



## ANILCA OUTREACH

**Department: United States Department of Agriculture  
Agency: Forest Service**

Job Outreach Number: 16-111005-281870-AP-EMH

**Revision #1: This revision extends the closing date.**

**JOB TITLE: Park Ranger, GS-0025-05**

**ELIGIBILITY:** The Tongass National Forest, Juneau Ranger District, Mendenhall Glacier Visitor Center is filling an excepted service position under the Alaska National Interest Lands Conservation Act (ANILCA) hiring authority, Public Law 96-487. Anyone who has lived or worked in or near the public lands managed by the Juneau Ranger District and who has special knowledge or expertise concerning the natural and cultural resources in order to educate the public and disseminate information regarding the Tongass National Forest, Juneau Ranger District, Mendenhall Glacier Visitor Center may apply.

**SALARY:**

**GS-05, \$16.95 per hour**

**Salary will include COLA, 5.31% for Juneau, AK**

Salary may be adjusted to include a Cost of Living Allowance (COLA). See the OPM website at: <http://www.opm.gov/oca/cola/index.asp> for additional information about the continuation of COLA after December 31, 2012.

**DUTY LOCATION:** Juneau, AK

**TOUR OF DUTY:** Permanent Full Time Seasonal; 13 full pay periods of work each year and 13 full pay periods of non-pay. A pay period is considered 80 hours (2 weeks). This appointment is on a seasonal basis; the employee is subject to release to non-pay status and recall to duty to meet workload requirements as a condition of employment.

**NUMBER OF POSITIONS BEING FILLED:** 5 Vacant Positions will be filled from this outreach notice: 16-111005-281870-AP-EMH

**OPEN PERIOD:** August 15, 2016 through August 30, 2016

For more information, please contact John Neary, Hiring Manager at (907) 789-6637, or email [jneary@fs.fed.us](mailto:jneary@fs.fed.us) or Human Resources Specialist, Erin Hansen at (907) 747-4315 or email [erinmhansen@fs.fed.us](mailto:erinmhansen@fs.fed.us).

**JOB SUMMARY:**

The Mendenhall Glacier Visitor Center is located on the Juneau Ranger District. In addition to the center there are parking lots, a bus shelter, a covered pavilion, information kiosk, restrooms, sidewalks, and the paved Photo Point Trail. Other trails in the vicinity include Steep Creek wildlife viewing trail, Trail of Time, East Glacier, Moraine Ecology, and the most popular trail on the Tongass National Forest, the Nugget Falls trail.

With approximately 550,000 visitors each summer between May and September, Mendenhall Glacier Visitor Center complex is the most visited site in Alaska for its size, attracting a broad diversity of visitors from around the globe. An excellent understanding of interpretation and visitor services is required. These positions will be part of our team of permanent and temporary employees and volunteers who manage the Visitor Center and the surrounding recreation area.

Duties include developing and delivering interpretive products (natural and cultural), leading interpretive talks, answering questions, operating a variety of audiovisual equipment, maintaining stock of environmental education materials, equipment, and supplies, providing orientation and regulatory information, monitoring activities of special use permits for recreational activities, and providing emergency response to injuries or search and rescues.

**KEY REQUIREMENTS:**

Selective Service Registration is required for males born after 12/31/1959.

Must be 18 years of age.

A 2-year probationary period is required.

## **BENEFITS:**

You can review our benefits at: <http://www.opm.gov/healthcare-insurance/healthcare/enrollment/new-federal-employee-enrollment/>

## **OTHER INFORMATION:**

Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

This is a bargaining unit designated position represented by the National Federation of Federal Employees, IAMAW.

Direct Deposit – Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to a financial institution of your choice.

If you are newly hired, the documentation you present for purposes of completing the Department Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS "E-VERIFY" system. Federal law requires the use of E-VERIFY to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

Relocation costs are not authorized.

Government housing is not available.

Forest Service daycare facilities may be available in Juneau, AK.

## **HOW TO APPLY:**

**Required Documents:** The following documents are **required** for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- **Resume** – Include 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisor's phone number, e-mail address for each work period listed, and whether or not we may contact them for reference checks; and 5) other qualifications.
- **Completed ANILCA Supplemental Questionnaire**
- **Veterans, if claiming preference: DD-214**, Certificate of Release from Active Duty showing dates of service and type of discharge. Disabled veterans

must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted. If claiming 10 pt. preference for XP status you must provide a completed SF-15 and all required documents as noted on the SF-15 form.

**Submit required documents to one of the following:**

**Email:** [erinmhansen@fs.fed.us](mailto:erinmhansen@fs.fed.us)

**Fax:** 1-866-339-1808 – Attn: Erin Hansen

**Hard Copy, Postmark no later than closing date of this outreach notice to:**

USDA Forest Service

Human Resources (Attn: Erin Hansen)

2108 Halibut Point Road

Sitka, AK 99835

Applications may be sent by email, fax or hard copy. If sending by email or fax, the required documents must be received by 11:59 p.m. Alaska Time on the closing date of this outreach notice. For assistance in applying for this position, contact Erin Hansen, HR Specialist, via phone at (907) 747-4315 or via email [erinmhansen@fs.fed.us](mailto:erinmhansen@fs.fed.us).

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact, Erin Hansen, HR Specialist, via phone at (907) 747-4315, or via email [erinmhansen@fs.fed.us](mailto:erinmhansen@fs.fed.us). Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**WHAT TO EXPECT NEXT:**

Your application may be reviewed to verify that you meet the eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate.

The questionnaire and the resume, is the basis for determining eligibility and qualifications. In addition, interviews and reference checks may be conducted for this position.

**RESUME TIPS:** visit OPM's Resource center at

<https://help.usajobs.gov/index.php/Tips> or

<https://arc.publicdebt.treas.gov/vacancies/fsresumetips.pdf>.

## **ANILCA Supplemental Questionnaire**

### **Park Ranger, GS-0025-05**

Job Outreach Number: 16-111005-281870-AP-EMH

Applicants must possess special knowledge or expertise concerning the natural and cultural resources of the Tongass National Forest, Juneau Ranger District, Mendenhall Glacier Recreation Area. Examples of site specific natural and cultural resources may include, but are not limited to, knowledge of Alaska Native history in the Juneau area, wildlife commonly seen around the Mendenhall Glacier, and current effects of climate change to the area.

**The following questions will be used to determine your eligibility for this position.**

**Please answer each question in complete detail.**

**You may use additional paper to respond to the questions below.**

1. Do you now, or have you ever lived or worked in or near Juneau, Alaska? If yes, when and where? (Please provide dates)
2. From either living or working in the Juneau area, what special knowledge or expertise regarding the natural resources of the area do you have such as rainforest ecology, glacial recession, fish and wildlife population? Please include facts, events, and circumstances from living and/or working in this area.
3. From either living or working in the Juneau area, what special knowledge or expertise regarding the cultural resources of the area do you have such as Alaska Native culture, mining history, or community development history? Please include facts, events, and circumstances from living and/or working in this area.
4. Describe your knowledge or expertise of the natural and cultural resources within the Mendenhall Glacier Recreation Area managed by the US Forest Service and how you have shared them with guests and residents using a variety of interpretive techniques? Interpretive techniques include, but are not limited to, storytelling, metaphors, analogies, demonstrations, and use of props.

5. This position will share a vast amount of information and answer a variety of questions to the visitor. What kind of information from your knowledge or expertise would you share about the Mendenhall Glacier Visitor Center area and the lands managed by the Juneau Ranger District?
6. From working or living around the Juneau area, what is your special knowledge or experience of bears? Describe how your experience or special knowledge of bears could be used in a position at the Mendenhall Glacier Visitor Center?

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my special knowledge and or expertise of the Tongass National Forest, Juneau Ranger District, Mendenhall Glacier Recreation Area for this position. I understand that the information provided may be investigated. I understand that misrepresenting my experience, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Yes  No

---

Printed Name and Signature

Date