



OUTREACH NOTICE FOREST SERVICE Pacific Southwest Region Region 5

Grants Management Specialist Trainee, GS-1109-7/9/11

The USDA Forest Service, R5-Pacific Southwest Region, is planning to fill a GS-1109-7/9/11, Grants Management Specialist Trainee permanent position, with a duty location at the Regional Office in Vallejo, CA.

If you desire further information about this position, please contact:

Kellie Hamilton
Pacific Southwest Region, Grants Program Manager
Phone Number: 707-562-9109
Fax Number: 707-562-9144
Email: kelliehamilton@fs.fed.us

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE COMPLETE AND RETURN THE ATTACHED OUTREACH REPLY FORM AND SUBMIT IT TO **KELLIE HAMILTON BY **April 18, 2014** VIA EMAIL AT kelliehamilton@fs.fed.us or FAX TO 707-562-9144.**

The vacancy announcement will appear on the USAJOBS website: www.usajobs.gov/

DUTIES ASSOCIATED WITH THIS POSITION

- Performs a variety of standard tasks related to the administrative aspects of partnership including cooperative agreements, challenge cost-share agreements, participating agreements, collection agreements, and interagency agreements, cooperative fire agreements and memoranda of understandings. Processes a full range of grant and agreement applications used to determine the selection of grants and agreements. Negotiates grants and agreements within the limits of delegated authority, reviews all reimbursement requests for appropriateness, and processes payments.
- Provides interpretation of laws concerning use of Federal funds and qualifying program expenditures. Examines appropriate legislative and program authority prior to execution of each grant or agreements. Approves all grants and agreements for the unit, as well as notification(s) of funding availability within the limits of delegated authority.
- Develops instruments within the delegated authority, circularizes requests for proposals for grants and agreements, disseminates grant and agreement request for proposals; reviews and analyzes responses; and makes or recommends acceptance by higher authority as appropriate. Reviews grants and agreements applications for clarity and completeness. Participates in the establishment of internal administrative and financial controls or systems.
- Assists in the review of performance reports; interprets specifications, terms and conditions of grants and agreements; renders decisions related to performance and issue in disputes; approves all official correspondence sent to partners, program personnel, and other interested parties relating to any specific case.

Duty Station Specifics: Regional Office, Vallejo, CA.

The Pacific Southwest Region of the USDA Forest Service manages National Forest lands in California and assists the State and Private forest landowners in California, Hawaii and the U.S. Affiliated Pacific Islands. The Pacific Southwest Region is commonly referred to as Region 5 (R5). The R5, Pacific Southwest Region is comprised of 18 National Forests with a combined size of over 20 million acres, or approximately one-fifth of California's land base. Information about the R5, Pacific Southwest Region can be found at website: <http://www.fs.fed.us/r5/>

The Regional Office is located on Mare Island in Vallejo, California. Vallejo is located at the north end of San Francisco Bay, 30 miles northeast of San Francisco, 60 miles west of Sacramento and approximately 20 miles from the Napa Valley. Mare Island lies within the area qualifying for Bay Area locality pay which is currently 35.15% above base pay. For those considering retirement in a few years, locality pay is included in the base considered for the High-3 in retirement calculations.

Housing: The median price for a single family home is approximately \$300,000 - \$650,000 (may be lower, based on the market). Rentals range from \$800 - \$3000 per month. For additional information on housing check the following website: <http://www.ci.vallejo.ca.us/GovSite> and <http://www.visitvallejo.com>

Schools: Public schools kindergartens through grade 12 are provided through the Vallejo City Unified School District. There are public and private schools, day care, preschool and after school care facilities located in the surrounding areas of Mare Island. Secondary and Post-secondary schools include: Touro University's College of Osteopathic Medicine and School of Health and Science, located on Mare Island and Solano County Community College, which offers two-year vocational programs. In addition, the Bay Area is home to many world-renowned schools including the University of California at Berkeley and Stanford University in Palo Alto with other educational opportunities existing through colleges and universities within a short distance of Vallejo.

Transportation: Vallejo is served by State Highways 29 and 37 and Interstate highways 80 and 780. The Vallejo Baylink Ferry operates daily between Vallejo and San Francisco, a one-way trip takes about 50 minutes. Greyhound, Continental Trailways and Baylink provides bus service to regional points from Vallejo. Nearby airports include Oakland International (30 miles southwest)and San Francisco International (40 miles southeast) also Sacramento International is (60 miles north) of Vallejo.

Cultural and Recreation Opportunities: Vallejo's waterfront and municipal marina provide a spectacular backdrop for sailing, fishing, wind surfing, jet skiing and more. There are many golf courses in the area. Vallejo is located near the Pacific Ocean. It is two hours from the Sierra Nevada Mountains and less than an hour from the Napa Valley wine country. San Francisco and the greater Bay Area are home to several professional football, baseball, hockey and soccer teams. The Bay Area is famous for its many excellent restaurants and nightclubs, its world-class ballet, symphony, opera, theaters and museums of many types and are available throughout the Bay Area.

OUTREACH REPLY FORM

Please respond by April 18, 2014

**Grants Management Specialist Trainee, GS-1109-7/9/11
Vallejo, California 94592**

RETURN REPLY FORM TO:

Kellie Hamilton
Pacific Southwest Region, Grants Program Manager
Phone Number: 707-562-9109
Fax Number: 707-562-9144
Email: kelliehamilton@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
- ____ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- ____ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- ____ FORMER PEACE CORPS VOLUNTEER
- ____ VETERANS READJUSTMENT
- ____ STUDENT CAREER EXPERIENCE PROGRAM
- ____ OTHER _____

**Submission of this form is voluntary, but is encouraged.
Thank you for your interest!**

This outreach form does not constitute an application

The vacancy announcement will appear on the USAJOBS website: www.usajobs.gov/