



USDA Forest Service ● Pacific Southwest Region

# LASSEN NATIONAL FOREST



Eagle Lake District



Almanor District



Hat Creek District

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## OUTREACH NOTICE

### LASSEN NATIONAL FOREST

Supervisor's Office, Susanville, Calif.

Almanor Ranger District, Chester, Calif.

Eagle Lake Ranger District, Susanville, Calif.

Hat Creek Ranger District – Fall River Mills, Calif.

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*Region 5 Pacific Southwest*

**Spring 2017 Centralized Temp Hiring**

**GS-3 through GS-9**

**SUMMER TEMPORARY POSITION OUTREACH**

**Apply by January 23, 2017**

The Region 5 Temp Hire program has been implemented to streamline the hiring process for temporary positions and provide consistent hiring throughout the Region. This hiring process assists the National Forests in the Pacific Southwest Region (Region 5) to fill vacancies in an efficient and timely manner.

### **Lassen Forest**

The Lassen National Forest is looking for a committed, hardworking, highly skilled workforce to manage the resources of the Forest. Lassen National Forest is comprised of the Forest Supervisors Office and three districts (Almanor, Hat Creek, and Eagle Lake). The work is very rewarding and requires talented, skilled people working safely as part of a team in a variety of specialized positions, including:

- WL-3502-03-Laborer Leader
- WL-4749-05-Maintenance Worker Leader
- WG-4749-05-Maintenance Worker (Trails)
- WG-4749-05-Maintenance Worker Helper
- WG-5716-08-Engineering Equipment Operator (CDL, Drug Test)
- GS-0102-03 Archeological Aid
- GS-0303-03-Customer Service Representative
- GS-0304-04-Information Receptionist
- GS-0462-04-Recreation Technician
- GS-1001-04-Visitor Information Assistant
- GS-0404-04-Bio Sci Tech (Natural Resources)
- GS-0404-05-Bio Sci Tech (Natural Resources)
- GS-0462-05-Forestry Tech (Recreation-OHV-FPO)
- GS-1316-05-Hydrologic Technician
- GS-2151-05-Forestry Tech (Fire Dispatcher)
- GS-0462-06-Forestry Tech (Recreation-OHV-FPO)
- GS-0462-06-Forestry Tech (Timber Sale Preparation)
- GS-1316-06-Hydrologic Technician
- GS-0404-07-Bio Sci Tech (Natural Resources)
- GS-1316-07-Hydrologic Technician
- GS-0430-09-Botanist



Although an advertised position/ location may not currently be vacant, it could become vacant and filled during the selection period. Interested individuals should apply to all positions and duty stations for which they would accept a job offer, whether or not the positions are currently vacant. Selecting the desired duty station during the online application process is also important. The Forest supervisor and district rangers along with duty stations are shown below. Vacancy contacts including the name, title, phone, email, and area of responsibility are also listed below.

Name	Email	Title	Phone Number	Area of Responsibility
Darren Mueller	<a href="mailto:djmueller@fs.fed.us">djmueller@fs.fed.us</a>	Engineering	(530) 257-2151	<b>Engineering Equipment Operator Contact</b> (Susanville)
Shawn Wheelock	<a href="mailto:swheelock@fs.fed.us">swheelock@fs.fed.us</a>	Hydrologist	(530)335-4130	<b>Hydrologic Technician Contact</b> (Fall River Mills)
Daniel Stone	<a href="mailto:danielstone@fs.fed.us">danielstone@fs.fed.us</a>	Engineering	(530) 257-2151	<b>Maintenance Worker (Facilities) Contact</b> (Susanville)
Karen Harville	<a href="mailto:kharville@fs.fed.us">kharville@fs.fed.us</a>	Wildlife Biologist	(530)335-4130	<b>Bio Science Tech (Natural Resources) Contact</b> (Fall River Mills)
David Spath	<a href="mailto:davidspath@fs.fed.us">davidspath@fs.fed.us</a>	Support Services Specialist	(530) 335-4130	<b>Customer Service Representative, Information Receptionist, and Visitor Information Assistant Contact for Hat Creek Ranger District</b> (Fall River Mills)
Naomi Brown	<a href="mailto:nrbrown@fs.fed.us">nrbrown@fs.fed.us</a>	Supervisory Forestry Technician	(530)335-4130	<b>Forestry Tech (Timber Sale Preparation) Contact</b> (Fall River Mills)
Tamera Taylor	<a href="mailto:tataylor@fs.fed.us">tataylor@fs.fed.us</a>	Recreation Officer	(530)335-4130	<b>Forestry Tech (Recreation-OHV-FPO) Contact</b> (Fall River Mills)

USAJOBS Webpage: [www.usajobs.gov](http://www.usajobs.gov)

Applications must be submitted through “USAJOBS” [www.usajobs.gov](http://www.usajobs.gov). Once you are logged in and have selected which vacancy announcement number you want to apply to, you will be electronically redirected to “eRecruit,” the Forest Service job application database. You will complete the application process within eRecruit.

### **DATES TO REMEMBER!**

**Vacancy Opening and Closing Date: January 17 - January 23, 2017** - Applicants must complete the application process and submit all required documents electronically by **11:59 p.m. Eastern Time (ET), January 23, 2017** for any announcement applicable to PSW Fire Hire.

**Selection Timeline: February - 27 March 17, 2017** - Representatives from each Forest in Region 5 will make recommendations for hiring. Applicants selected this week will be notified by a recommending official by phone.

**Earliest Effective Date: April 16, 2017** - This is the first possible starting date (excluding drug testing and/or transfer of station). A later effective date may be negotiated with supervisor.

### **HOW TO APPLY**

**Failure to provide the requisite documentation could result in disqualification.**

Applicants must complete the application process and submit all required documents electronically by **11:59 p.m. Eastern Time (ET), January 23, 2017** for any announcement position.

**Read the ENTIRE announcement and all the instructions before you begin.**

**Step1 – Create a USAJOBS account** (if you do not already have one) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

**Step 2 - Create a resume with USAJOBS (Resume Builder)** or upload a resume into your USAJOBS account. You may want to customize your resume to ensure that it documents your duties and accomplishments that are directly related to this position to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the “How You Will Be Evaluated” section of the job announcement). Be sure to list supervisors (most recent first) and references.

**Step 3 - Click "Apply Online"** and follow the prompts to complete the Occupational Questionnaire, then attach all required documents.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, then select "Update Application" to continue.

## **REQUIRED DOCUMENTS:**

The following documents must be submitted to constitute a complete application package. It is your responsibility to ensure that all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, etc. Failure to submit required, legible documents will result in elimination from consideration.

**1. Resume** - that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; 5) Supervisor; and 6) other qualifications.

**2. College Transcripts** - if education is required for meeting basic qualifications and/or you are substituting education for specialized experience. Although an unofficial copy is sufficient with the application, an official college transcript will be required if you are selected for the position.

**3. SF-50 Notification of Personnel Action** - verifying your federal status, position title, series and grade should be include if you are a current or former Federal employee. FSA County employees must provide the most recent Notification of Personnel Action (Form SF-50-B or FSA-50) that verifies permanent status. Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher.

**4. Annual Performance Appraisal** - if you are a current Federal employee. Submit the most recently completed annual performance appraisal (dated within 18 months) that identifies the employee's official rating of record signed by the supervisor or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan.

**5. DD-214 (Member 4 Copy) and/or SF-15 Application for 10-point Veteran Preference** - if claiming Veterans' Preference or eligibility for appointment under the VRA, VEOA, or 30% Disabled Veterans hiring authority.

**6. Certification of Disability if you are eligible for appointment based on a disability under the Schedule A hiring authority** - This certification can be documented by a counselor from a State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a medical professionals' stationary; or by statements, records, or letters from a Federal agency that issues or provides disability benefits. The certification must verify that the applicant has a severe disability, is eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the position. The certification must also describe any reasonable accommodation required. Additional information is available at: <https://www.opm.gov/disability/appempl.asp>.

**7. Special Hiring Authority** - If you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority, submit proof of eligibility.

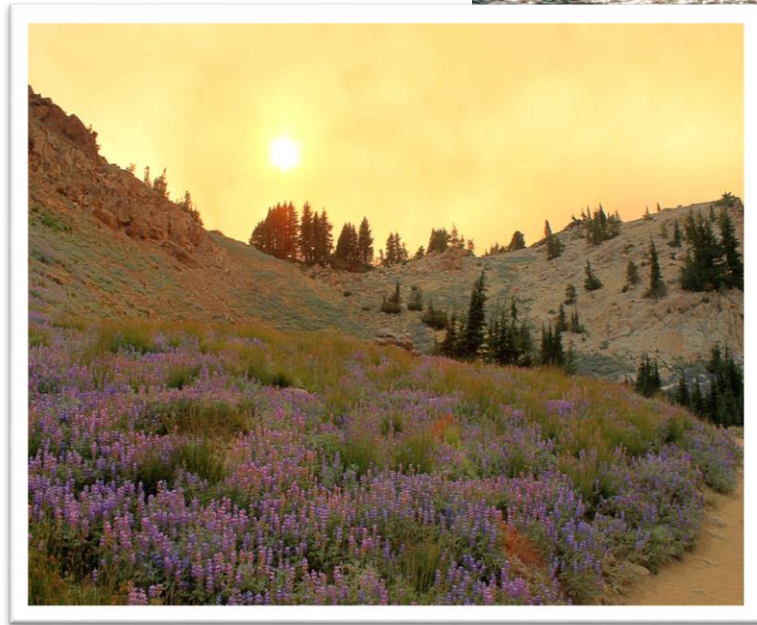
**8. CTAP/ICTAP** - documentation if separated from Federal service or pending separation based on a reduction in force (RIF) or other management workforce reduction action. Proof of eligibility must include a separation notice or Certificate of Expected Separation, the SF-50 that documents the RIF separation action or most recent SF-50 that is not an award, and latest performance appraisal dated within the last 18 months or a statement advising why one is unavailable.

## AGENCY CONTACT INFO:

HRM Contact Center –  
Albuquerque Service Center  
Albuquerque NM  
Phone: 877-372-7248 Option 2  
Fax: 866-338-3718  
TDD: 800-877-8339



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



### **ABOUT LASSEN NATIONAL FOREST:**

Lassen National Forest lies at the crossroads of Northern California, where the granite of the Sierra Nevada, the lava of the Cascades and the Modoc Plateau, and the sagebrush of the Great Basin meet. This 1.2 million-acre forest is managed for recreational access as well as timber and firewood, forage for livestock, water, minerals, and other natural resources. The Lassen offers opportunities for hiking, camping, boating, fishing, hunting, cross-country skiing, cycling, and snowmobiling to year-round residents and visitors. For more information, visit: [www.fs.usda.gov/lassen](http://www.fs.usda.gov/lassen).

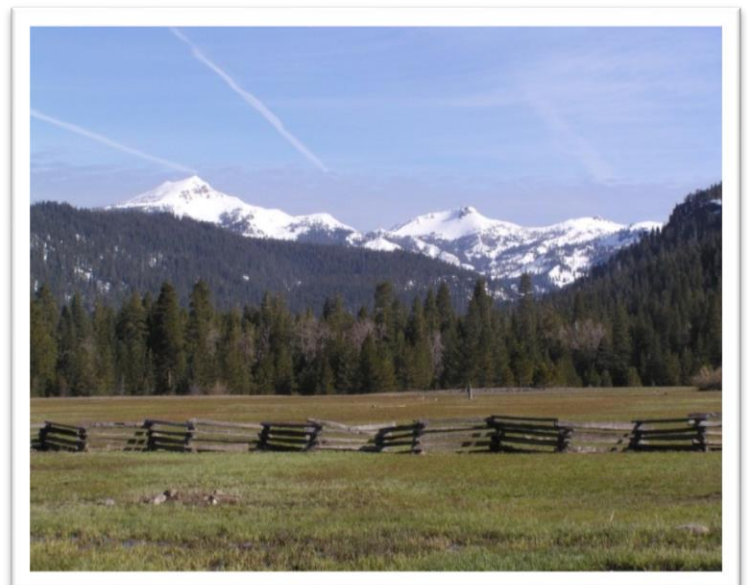
### **ABOUT THE AREA:**

#### **Supervisor's Office, Susanville, California.**

With a population of 17,000, Susanville is the seat of Lassen County and the largest community in northeastern California. This quiet mountain community offers a hospital, a local community college, several independent School districts, churches representing most denominations, and a strong sense of community. The city of Reno, Nevada is 80 miles to the south, and the cities of Chico and Redding, California are about 100 miles to the west. At just over 4,000 feet above sea level, Susanville is surrounded by mountains and enjoys four seasons including cold winters and warm, dry summers. The community offers easy access to the lakes and mountains, as well as the numerous recreational opportunities available at the Lassen and Plumas National Forests and the Lassen Volcanic National Park.

#### **For more information about the area, visit:**

[Lassen County Chamber of Commerce](#)  
[City of Susanville, Calif.](#)  
[Sperling's Best Places – Susanville, Calif.](#)



◆ **Almanor Ranger District, Chester, California.**

The Almanor Ranger District office is located in Chester, less than one mile from the shores of Lake Almanor and approximately 70 and 90 miles from the cities of Chico and Redding, respectively. The district includes the Ishi and Caribou Wilderness areas along with a large portion of the Lassen National Scenic Byway. With 52 miles of shoreline and views of nearby Mount Lassen, Lake Almanor has been a popular summer hiking, hunting, fishing, and boating destination for decades. In the winter, the district offers several areas for snowmobiling as well as cross-country and downhill skiing. Chester, a picturesque mountain community with a year-round population of 2,000-plus, derives a significant portion of its economy from the tourist trade. The town features shops and restaurants that cater to both residents and visitors as well as inns, hotels, campgrounds, and rental homes. The area is also a launching point to the many additional recreational opportunities available not only on Lassen National Forest, but also Plumas National Forest and the Lassen Volcanic National Park.



**For more information about the area, visit:**

[Lake Almanor Chamber of Commerce](#)  
[Sperring's Best Places – Chester, Calif.](#)

**Eagle Lake Ranger District, Susanville, California.**

Surrounded by trees yet right off State Highway 36, the Eagle Lake District office is 14 miles from Eagle Lake and just four miles from downtown Susanville. The area offers many opportunities for hunting and fishing, as well as numerous trails for hiking, cycling, and horseback riding. With a population of 17,000, Susanville is the seat of Lassen County and the largest community in northeastern California. Susanville offers a hospital, a local community college, several independent school districts, churches representing most denominations, and a strong sense of community. The city of Reno, Nevada is 80 miles to the south, and the cities of Chico and Redding, California are about 100 miles to the west. At just over 4,000 feet above sea level, Susanville is surrounded by mountains and enjoys four seasons including cold winters and warm, dry summers. The community offers easy access to the lakes and mountains, as well as the numerous recreational opportunities available at the Lassen and Plumas National Forests and the Lassen Volcanic National Park.

**For more information about the area, visit:**

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[City of Susanville, Calif.](#)  
[Sperring's Best Places – Susanville, Calif.](#)

◆ **Hat Creek Ranger District, Fall River, California.**

Hat Creek is renowned for its trophy trout fishing, dramatic mountain vistas, scenic hiking trails, and Subway Cave – a half-mile underground tube formed by volcanic activity. The Hat Creek Ranger District office, the main point

of access to this beautiful and remote region, is 14 miles from the community of Burney (population 3,000) and miles from the City of Redding. Parts of the film “Stand by Me” were filmed in the area. Hat Creek is also close to many recreational opportunities available not only on Lassen National Forest, but also Modoc and Shasta-Trinity National Forests and the Lassen Volcanic National Park.

**For more information about the area, visit:**

[Burney Chamber of Commerce](#)

[Sperling’s Best Places – Fall River Mills, Calif.](#)

[Sperling’s Best Places – Burney, Calif.](#)

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