

USDA Forest Service Pacific Southwest Region

Outreach Notice Modoc National Forest



Support Services Specialist

The Devil's Garden/Warner Mountain Ranger District is currently seeking a candidate for a permanent full-time **Support Services Specialist, GS-0342-05/06**, position with a duty station of **Alturas, CA**.

This position serves as a support services specialist, responsible for accomplishing a variety of support services including but not limited to: procurement of administrative supplies and equipment, administration of government housing, assisting with personnel documents, and records and correspondence management. The position also serves as a member of the Devil's Garden/Warner Mountain Ranger Districts staff. We are looking for an individual who has strong interpersonal skills, excellent problem-solving skills, and has the ability to cope well with changing direction, multiple priorities, and a fast-paced work environment.

Interested individuals are encouraged to complete the attached voluntary Outreach Interest Form, along with a resume, and send to Tim Davis at tedavis@fs.fed.us by the close of business on **March 14, 2016**.

DUTIES:

Initiates and oversees a variety of personnel processing activities, e.g., initiating electronic requests for personnel actions and input of annual performance ratings. Ensures staff maintains employee development folders for employees. Advises the supervisors of cyclical actions for which employees are about to become eligible. Prepares and monitors human resources-related reports for the office.

Keeps employees informed of human resources policy and regulatory changes, such as those related to leave, injury compensation, retirement, promotion, etc. Assists staff in the use of the automated timekeeping system and ensures that staff is kept current on Human Resource policies, rules, and regulations regarding time and attendance, office closure, etc.

Responsible for purchasing or contracting for supplies, equipment, and services through open market purchase by blanket arrangement, cash, or field purchase order using a credit card. Prepares documents to order goods, supplies and/or services for various unit operations. Selects the correct and most cost efficient method and/or instrument to accomplish procurement action.

Prepares, controls, coordinates, and assembles information for procurement documents. Reviews contract status reports to determine which purchase orders, inter-agency agreements, or contracts are active or inactive.

Plans and performs general property management support services, such as maintenance and disposal of equipment.

Receives, reviews, analyzes, and controls incoming correspondence, including mail, faxes, and routine and controlled documents. Assigns actions and due dates to appropriate staff members. Reviews outgoing correspondence for procedural and grammatical accuracy, attachments, dates, signature, addresses, and destinations.

Serves as unit collection officer and performs accounting, balancing, reconciling, and accurate record keeping of the visitor center funds. Resolves a wide range of problems relating to cash intake for various pass and permits, i.e., suggests specific changes to cash handling procedures and develops control mechanisms for the overall receipt and disbursement process. Reviews cash processing transactions, completes audits, and prepares various reports on the status of funds. Orders passes and permits, security and inventory control, sales, oversight and collection of monies. Responsible for inventory and control of various merchandise that is located in the visitor center.

Provides visitors with detailed information in the areas of various permits and pass requirements, trip planning, local area information, and ecological and wilderness information. Plans, develops, updates and provides visitors with recreational guides, brochures, and maps. Explains safety requirements and regulations to the public of the proper use of the national forest.

Administers the Quarters/Housing Management Program for the unit. Manages data and prepares rental agreements in Quarters Management Inventory System (iQMIS).

Supervisory Duties (20% or less of the time)

Plans the work to be accomplished by the unit, assigns work to employees, and establishes production or quality standards for the unit's work. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and provides for the developmental and training needs of employees. Hears and resolves employee complaints, effects minor disciplinary measures, and recommends action in more serious cases. Performs administrative and human resources management functions for the unit; provides advice, counsel or instruction on both administrative and work matters; and assures full compliance with safety regulations.

ABOUT THE FOREST:

The Modoc National Forest, situated in extreme northeastern California, boasts an ecologically diverse landscape. It is a land of contrasts, with ecosystems ranging from pine and fir dominated mountains to high desert plateaus covered with sage brush and juniper. It is one of the largest national forests in California at about 1.68 million acres. Administratively it is managed from the Forest Supervisor's Office in Alturas and two zones encompassing four ranger districts with offices in Adin, Tulelake, Alturas and Cedarville. The climate also exhibits contrasts, with average high temperatures in July being 88 degrees and average lows in January in the teens. With the average annual precipitation being about 12 inches there is an abundance of days with clear blue skies. Elevations range from 9,892 feet at Eagle Peak atop the Warner Mountains to 4,000 feet in the valleys.

The Forest manages a variety of programs, including wildlife, vegetation, range, recreation, minerals, wilderness, special uses, heritage, watershed, fuels and fire suppression. Specialists working here include botanists, foresters, wildlife and fishery biologists, archaeologists, range conservationists, engineers, fire and fuels managers, business management and public relations professionals. These specialists work on a variety of challenging issues including: sage steppe restoration, wildhorse territory management, the largest rangeland management program in Region 5, managing fire across the landscape, and landscape scale restoration.

The Forest is primarily situated in beautiful Modoc County. With a population of about 10,000 the County is among the most rural in California. It borders Oregon to the north and Nevada to the east. Alturas is the County Seat and location of the Forest Supervisor's Office, and is about 3 ¼ hours (170 miles) from Reno, NV; 2 ¾ hours (145 miles) from Redding, CA; and 1 ¾ hours (98) miles from Klamath Falls, OR. All these cities offer major shopping opportunities and Reno and Redding offer airport services. There is a medical clinic in Alturas with major medical services available in Reno and Redding.

While the key to real estate is location , location, location; for many who come and stay on the Modoc the key is lifestyle, lifestyle, lifestyle. The Modoc lifestyle has much to offer, being more rural and remote. A slower pace offers a welcome relief from the "hustle and bustle" of urban life. The nights are quiet and peaceful, and with minimal light pollution the sky is full of stars. There are ample recreational opportunities, including fishing and hunting, that are uncrowded. There is strong community support and the local community is interested and involved in Forest programs. If you are looking for a place that offers a low stress lifestyle and safe community, the Modoc is for you.

Information on the Modoc National Forest and community is available on these sites:

- Modoc National Forest website: <http://fs.usda.gov/modoc/>
- Modoc Record (newspaper): <http://www.modocrecord.com/>
- Modoc National Forest Facebook: <https://www.facebook.com/pages/The-Forest-Service-Modoc-National-Forest/624840120965582>
- Modoc schools: <http://www.modoccoe.k12.ca.us/>
- Alturas, CA information: <http://www.city-data.com/city/Alturas-California.html>

Alturas Chamber of Commerce, 522 S. Main Street, Alturas, CA 96101. Telephone is 530-222-4433; and, FAX 530-222-4434, or visit their website at www.alturaschamber.org/

ABOUT THE COMMUNITY:

Alturas:

Alturas, CA, has a population of 3000, and is the county seat of Modoc County. Alturas is a full service community with a hospital, doctors, public schools, businesses, and recreational facilities. The cost of living is reasonable. Home costs range from \$100,000 to \$250,000. Rentals for 2-3 bedrooms are approximately \$300-\$500. The public school system provides instruction for grades K-12 and offers numerous extra-curricular activities. Additionally, the Lassen College Extension Office offers a variety of night courses. Alturas also has various churches representing many denominations.

The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement. Individuals stating interest in this position will be notified when the vacancy announcement is posted so they can apply.

This outreach form does not constitute an application. The vacancy announcement will appear on the USAJOBS website: www.usajobs.gov

For more information on this position, contact Tim Davis at (530) 233-8812 or tedavis@fs.fed.us .

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OUTREACH INTEREST FORM

Modoc National Forest



Support Services Specialist GS-0342-05/06

Please submit outreach response, along with a resume, **by March 14, 2016** to Tim Davis at tedavis@fs.fed.us

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: _____ USFS _____ BLM _____ OTHER _____

TYPE OF APPOINTMENT: _____ PERMANENT _____ TEMPORARY _____ TERM

_____ VRA _____ PWD _____ OTHER

CURRENT REGION/FOREST/DISTRICT: _____

CURRENT SERIES AND GRADE IF APPLICABLE:

CURRENT POSITION TITLE: _____

WHERE DID YOU HEAR ABOUT VACANCY/OUTREACH?

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL
AUTHORITIES:

- _____ PERSON WITH DISABILITIES
- _____ VETERANS RECRUITMENT ACT
- _____ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- _____ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- _____ FORMER PEACE CORPS VOLUNTEER
- _____ PATHWAYS PROGRAM
- _____ OTHER _____

Submission of this form is voluntary – Thanks for your interest!

“This is not an application to any current vacancies”.