OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT POSITION

The Pine Knot Civilian Conservation Center in Pine Knot, KY is recruiting for the following position:

Work Programs Officer, GS-0301-11

Announcement #:

IMPORTANT NOTES:
This position is located on a Forest Service Job Corps Civilian Conservation Center. The incumbent serves as the Work Programs Officer and member of the Center Director’s primary staff with responsibility for planning Center vocational training projects and activities, as well as provide vocational and educational counseling, scheduling, and monitoring of student progress. The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success. Participates in the Center Behavioral Management System (BMS) as necessary to insure proper workplace conduct, appearance and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

This position is subject to applicant and random drug testing in accordance with USDA Department Regulation 4430-792-2.

DUTIES: (The duties described reflect the full performance level of this position)

Supervisory Responsibilities (25%)
Exercises supervisory controls, both full technical and administrative, over subordinates with responsibility for making assignments, observing methods and progress, advising on problems that are program related, and for rating performance and approving leave. Incumbent plans the work to be accomplished by subordinates to include setting goals and priorities. Assigns work to subordinates based on priorities, difficulty, and requirements of the assignment, and the capabilities of the employees. Observes and evaluates performance of subordinates. Counsels and instructs employees on administrative matters. Interviews candidates for vacant positions; makes recommendations for appointments, promotion and reassignment. Hears and resolves complaints from employees regarding grievance and serious employee complaints. Takes appropriate action in minor disciplinary measures either through warnings or reprimands. Refers all unresolved grievances and serious complaints to the
Center Director or appropriate staff. Assures equal opportunity is extended to all employees supervised which includes full consideration of eligible minority group members and women in filling vacant positions; holding individual and group meetings to communicate equal opportunity and program missions; providing career counseling and orientation; enhancing career opportunities through training and development, job redesign, and similar techniques; and ensuring full equal consideration of these employees in recommending promotions, awards, and other forms of special recognition.

Non- Supervisory Responsibilities
Incumbent is responsible for developing Center-wide work program objectives, target dates, cost estimates, and provides coordination on all Center work projects. The employee ensures the procurement of supplies, materials, equipment, and the award of all construction projects are performed in a timely manner. Serves as the Contracting Officers Representative (COR) for Union contracts and supply contracts. Responsible for developing annual and recurrent work plans for Job Corps Center operations and maintenance projects, OSHA Action Plans, 5-year plan update, off and on Center facilities construction and rehabilitation projects, safety, building fire plans and other plans as directed. Prepares justification statements and support information for Capital Investment budget request for Department of Labor approval. Employee is responsible for directing the overall planning of Vocational Skills Training (VST) projects on Center. Ensures annual VST plan includes a summary listing of all proposed projects intended to comprise the Center’s total VST program for the upcoming program year together with summary costs factors, and estimates of the appraised value of the completed projects and of student months of training planned. Ensures that enrollee work assignments meet established training objectives on each project, and are properly documented. Monitors student vocational progress by reviewing student training achievement records. Also reviews PMS-10 statistics to ensure that the information reported accurately. Responsible for establishing programs to evaluate and strengthen vocational training programs continually, and where warranted, recommends expansion, reductions, changing, elimination or addition of vocational programs. Ensures that there is coordination and linkages between vocational/educational training and other elements of the Center’s program. Serves as Center Fleet Management Officer and as a member of the Center Directors Management Team. Also serves as Acting Center Director as assigned during the absence of the Center/Deputy Director with full responsibility for overall management of the Center.

OUTREACH RESPONSE: (Please respond no later than 6/28/2013)

Interested applicants desiring further information should contact Allen Vaughn by phone at 606-354-4245 or email arvaughn@fs.fed.us. If you are interested in this position, please complete the Outreach Response Form and return it (with a resume preferred) to the email address or fax number listed on the response form. Respondents will receive further instruction on the application process at the end of the outreach period. Those interested may review www.usajobs.com, the U.S. government’s official site for jobs and employment information. All applicants that return the Response Form will be notified of the vacancy announcement number once it is posted on USA Jobs.
HOW TO APPLY:

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at: www.usajobs.com. Once the announcement is posted, all who responded to the outreach notice will be contacted by email to let you know what the vacancy announcement number will be for this position.

About the Pine Knot Job Corps Center:

The Center is located within the boundaries of the Daniel Boone National Forest, but is administered by the US Forest Service Job Corps National Office in Denver, Colorado. The Daniel Boone National Forest encompasses an area of approximately 692,536 acres, from Morehead, in northern Kentucky, to the Tennessee and Virginia border.

Offices on the Daniel Boone National Forest include:

Supervisor’s Office, Winchester, KY  
London Ranger District, London, KY  
Morehead Ranger District, Morehead, KY  
Redbird Ranger District, Manchester, KY  
Stanton Ranger District, Stanton, KY  
Stearns Ranger District, Whitley City, KY

The Center has the following five organizational areas:

Administration  
Counseling  
Education  
Residential Living  
Vocation

Pine Knot Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America’s disadvantaged youth between the ages of 16 and 24 the opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to more fully participate in the world of work and citizenship.

The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society.

The Pine Knot Job Corps Center is located approximately 90 miles south of Lexington, KY and approximately 80 miles north of Knoxville, TN. The Center has the capacity to house and train 224 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.
Pine Knot offers training in the following career technical training fields:
Auto Mechanics
Construction Craft Laborers
Culinary Arts
Urban Forestry
Welding
Union Brick Masonry
Union Carpentry
Information Technology

Career Technical Training is accomplished through work experience training and classroom instruction. The length of the career technical training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months.

Pine Knot offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. Pine Knot is an accredited high school by the state of Kentucky. The Center awards high school diplomas as well as GED Certificates upon completion of the total academic and vocational training programs.

Four dormitories (one female, three male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.

About Pine Knot:
Pine Knot is located in a rural setting on Highway 27 in McCreary County, Kentucky. McCreary County has approximately 15,000 residents and consists mostly of forestlands and mountainous terrains. The basic economy is made up of several manufacturing companies, small individually owned businesses, logging, the local school system and the Job Corps Center. It is a small rural close-knit community.

There are many beautiful tourist attractions in McCreary County and the surrounding areas. Some include natural wonders such as Cumberland Falls State Park, Yahoo Falls and Natural Arch. There are several miles of developed trails, Blue Heron Mining Community, Big South Fork Recreation area, and many other activities and fun things to do.

The community around Pine Knot and McCreary County offers 3 motels, a motor lodge, a variety of fast food and family restaurants, a public library, several medical and dental facilities, two banks, a golf course, a senior citizen center, several volunteer fire departments, sheriff’s department, county and city offices, softball and baseball fields, and numerous churches of all denominations. Numerous shopping facilities are located within a 30 mile radius of the Center. Housing is available in the $40,000 to $80,000 range. Rentals are available on a somewhat limited basis with average rental costs of $250 to $500 per month. McCreary County also has a community technical college system, one central high school, two middle schools (grades 6-8), and four elementary schools (grades K-5).
## Position Applying For:
Work Programs Officer GS-0301-11

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<tr>
<th>Name:</th>
<th>Email Address:</th>
<th>Mailing Address:</th>
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<th>Telephone Number:</th>
<th>Are you currently employed by the Federal Government?</th>
<th>If so, name of Agency:</th>
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<th>Type of Appointment:</th>
<th>Permanent</th>
<th>Temporary</th>
<th>Term</th>
<th>Other</th>
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| Current series, grade and title: | |

If you are not a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities?

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<tr>
<th>Person with disabilities</th>
<th>Veterans readjustment</th>
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<tr>
<td>Disabled veteran w/30% compensable disability</td>
<td>Veterans Employment Opportunities Act of 1998</td>
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<tr>
<td>Former Peace Corps Volunteer</td>
<td>Student Career Experience Program</td>
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| Other: | |

**Narrative on why you feel you are a Qualified Candidate for this position:**

Please send this completed form and (resume preferred) to Allen Vaughn at arvaughn@fs.fed.us, or by fax to 606.354.4270, or by mail to:

Pine Knot Job Corps
P.O. Box 1990
Pine Knot, KY 42635

Thank you for your interest in our vacancy. Pine Knot Job Corps is an equal opportunity employer.

This form will inform us of your interest in the position. **In addition to this form, you must still apply online at USAJOBS at:** [www.usajobs.gov](http://www.usajobs.gov)