



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Glennallen Field Office
P.O. Box 147
Glennallen, Alaska 99588
www.blm.gov/alaska

JOB OPPORTUNITY NOTICE BLMAK-21-004-AV

OPENING DATE: March 12, 2021
CLOSING DATE: March 26, 2021

POSITION: Archeological Technician GS-0102-05

SALARY: \$39,438 (starting at \$18.90 per hour plus 4.40% 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 Position NTE 1039 hours, Full Time Work Schedule

ORGANIZATION: BLM-Alaska, Glennallen Field Office

DUTIES: The incumbent serves as an Archeological Technician in the Bureau of Land Management, Glennallen Field Office. The incumbent performs a variety of technical duties in support of the BLM Glennallen Field Office cultural resource program. Incumbent performs the following or duties of similar complexity:

- Participates in cultural resource clearances to identify cultural, historic and/or paleontological resources in areas designated for surface disturbance. Does research of files, books, etc. to obtain information on site characteristics and previous inventories in the area. Conducts site inventory as prescribed by plans or instructions. Does minor modification of instructions to accommodate site conditions. Prepares description of artifacts found. Identifies and packages artifacts to be removed from the site. Prepares information such as reports, maps, and photographs pertaining to the inventory. Updates automated databases.
- Participates in cultural resource inventories to identify cultural, historic and /or paleontological resources to provide predictive information to be used in the Bureau's planning system. Does cultural resource monitoring to appraise current and potential and adverse impacts upon cultural resources.
- Compiles and provides preliminary analysis of data obtained during inventories; incorporates findings into various management reports. Is responsible for assembling all data in a logical sequence for review and use by professional cultural resource staff.

- May lead lower graded employees or volunteers for specific projects or tasks. When a team lead advises others on methods of cultural resource inventory, provides written instructions and supplies, and reviews work for compliance with instructions for those participating in inventories.

Duties Specific to Local Hire Authority:

- Has frequent contact with native and rural residents on or near public lands within the BLM Glennallen Field Office Management Area.
- Provides information on BLM programs, state and federal laws and regulations associated with subsistence taking and use of resources, and state and federal laws and regulations on sport and commercial fishing and sport hunting.
- Obtains information on federal subsistence program and harvest of game.
- Guides others or travels alone by foot, snow machine, UTV, or boat to field camps and remote work sites in order to provide logistics or to perform biological support work.
- To perform duties of this position requires the use of motor vehicles. In most cases, this will be a 4-wheel drive vehicle or ATV/UTV.

Performs other duties as assigned.

For more information on the duties of this position, contact John Jangala at (907) 822-7303 or jjangala@blm.gov or Valerie Lenhartzen at 907-822-7309 or vlenhartzen@blm.

KNOWLEDGE/EXPERIENCE REQUIRED:

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

CONDITIONS OF EMPLOYMENT:

1. Travel, transportation, and relocation expenses will not be paid by the Department. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.
2. The Bureau of Land Management has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.
3. Government housing is a possibility depending on availability.
4. Must have a current valid driver's license.
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 closing date is **March 26, 2021 at 5:00 PM**. Do not include any information that contains any personally identifiable information: sex, gender, sexual orientation, national origin, marital status, disability, political affiliation, race, religion, age, date of birth, social security number, criminal history, photos, etc.) Applications should be based on your qualifications for the position only (education, experience, etc.)

1. Resume,

Please ensure that your resume contains:

- Your full name
- Address, including zip code.
- Telephone number
- Whether or not you claim veterans' preference in employment
- Your country of citizenship
- 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.

2. Supplemental Questionnaire, attached.

3. DD-214 member copy 4 or other documents to support veteran's preference status.

4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation if you are claiming a service-connected disability.

5. Statement of military service to meet the Veteran's Opportunity to Work (VOW) Act (<https://chcoc.gov/content/vow-veterans-opportunity-work-hire-heroes-act-2011>)

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

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

Method to submit application:

1. Email: blm_ak_jobs@blm.gov (received by closing date)
2. Fax: 907-271-4551, ATTN: Annyn Vanderlooven (received by closing date)
3. Mail: 222 West 7th Ave. #13, Anchorage, AK 99513 (postmarked by closing date and received within 5 business days)
4. In Person: 222 West 7th Ave., 4th Floor, BLM HR Office (turned in by closing date)

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

Archeological, GS-0102-05

BLMAK-21-004-AV

NAME _____ Date: _____

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?
 - a. Yes (This answer needs to be supported on your application/resume)
 - b. No

2. Have you lived in the vicinity of Glennallen Field Office? If so for how long?
 - a. Less than one (1) year
 - b. One (1) to five (5) years
 - c. Over five (5) years
 - d. I have not lived in the vicinity.

3. While working or living in or near the public lands of Alaska, have you held a job with duties involving natural or cultural resources?
 - a. Yes
 - b. No

4. How would you describe the type of natural/cultural resources knowledge and experience you have obtained? Please circle all that apply.
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river names/locations, types of landscapes, or other geographic information
 - c. Wildlife (including identification of): mammals, birds, insects, big game, fish, or other animals specific to the area.
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information about the local community
 - e. Other unique information not listed above (you may be asked to elaborate at a later time).
 - f. I do not have knowledge or experience as listed above.

5. What methods have you used to share this knowledge and/or experience with others? Please circle all that apply.
 - a. Materials such as brochures, pamphlets, books, or written documents
 - b. Media such as websites, Twitter, Facebook, podcasts, etc.
 - c. Formal and/or informal presentations
 - d. Hands-on activities and/or games
 - e. Other methods not listed above (you may be asked to elaborate at a later time).
 - f. I do not have skill or experience with the methods listed above.

NAME _____ Date: _____

6. How did you obtain your knowledge of the unique practices of the public lands of Alaska? Please circle all that apply.
- Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - Professional: obtained through a position held
 - Official training: high school class, college course, on-line training
 - Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).
 - I do not have the knowledge listed above.
7. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions and have used it, in combination with knowledge of local Athabascan or Ahtna culture and lore, to efficiently inform the public about the remote and isolated areas on and near Glennallen, AK?
- Yes
 - No
8. Select the responses that highlight your experience with computerized systems. (Please circle all that apply)
- Microsoft Word or similar program (word processing)
 - Electronic Mail (Lotus Notes, Google Mail, Outlook, Gmail, etc.)
 - Microsoft Excel or similar program (spreadsheets)
 - Microsoft PowerPoint or similar program (presentations)
9. Select the statement that best describes your ability to communicate effectively in writing:
- I have routinely provided persuasive and concise written reports, studies, policies, memoranda and other correspondence to high-level management. This correspondence often involved complex, controversial issues with the need to obtain buy-in and support for corporate policy.
 - I have provided concise written reports, studies, memoranda and other correspondence to senior management in order to relay new information on corporate initiatives and policies or to provide a status of actions or projects.
 - I have provided written reports, studies, memoranda or other correspondence to mid-level management and employees in order to relay information.
 - I have written routine correspondence.
10. Indicate the statement that best describes your experience using and managing data in an electronic database.
- I have no experience using an electronic database.
 - I have received training in electronic databases but have not performed this function on the job.
 - I have used an electronic database with close supervision from supervisor or senior employee.
 - I have experience using and managing data in an electronic database and have performed this function independently.
 - I am highly skilled in using and managing data in an electronic database.

NAME _____ **Date:** _____

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

NAME (printed) _____

Applicant signature

Date