**Workplace Assessment - Technical Project Lead**

**Location:** San Antonio, TX ***(this position may be worked remotely from anywhere in the continental U.S.)***

**Overview**

SMITH & Associates Consulting, LLC is seeking an experienced Workplace Assessment Technical Project Lead to conduct assessments of workplace climate within the United States Department of Agriculture (USDA) / US Forest Service (FS). Travel may be required at the discretion of the USDA/FS. This will be a contract position for twelve (12) months with extension of service possible.

**USDA / FS Background Information**

The Forest Service is a federal agency and sub-component of the United States Department of Agriculture (“USDA”). The Forest Service is a land management agency that protects and manages 154 national forests and 20 grasslands in 44 states and Puerto Rico; encompassing 193 million acres of land, in addition to numerous wilderness, recreation, scenic and other areas. The agency’s mission is to sustain the health, diversity, and productivity of the nation’s forests and grasslands to meet the needs of present and future generations.

**Job Description**

The Workplace Assessment Technical Project Lead shall provide a variety of pertinent duties to assist the US Forest Service in assessing the overall workplace climate within the agency. This is a full-time contract position. Details of duties are noted below.

**Position Requirements**

Position Requirements include, but are not limited by, the following:

* Ten (10) years’ experience in organization development, industrial and organizational psychology, or a similar field.
* Five (5) years’ experience analyzing or assessing organizational culture as it pertains to sexual harassment and misconduct.
* Experience with multi-year projects.
* Prior experience with land management agencies should be noted on resume.

**Position Tasks**

* Coordinate with Forest Service social scientists on the questions to be posed in the assessment tool(s).
* Coordinate with Forest Service Social Scientists on determination of what is a statistically significant representative.
* Draft and submit the assessment tool(s) (e.g.., questionnaire, survey, focus group questions, etc.) to the Forest Service.
* Submit final assessment tool(s) based on Forest Service feedback.
* Provide templates for all communications documents to the COR. These shall include letters, emails, the assessment tool(s), and notification of the assessment tool(s) which the Contractor intends to send to Forest Service workforce as part of the assessment.
* Execute/administer the assessment tool(s) as well as analyze data gathered via the assessment tool(s).
* Provide technical reports that detail key findings, raw data, description of data collection procedures with all findings broken down into appropriate demographic and organizational categories.
* Provide briefings to Forest Service Stakeholders detailing recommendations for action, to include additional inquiry and actionable methods for addressing findings.

**Compensation and Benefits**

* Compensation commensurate with experience
* Paid government holidays and time off
* Medical and dental coverage
* Matching 401(k) plan, professional development assistance, and other company benefits

**SMITH & Associates Consulting, LLC Information**

SMITH & Associates LLC is a GSA approved woman-owned small business, with more than 20 years as a DoD contractor providing consulting and support services to Defense, Federal Government and private agencies.

SMITH & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

**Application mechanism:** [**https://smithcollaboration.com/careers/current-positions/**](https://smithcollaboration.com/careers/current-positions/)

[**https://myseco.militaryonesource.mil/portal/msep/jobsearch/partners/238**](https://myseco.militaryonesource.mil/portal/msep/jobsearch/partners/238)