



MODOC NATIONAL FOREST

OUTREACH NOTICE MODOC NATIONAL FOREST

Supervisors Office,
Alturas CA

Public Affairs Specialist (GS-1035-11/12)

The Modoc National Forest is conducting outreach for candidates interested in being considered for a permanent position as a **Public Affairs Specialist, GS-1035-11/12**, with a duty station of Alturas, California. This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest in the position.

If you are interested in this position, please submit the attached outreach response form to Ryan Burns, at rburns@fs.fed.us no later than October 28, 2014.

For more information on this position, contact Amanda McAdams at amcadams@fs.fed.us

MAJOR DUTIES

Participates in the development and implementation of public affairs communication plans, program strategies and techniques for dealing with addressing critical and complex public issues.

Plans and implements with the assistance and in coordination with other Forest's staff, the communications campaigns needed to address critical issues; to explain Forest Service policies, programs, and activities, to inform National Forest users and customers; and to establish two-way communication with the publics including the news media and elected officials. Uses a variety of communications methods and techniques (i.e., written, oral, visual and personal) in devising the appropriate communication method for each public affairs campaign. Incorporates situation analysis, target publics identification, media and message strategies, and evaluation of effectiveness and costs in each campaign.

Coordinates, implements, and evaluates a Forest's communication program, with responsibility of informing employees about Forest, National, and Regional philosophies and culture, practices, programs, positions, and initiatives. Ensures that employees are appropriately involved in decision making activities; uses various tools and techniques to improve employee productivity and moral; monitors and evaluates how effectively information has been communicated; identifies and addresses internal communication training needs.

Represents the Forest in meetings and discussions involving individuals, groups, and organizations working in support of, or opposing, the policies, programs, and work of the Forest. After consultation with supervisor, has the authority to make public statements as necessary within the framework of established policy guidelines.

Provides input into the long-range planning, development and coordination of the overall Public Affairs program for the Forest. Analyzes public reaction and recommends changes to improve understanding. Recommends methods of minimizing misconceptions and improving understanding of Regional direction.

Participates in the evaluation of the effectiveness of Forest issue management programs and implements improvements.

Organizes, coordinates and implements effective employee and public meetings, workshops, field trips, or other forums designed to foster employee and public participation.

Stays abreast of the most current and effective communication methods and techniques. Provides for training in these methods for others as needed.

SUPERVISORY RESPONSIBILITIES

Performs supervisory duties 20% or less of the time.

Supervises a group of employees and 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.

Promotes equal opportunity and employs nondiscriminatory practices for merit promotion, recruitment and hiring of applicants, encouragement, recognition and fair treatment of all employees; and career development and full utilization of employees' skills. Adheres to nondiscriminatory employment practices regarding race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Provides leadership, allocates resources, and implements activities to accomplish Forest Service multicultural organization direction, and Equal Opportunity and Civil Rights requirements, goals, policies, and objectives. Leads and sets a positive example by participation in Work Environment Continuous Improvement Processes. Creates a work environment that respects, appreciates, and values the contributions and perspectives of all employees.

About the Modoc National Forest:

The Modoc National Forest is landscaped with mountains, pine forests, meadows, lakes, streams, rugged canyons, wetlands, lava beds, and high desert plateaus...a land of contrasts, where crowds and

congestion are non-existent. The environment experiences warm, dry summers and cold wet winters. The temperatures in January range from an average high of 44 to an average low of 18, with July temperatures ranging from an average high of 88 to an average low of 44 degrees. Precipitation ranges from 4.94" to 20.8", with an annual average of 12.0". Elevations range from 4,300' to 9,934'. Gross Forest acreage is 1,979,407 acres.

The Modoc is an exciting destination for those interested in history and archeology. The Forest lies within an area occupied by Modoc, Achomawi (or Pit River), and Northern Paiute Native American tribes, with archeological evidence which suggests the area's first inhabitants settled here more than 10,000 years ago. The Forest is home to more than 300 species of wildlife, including the rocky mountain mule deer, pronghorn antelope, and Canada geese. A wild horse and burro territory is located in the Devil's Garden and Doublehead Ranger Districts. The Pacific Flyway for migratory waterfowl crosses directly over the Modoc National Forest. Additionally, because of the varied landscape, the Forest hosts an abundance of diverse plant life.

The South Warner Wilderness offers backpackers and horseback riders 79 miles of trails in the 70,385 acres. Winter recreation is available at the Cedar Pass Snow Park, 15 miles east of Alturas. A snowmobile trailhead is located at the Doorknob Snow Park, 1 ½ miles south of the Lava Beds National Monument. You can choose from a variety of campgrounds or picnic areas, available on a first come first served basis. Recreational opportunities include hunting, fishing, camping, hiking, horseback riding, hang gliding, snow and water skiing, bird watching, and collecting rocks and gemstones.

More information on the Modoc National Forest is on our website: <http://fs.usda.gov/modoc/>.

DUTY LOCATION:

The Supervisor's office is located in Alturas, CA. which has a population of 3000, and is the county seat of Modoc County. Alturas is a full service community with hospital, doctors, public schools, restaurants, small grocery stores, businesses, and recreational facilities. The cost of living is reasonable. Home costs range from \$100,000 to \$250,000. Rentals for 1-3 bedroom homes and apartments are generally \$500-\$800 per month. 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.

Alturas is approximately 3.25 hours driving from Reno, NV (170 miles), 1.75 hours from Klamath Falls, OR (98 miles), and 2.75 hours from Redding, CA (145 miles). All of these cities offer airport services and major shopping opportunities.

For More Information Contact: alturasc@hdo.net 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/

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OUTREACH RESPONSE FORM



Public Affairs Specialist (GS-1035-11/12), Modoc National Forest, Alturas CA

Please submit outreach response to Ryan Burns at rburns@fs.fed.us by **October 28, 2014**, if you wish to be advised of when the job announcement is posted in USA Jobs.

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 _____ {GRADE

CURRENT: _____ {POSITION TITLE

HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE?

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

Thank you for your interest in our Vacancy!