: Current Oregon/Washington (OR/WA) BLM employees with facilitation experience.

DESCRIPTION OF DUTIES: The HRDC Facilitator is responsible for:

1. Managing meetings to include keeping discussions on target, keeping the group on schedule, and helping the group reach consensus.
2. Recording major points at the OR/WA HRDC meetings which include decisions, ideas, accomplishments, and assigned tasks.
3. Assisting the HRDC Chair to develop agendas including time frames for each topic, development of wall charts, and meeting room preparation at the meeting site. Arranging for meeting facilities is not required.

OR/WA HRDC will cover per diem costs for the facilitator. Regular pay will be the responsibility of the facilitator's home office. This position is for a meeting scheduled on October 6-11, 2003 and up to three additional meetings during Fiscal Year 2004. These meetings would likely occur in February, May, and August.

HOW TO APPLY: Candidates should submit a narrative statement covering the following:

1. Why you would like to serve as facilitator for the committee.
2. A brief detail of your facilitation training and experience. Please be specific on the types of training, types of groups, number of participants, issues that were addressed (e.g., NEPA, RAC), and length of meetings (e.g., two hours, five days, once a month). Also include any experience or training in Human Resource management.
3. Three references (including telephone numbers) who have attended meetings you have facilitated.
4. Supervisor's signature of approval.

For specific information regarding this position, please contact Katrina Symons, 503-815-1460.

WHERE TO SEND APPLICATIONS: All narratives must be submitted to Katrina Symons at the Tillamook Resource Area, Salem District (OR086) for selection by the OR/WA HRDC.

**ALL APPLICATIONS MUST BE POSTMARKED
NO LATER THAN AUGUST 1, 2003, AND RECEIVED
BY CLOSE OF BUSINESS AUGUST 8, 2003**

Attachment 1-1