Public Affairs Specialist
FOREST SERVICE

1 vacancy - Cass Lake, MN

Work Schedule is Full-Time - Permanent

Opened Monday 4/11/2016 (3 day(s) ago)
Closes Thursday 4/21/2016 (7 day(s) away)

- **Salary Range**
  $59,246.00 to $92,316.00 / Per Year

- **Series & Grade**
  GS-1035-11/12

- **Promotion Potential**
  12

- **Supervisory Status**
  Yes

- **Who May Apply**
  Current permanent Federal employees with competitive status, reinstatement eligibles, persons with disabilities, VEOA/VRA eligibles, certain military spouses, 30% or more disabled veterans, former Peace Corps or VISTA volunteers, CTAP/ICTAP eligibles, Farm Service Agency permanent county employees and those eligible for other Special Hiring Authorities.

- **Control Number**
  435538100

- **Job Announcement Number**
Job Description

Job Summary

A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation's most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies.

It's an awesome responsibility - but the rewards are as limitless as the views.

This position is located on the Chippewa National Forest, Supervisor's Office located in Cass Lake, MN.

For additional information about the duties of this position, please contact Ann Long-Voelkner, Public Service Team Leader at (218) 335-8688 or alongvoelkner@fs.fed.us.

This position serves as a Public Affairs Specialist located on a Forest Service Unit. The incumbent performs a wide variety of activities in planning and implementing a comprehensive public affairs program for the Forest.

Duties

Duties are listed at the full performance level:

* Incorporates situation analysis, target publics identification, media and message strategies, and evaluation of effectiveness and costs in each campaign.

* Plans and implements the communications campaigns needed to address critical issues; to explain 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. Organizes, coordinates and implements effective employee and public meetings, workshops, field trips, or other forums designed to foster employee and public participation.

* 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. Skill in encouraging public participation.
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* Establishing and maintaining effective working relationships with Native American Tribes; partners and groups who may be supportive, indifferent to and/or having opposing points of view to programs and policies.

* Serves as a member of the Leadership Team that provides strategic leadership and formulates plans, policies, and objectives for the Area. Participates in the development and implementation of public affairs communication plans, program strategies and techniques for dealing with addressing critical and complex public issues. Provides leadership, allocates resources, and implements activities.

* 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.

**Travel Required**

- Occasional Travel
- Occasional travel may be required for training and meetings.

**Relocation Authorized**

- Yes
  - Entitlements for payment of all moving expenses, as required and to the extent allowed by the Federal Travel Regulations (FTR) 302-3.101, are authorized for eligible applicants changing duty station when the change meets the distance tests as provided in FTR 302-1.1 and 302-2.6.

**Job Requirements**

**Key Requirements**
QUALIFICATIONS

You must possess the Basic Requirements identified below to be considered for this position. Transcripts must be provided for qualifications based on education. Your application and resume must clearly show that you possess the appropriate experience requirements.

Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

GS-11: One year of specialized experience equivalent to at least the GS-9 level. 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree (coursework directly related to position being filled); or an appropriate combination of specialized experience and graduate level education (beyond what is required for a master's degree, i.e., more than 36 semester hours leading to a Ph.D.). Examples of specialized experience include: developed news releases, brochures, or other public communication products; participated in workshops, field trips, or other forums for public participation; responded to public inquiries; managed relationships with key customers; served as public spokesperson; and/or advised managers on public communications strategy.

GS-12: One year of specialized experience equivalent to at least the GS-11 level. Examples of specialized experience include: developed communications plans and strategies involving controversial issues; organized and conducted public participation in complex projects; managed relationships with elected officials; served as public spokesperson; and/or developed public communications strategy or campaign.

TIME IN GRADE REQUIREMENT: If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements of 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement
must be met by the closing date of this announcement.

To receive consideration for this position, you must meet all qualification requirements by the closing date of the announcement. **ADDITIONAL REQUIREMENTS:**

May be subject to satisfactory completion of one year probationary or trial period.

**Security Clearance**

Other

**Additional Information**

**What To Expect Next**

If you set up your USAJOBS account to send automatic email notifications, you will receive an acknowledgement email that the submission of your online Occupational Questionnaire and resume was successful, if you were referred to the selecting official for consideration, and if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30-60 days after the issuance of the certificate.

**BENEFITS**


**Other Information**

**BACKGROUND INVESTIGATION AND FINGERPRINT CHECK:** Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

Career Transition Assistance Plan (CTAP) Interagency Career Transition Assistance Plan
(ICTAP): For information on how to apply as a CTAP or ICTAP eligible see http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/. To be well-qualified and exercise selection priority for this vacancy, a surplus or displaced Federal employee must meet the basic eligibility requirements including all selective factors, and be rated and determined to be well qualified (or above) based on an evaluation of the competencies listed in the How You Will Be Evaluated section. CTAP/ICTAP applicants must receive a rating of at least 85 out of a possible 100 based on responses to the occupational questionnaire.

Forest Service daycare facilities are not available.

Direct Deposit – Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to a financial institution of your choice.

If you are newly hired, the documentation you present for purposes of completing the Department Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS "E-VERIFY" system. Federal law requires the use of E-VERIFY to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

This agency offers alternative and flexible work schedules.

Government housing is not available.

This is not a bargaining unit position.

This position is eligible for telework.

If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is not guaranteed.

**How to Apply**

Please view Tips for Applicants – a guide to the Forest Service application process

Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.
You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.

This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact us if you are requesting this.

**Step 1:** Create a USAJOBS account (if you do not have one) at 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 or upload a resume into your USAJOBS account. Customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. 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).

**Step 3:** Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

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

**NOTE:** Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the Agency's staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

**How You Will Be Evaluated**

You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as
the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

- **Knowledge of communication and public affairs principles, methods, practices and techniques.**
- **Ability to gather, prepare, and disseminate program information, solicit public participation, and engage the media.**
- **Skill in managing issues involving disagreements over public policy.**
- **Ability to communicate in writing and through multi-media.**
- **Skill in developing and maintaining effective external relationships and partnerships.**
- **Ability to provide leadership to guide overall accomplishment of overall unit mission, function as a team member, and maintain cooperative internal relationships.**
- **Ability to supervise**

We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

- Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified candidates will be referred to the hiring manager for consideration. Non-Competitive candidates need to meet minimum qualification requirements to be referred.

**Note:** If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the "Apply Online" button to the right.
To view the application form, visit:
https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=457FBAF8-43C6-4D1C-BDFE-A5E000D5E90A

Required Documents

The following documents are required for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- **Resume** must include: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisor's phone number, e-mail address for each work period listed, and whether we may contact for reference checks; and 5) other qualifications.

- **College Transcripts** if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education website at http://www.ed.gov. All transcripts must be in English or include English translation.

You must submit the documents below if you claim any of the following:

- **Current and Former Federal Employees**
  1. Most recent non-award Notification of Personnel Action (SF-50) showing that you are/were in the competitive service, highest grade (or promotion potential) held on a permanent basis, position title, series and grade **AND**
  2. Most recently completed performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable. Do not submit a performance plan.

- **Current Permanent FSA County Employees**: Most recent non-award Notification of Personnel Action (SF-50/equivalent) showing highest grade or promotion potential held on a permanent basis, position title, series and grade.
• **CTAP/ICTAP**: Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 documenting separation or the position separating from. Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50. Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from the military or National Guard Bureau AND Separation SF-50.

• **Veteran Hiring Authorities**: VEOA, VRA and 30% Disabled Veterans: DD-214, Certificate of Release from Active Duty showing dates of service and discharge under honorable conditions. Disabled veterans must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted.

• **Schedule A, Persons with Disabilities Appointment**: Sch A letter from a physician, local, state or federal rehabilitation office citing eligibility under 5 CFR 213.3102 (u).

• **Miscellaneous Authorities Not Regulated by the Office of Personnel Management**: (Postal Career Service, Postal Service Commission, GAO, US Courts, etc.) Current Notification of Personnel Action/equivalent that reflects eligibility.

• **Peace Corps Personnel**: Documentation of no less than 36 months of continuous service without a break of 3 days or more and separated within the last 3 years.

• **Interchange Agreement with Other Merit Systems**: Documentation of eligibility as listed in interchange agreement.

• **Certain Family Members Eligible under E.O. 12721**: Most recent non-award SF-50 and performance appraisal.

• **Certain Military Spouses Eligible under E.O. 13473**: Permanent Change of Station (PCS) orders issued within the last 2 years, that lists you as authorized to accompany the military member to the new duty permanent station; OR verification of the member's 100% disability (VA Letter); and/or verification of the member's death while on active duty (DD-1300 and Death Certificate) AND verification of the marriage to the service member (i.e. marriage license or other legal documentation verifying marriage).
- **Foreign Service**: Most recent Foreign Notification of Personnel Action, under an unlimited, career-type appointment AND have completed at least 1 year of continuous service without a break of a workday under one or more non-temporary Foreign Service appointments.

- **Other Special Hiring Authorities**: If claiming eligibility under a Special Hiring Authority not listed above submit appropriate supporting documentation.