

 **United States Department of the Interior**

 Bureau of Land Management - Alaska

 Glennallen Field Office
 P.O. Box 147
 Glennallen, AK 99588
 907-822-3217
 907-822-7335 fax

**JOB OPPORTUNITY NOTICE**

**R7-15-018-AV**

**OPENING DATE: April 7, 2015**

**CLOSING DATE: April 21, 2015**

**POSITION:** BIOLOGICAL SCIENCE AID GS-0404-03, Fish Counting Tower

**SALARY:** $27,780 (starting at $13.31 per hour + 7.18% of Cost of Living Allowance)

**LOCATION:** Glennallen, Alaska

**WHO MAY APPLY:** Any qualified U.S. citizen who has lived or worked in or near Alaska public lands and has special knowledge or expertise concerning the natural and cultural resources of the public lands and the management thereof. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

**WORK PERIOD:** This is a TEMPORARY/FULLTIME position.

This is a temporary position and is not to exceed (NTE) 1039 hours.

**ORGANIZATION:** Glennallen Field Office

**DUTIES:** As a Biological Science Aid some of your primary duties will include:

* Perform a variety of routine procedural tasks in support of biological programs that can be quickly learned and are covered by specific instructions.
* Perform other duties as assigned.

You will be expected to work 40 hours per week (including some holidays and weekends), the majority of which will occur in and adjacent to public lands in Glennallen Field Office accessed by boat, OHV, and foot. Fieldwork will involve considerable physical demands, such as frequent, extensive travel on foot and exertion from lifting and carrying equipment and energy drain from cold, wet, windy weather. The incumbent must be in good physical condition and anticipate the logistical needs of each field trip. Candidates must have experience working in remote areas and brown bear habitat.

## For more information on the duties of this position contact Tim Sundlov at 907-822-3217 or tsundlov@blm.gov

**KNOWLEDGE/EXPERIENCE REQUIRED:**

**Applicants must have knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof.**

1. Must have knowledge of the local area including natural and cultural resources.
2. Must have knowledge of local geography, weather, and travel routes in and adjacent to lands and waters in the vicinity of Glennallen, AK.
3. Knowledge, skill or ability to serve as Biological Science Aid for Glennallen Field Office

## CONDITIONS OF EMPLOYMENT:

1. Government housing is a possibility depending on availability.
2. Must have a current valid driver’s license.
3. Willing and able to speak publicly and give public presentations.
4. Interest and ability to conduct physically-demanding work and camp in remote sites situated in brown bear habitat
5. Willing to work weekends, some holidays and if necessary occasional evenings or longer days.
6. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
7. Background Investigations: Employment in this position requires a background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication within a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
8. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
9. You will be required to provide proof of US citizenship.

**HOW TO APPLY:** The following must be filled out and received by **April 21, 2015** at 5:00 PM AKST:

* 1. Submit your resume, curriculum vitae, the Optional Application for Federal Employment (OF-612) or any other written format you choose, to describe your job-related qualifications.

Please ensure that your resume contains:

* + - Your full name
		- Address, including zip code
		- Telephone number
		- The last four digits of your social security number
		- Whether or not you claim veterans' preference in employment
		- Your country of citizenship
		- Educational information, such as high school name and/or GED
		- College and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned.
		- Work experience: for each period of employment or non-paid work, include dates of employment (month and year of starting and ending dates), number of hours worked per week and salary, job title (if the position was in the federal government, include the official job title, occupational series and grade), the employer's name and address, supervisor's complete name and telephone number and indicate whether current supervisor may be contacted and a description of the major duties performed and accomplishments.
		- Any other job related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, and special accomplishments related to this position.
		- Please note: the information in your resume will be used to confirm that you meet the qualification requirements of the position.
	1. Supplemental Questionnaire, attached.
	2. DD-214, if you are a veteran or if you are claiming 5 point veteran’s preference.
	3. SF-15, Application for 10-Point Veteran’s Preference and supporting documentation, if you are claiming a service-connected disability.

## EACH APPLICANT MUST COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE ADDRESSING EACH OF THE REQUIREMENTS.

The questionnaire and the OF-612, or resume, is the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position. The interviews may be conducted on a pass/fail basis or may be scored.

## Submit application either by mail, fax or hand delivery to:

Tim Sundlov

Fisheries Biologist

Glennallen Field Office

P.O. Box 147 Glennallen, AK 99588

907-822-7320 (Phone)

907-822-7335 (Fax)

For further assistance in completing the questionnaire or resume for this position or questions on how to apply,

## contact Annyn Vanderlooven at (907) 271-2455.

**ADDITIONAL INFORMATION:**

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non- disclosure. You are entitled to the same information as it pertains to disclosure of your social security number.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The U.S. Department of Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or other non-merit factors.

## ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE

BIOLOGICAL SCIENCE AID

GS-0404-03

**R7-15-018-AV**

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please respond to the following questions so we can determine your level of knowledge and skills for this position.

## LOCAL KNOWLEDGE AND EXPERIENCE

1. Do you now, or have you ever, lived or worked in or near the public lands in Alaska?
	1. Yes (This answer needs to be supported on your application/resume)
	2. No
2. Have you lived in the vicinity of Glennallen Field Office? If so for how long?
	1. Less than one (1) year
	2. One (1) to five (5) years
	3. I have not lived in the vicinity
3. While working or living in or near the Alaska public lands, have you held a job with duties involving natural or cultural resources?
	1. Yes
	2. No
4. How would you describe the type of natural/ cultural resources knowledge and experience you have obtained? Please circle all that apply.
	1. Community history such as: specific dates, important events, seasonal observations, customs, etc.
	2. Geographic features and/or unique land markers such as: mountain or river names/locations, types of landscapes, or other geographic information
	3. Wildlife (including identification of): mammals, birds, insects, big game, fish, or other animals specific to the area
	4. General knowledge of safety precautions, weather conditions, recreation options, and important information about the local community
	5. Other unique information not listed above (you may be asked to elaborate at a later time).
	6. I do not have knowledge or experience as listed above.
5. How did you obtain your knowledge of the unique practices of the public lands Glennallen, AK? Please circle all that apply.
	1. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
	2. Professional: obtained through a position held
	3. Official training: high school class, college course, on-line training
	4. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).
	5. I do not have the knowledge listed above.
6. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions in and adjacent to lands and waters in the vicinity of Glennallen Field Office?
	1. Yes
	2. No

For questions 7-27, choose the statement from the list below that best describes your level of proficiency acquired through formal training or extensive on-the-job experience and/or training for the tasks listed. Select only one letter for each task.

1. I have not had education, training or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed it on the job.
3. I have performed this task as on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D – I have performed this task as a regular part of my job. I have performed it independently and normally without review by a supervisor or senior employee.

E – I am considered an expert at performing this task. I have supervised the performance of this task or I am normally the person who is consulted by others to assist them in doing this task because of my expertise.

# Member of team involved in collection of scientific data.



1. Follow detailed data collection protocols.



1. Compile and summarize biological field data.

 

1. Enter data into computer spreadsheets (e.g., MS Excel).



I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant signature Date