

**Outreach Notice**  
U.S. Forest Service, Pacific Southwest Region 5  
Outreach, Recruitment & Workforce Diversity  
Central California Consortium (CCC)  
GS-0301-07/09 Program Specialist  
Clovis, CA

The Pacific Southwest Region 5's Outreach, Recruitment & Workforce Diversity (OR&WD) staff is currently in the process of outreaching to assess interest in a permanent, full-time GS-0301-07/09 Program Specialist position to be located in Clovis, CA.

The purpose of this notice is to determine if there are interested and qualified individuals, and it is in effect from **October 17** through **November 07, 2014**. If you are interested in this opportunity, please complete the attached outreach response form and return it to CCC Director, Lily Nieves, at [lnieves@fs.fed.us](mailto:lnieves@fs.fed.us). For questions, you may reach her at 559-297-0706 ext. 4962 or by email.

**Position Information**

This position will serve as the Program Specialist for one of the three [California Consortium](#) (CC) offices and is organizationally located within the Pacific Southwest Region's Outreach, Recruitment & Workforce Diversity Management (OR&WD) staff. The CC program serves to educate and familiarize underserved communities about careers in agriculture, forestry, and natural resource management and is used as a resource for potential applicants to career appointment position vacancies within the Forest Service.

**Major Duties**

- Performs Consortium-related duties that include program management, program publicity/marketing, and coordination with local and county government, nonprofit organizations, local businesses, colleges and universities within the geographic area of responsibility.
- Assists Program Director with implementing the goals and objectives of the Forest Service and Region to inform underserved communities of the benefits and programs the Forest Service offers to their community as well as career opportunities.
- Plans, coordinates, and executes a wide range of special projects that involve administrative or program issues that would enhance or maintain program effectiveness.
- Collects and assembles data to perform analyses in order to prepare professional reports and/or presentations that ensure project success. The Program Specialist plans, coordinates, and executes a wide range of special projects/events—such as outreach/recruitment, environmental education, and leadership events.
- Conducts outreach efforts to K-12 school-age children, college/university students, and educators in order to educate and familiarize them in careers for natural resource management, agricultural science, and administration. Maintains a liaison network and works with school principals, administrators, teachers, and associated student programs to assist them in obtaining resources or professional natural resources subject matter experts from a Forest Service unit to participate in environmental education programs.

**Major Duties (cont.)**

- Collaborates with Regional Recruitment Specialist to enhance outreach and recruitment strategies in the area in order to meet Regional employment needs. Conducts outreach and recruitment for high school and college and university students. Keeps schools, colleges, and universities apprised of job opportunities for students with the Forest Service by distributing job announcements, outreach notices, etc. Provides assistance to interested applicants in completing job applications as necessary.
- Performs standard tasks for grants, such as writing grant proposals to supplement Forest Service funds and coordinating with other Forest Service staffs, state agencies, etc., to assist with existing funding. Performs standard tasks for agreements, such as preparing agreement documentation with partners and monitoring agreement requirements and funding from execution to closure. Seeks funding from other Forest Service sources as necessary.

### **Knowledge Required by the Position**

- Knowledge and skill in applying analytical, evaluative, and quantitative methods and techniques to issues or studies concerning the efficiency and effectiveness of community outreach to underserved areas.
- Ability to use computer software applications such as presentations, spreadsheet, project management, and word processing and general understanding of database applications. Must possess knowledge of statistical methods, procedures, and techniques to prepare trend charts, presentations and briefings.
- Knowledge of established program goals and objectives and the ability to evaluate accomplishment of goals through analytical and statistical methods and techniques. Must have ability to predict impact on outreach, diversity, and student employment programs and generate options to address the impacts on the serviced organizations.
- Working knowledge of pertinent laws, regulations, policies, and precedents that affect the use of outreach, diversity, and student employment programs.
- Skill in oral and written communication methods to deal effectively with complex issues and differing approaches and views held by other staff members or parties.

### **Location Information**

The position is physically located at the Sierra National Forest Supervisor's Office located in Clovis, CA. The population of Clovis is approximately 100,000. It is midway between San Francisco and Los Angeles tucked inside the agriculturally rich San Joaquin Valley. It is easy to find located adjacent to Fresno. There are about 40 churches in Clovis of various denominations. The Clovis Unified School District, one of the highest rated school districts in the State, offers 34 elementary schools, six intermediate schools, and eight high schools. The average cost of a home is \$230,000. Apartments can be rented from \$575 to \$1800 per month. We have 195 sunshine days, 71 partly cloudy, and 99 cloudy. Temperatures in the winter usually range from 36 low to 54 high, though few nights can get down below freezing. In the summer temperatures range from 64 to 97, with several days over 100 degrees.

Fresno is adjacent to Clovis. Its population is approximately 480,000 with a variety of amenities. The average cost of a home is \$180,000. Rental rates range from \$500 to \$1800 a month for 3-bedroom homes and from \$475 to \$1700 for 2-bedroom apartments. Its symphony, local theatre companies, music and dance productions distinguish Fresno as a city with access to a wide variety of cultural events. Fresno Unified School District is the fifth largest district in California which includes Fresno City College, 61 elementary schools, 19 secondary schools, and eight high schools. California State University Fresno is located on Shaw and Cedar, approximately 5 miles from Clovis.

For more information about the Clovis and Fresno areas, please visit <http://www.city-data.com/city/Clovis-California.html> or <http://www.fresno.gov/default.htm>.

## Outreach Response Form

U.S. Forest Service, Pacific Southwest Region 5  
Outreach, Recruitment & Workforce Diversity  
Central California Consortium  
GS-0301-07/09 Program Specialist  
Clovis, CA

NAME:

E-MAIL ADDRESS:

MAILING ADDRESS:

TELEPHONE NUMBER:

AGENCY EMPLOYED WITH: ☐ {USFS  {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?

ADDITIONAL INFORMATION:

Please email the completed response form to [lnieves@fs.fed.us](mailto:lnieves@fs.fed.us) by November 7, 2014!

SUBMISSION OF THIS FORM IS VOLUNTARY—THANK YOU FOR YOUR INTEREST!