

PLUMAS NATIONAL FOREST

OUTREACH NOTICE

PLUMAS NATIONAL FOREST
Feather River Ranger District



**The Plumas National Forest, Feather River Ranger District
will soon be filling the following full-time permanent position:**

Support Services Specialist GS-0342-06/07
Salary: \$35,256-\$50,932

The duty station will be on the Feather River Ranger District (Oroville, CA)

GOVERNMENT HOUSING IS NOT AVAILABLE.

The purpose of this Outreach Notice is to inform prospective applicants of this upcoming opportunity, to determine the potential applicant pool for this position, and to establish an appropriate recruitment method and area of consideration for the vacancy announcement. Responses received from this outreach notice will be relied upon to make this determination.

To express interest in this position, please submit resume and complete the Outreach form and return it to Randy Gould at rgould@fs.fed.us by the close of business on **October 28, 2014**. For more information call Randy Gould at (530) 532-7410.

INTRODUCTION

This position is located on a Forest Service unit with responsibility for accomplishing a variety of support services including but not limited to the following: procurement of administrative supplies and equipment, tracking budget expenses, personnel processing, printing and mail service, space management, records and correspondence management.

Major Duties

Serves as the point of contact involving unit project proposals by collecting and analyzing costs, staff power, procurement, and other data necessary for preparation of the annual operating budget.

Reviews and edits budget requests to ensure conformance with organizational requirements. Validates budget-related transactions and resolves inconsistencies. Reviews project expenditures by ensuring allocations are not exceeded and surpluses are identified, appropriate staffs are alerted, and if necessary, recommends reprogramming in other areas.

Initiates and controls a variety of personnel processing activities, e.g., initiating electronic requests for personnel actions, annual performance ratings, local recruitment, and new employee orientation. 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. Assist District/Forest staff in the use of Paycheck 8 and ensures that staff is kept current on HR 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 VISA credit card. Prepares documents to order goods, supplies and/or services for various unit operations. Responsible for selecting the correct and most cost efficient method and/or instrument to accomplish procurement action. Advises staff on availability of funds and impact pending procurement action will have on operating budget when significant.

Ensures that procurement requests for general support services such as office supply stock levels and office equipment include pertinent information such as item description, quantity, discount terms, unit prices, delivery terms, fund citation, special clauses and certifications. Verifies purchase order receipts and follows up on invoices and other payment documents.

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.

Responsible for the development and maintenance of the resource files for the unit. Duties may involve collection of timber sales, silviculture, cultural, fire, fish and wildlife, recreation, watershed, and other resource data from functional specialists.

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

Receives, reviews, analyzes, and controls incoming correspondence, including mail, cables, 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.

Reads and keeps apprised of Forest Service procedures and policies in order to be aware of changes and new requirements affecting the work of the organization. Such procedures concern preparation and processing of correspondence, reports, and forms; hard-copy and electronic filing; mail procedures; using GOVTRIP; and, security procedures.

Supervision - Exercises the full range of supervisory duties for subordinate employees at various grade levels. Performs the overall work planning, establishes work schedules and priorities, and assigns and reviews work. Personally discusses with subordinates the progress of the work and problem areas as they arise. Recommends employee status changes, such as promotions, reassignments, and other personnel changes. Approves leave. Sets performance standards and evaluates performance. Identifies training needed by subordinates, and ensures that training opportunities are provided. Resolves complaints or minor grievances, and advises employees on matters related to less than adequate performance. Keeps employees informed of management policies and goals.

Actively supports the civil rights program in the unit and communicates this support to subordinates. Cooperates in developing and carrying out affirmative action efforts in the unit and those actions described in the Service-wide Affirmative Action Plan that have a bearing on the unit. Demonstrates and conveys to subordinates an understanding of and sensitivity to issues relating to civil rights within the unit.

Thank you for your interest in our Vacancy!

**USDA Non-Discrimination Statement
Revised 6/8/2005**

“The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of 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. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202)720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.”

Area Description:

The Plumas National Forest encompasses over a million acres of tree-covered mountains, filled with hundreds of high alpine lakes and thousands of miles of clear running streams. Elevations range from 3,000 to 8,000 feet. The area has four seasons with warm to hot days and warm to cool nights in the summer, and periodic snowstorms in the winter. Average annual precipitation is about 35~40 inches a year. Within a half day or less drive are Lake Tahoe, Reno, Sacramento, Susanville, San Francisco, Redding, Chico, California coast, Lake Shasta, Lassen Volcanic National Park and a vast variety of activities and opportunities. Popular activities within Plumas County and the Plumas National Forest include hiking, fishing, hunting, camping, boating, white water rafting, cross country skiing, snowmobiling, and wildlife viewing.

Community Information:**Oroville, CA**

The community of Oroville is the Butte County seat and has an area population of approximately 46,000. The downtown area is located at sea level, and the surrounding area ranges up to an elevation of approximately 2,500 feet in the rolling foothills of the northeastern Sierra Nevada Mountain Range. Oroville is a full service community; there is one hospital, three school districts, three private schools, three health clubs, several golf courses, major shopping center chains, a movie theater, and a historic downtown with dozens of antique and collectible shops. There are many orchards and farmer's markets in and surrounding the Oroville area. Oroville is located adjacent to the Feather River and Lake Oroville with a multitude of recreational opportunities. The lake has 167 miles of shoreline. Oroville has a large community of retirees from all over California. Because of the warm climate of the Sacramento valley, winter, fall and spring tend to be fairly comfortable. Summer highs can reach into the low 100's for a number of months each year. Midrange rentals for a two-bedroom/one bath start around \$850/month and real estate values for a three-bedroom/two-bath range from \$180,000 to \$235,000. To learn more about Oroville go to: www.oroillechamber.net

Paradise, CA

Paradise is a full service community, located 20 miles northeast of Oroville, at approximately 1,700 feet in elevation. Average lows in the winter are around the mid 30's, while the summer highs around the low 90's. Average rainfall is about 51 inches per year. The community has a hospital, several shopping centers, major fast-food chains, a library, a theater, several schools, health clubs, and a public golf course. Rentals start around \$900+ monthly and real estate values vary greatly, with single family homes starting around \$220,000. Paradise is about a 30-minute commute to Oroville. For more information about Paradise, please go to: www.paradisechamber.org

Chico, CA

Chico is approximately 30 miles north of Oroville and has an area population of approximately 95,800. In 2002, Chico was named one of the top 100 "Best Small Art Towns". Rentals for a two-bedroom/one bath home or apartment start around \$1,200 per month and real estate values for a three-bedroom/two bath home start around \$280,000. Chico is home to California State University and has the diversity and cultural richness one would expect from a "university town". In addition, Chico offers all the amenities of a large city. Services such as major hospitals, shopping centers, several school districts, theaters, parks and recreation department, libraries and job opportunities are just some of what Chico has to offer. Chico is about a 30 minute commute heading north from Oroville. To learn more about Chico go to: www.chicochamber.com

For further information about this position, please call or email:

Randy Gould, District Ranger
rgould@fs.fed.us or phone (530) 532-7410

Please fill out and return the Outreach form and Resume

By: October 28, 2014

PLUMAS NATIONAL FOREST
Feather River Ranger District
Support Services Specialist (GS-0342-06/07); full-time permanent
Please return to Randy Gould at rgould@fs.fed.us
By **October 28, 2014**

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
- ☐ STUDENT CAREER EXPERIENCE PROGRAM
- ☐ OTHER _____

Thank you for your interest in our Vacancy!