

Federal Jobs Training



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Federal Jobs Training

Agenda

1. Benefits of Federal Employment
2. Searching for Opportunities
3. Your USA Job Profile
4. Your Resume
 - Required Components
 - Decoding Position Descriptions (JOA's)
 - What Experience Counts?
 - Tips (short video)
5. Exercise: Write up your current position

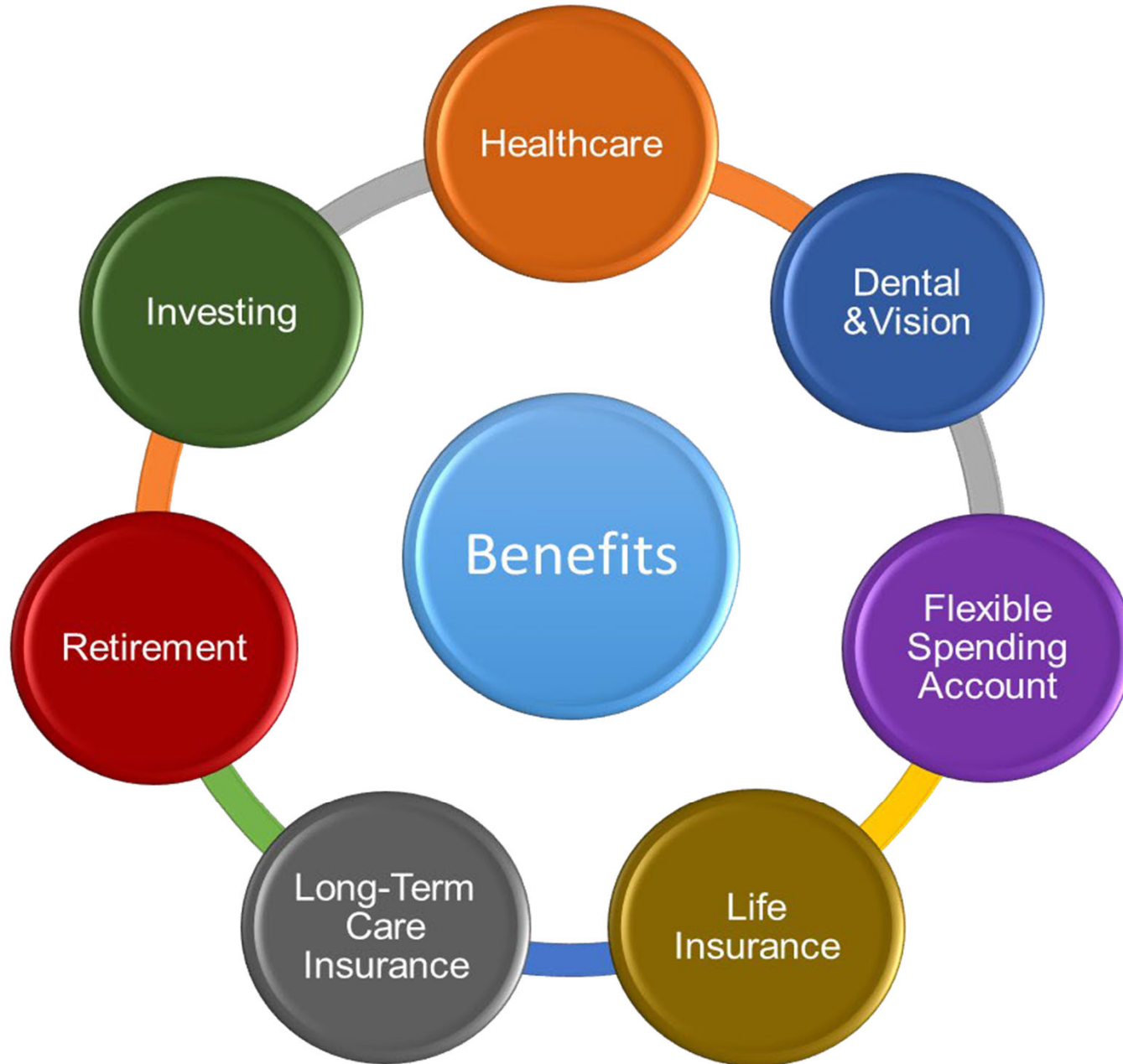


Benefits of Federal Employment



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Standard Benefits



Career and Lifestyle Benefits





Hiring Authorities



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What are Hiring Authorities?

- Hiring Authorities were established by law or Executive Order which identify certain categories of individuals eligible for Federal jobs.
- These authorities provide an opportunity for long-term temporary (temp) and term employees to apply to position not previously offered to non-Prior “Federal Employees” applicants.
- Allows Hiring Authority applicants to compete for permanent positions.

Note: Special Hiring Authorities do not entitle or guarantee a Federal position.



Federal Hiring Authorities

EXAMPLES

- **Veterans and Vets with Disabilities**
- Persons with Disabilities
- **Peace Corp and Ameri-Corp Vista**
- Military Spouses
- **Public Land Corps (PLC)**
- **Resource Assistant Program (RAPs)**
- Land Management Workforce Flexibility Act (LMWFA)
- **Pathways Indefinites and Recent Grads**



Public Land Corps

- The Public Land Corps (PLC) Act of 1993, provides authority for the Federal government to utilize and expose youth to public service by hiring young adults (ages of 16 to 30) to perform needed conservation activities and assist the Federal government with natural resources.
- The PLC allows qualified individuals to apply through internal merit vacancy announcements to permanent positions and are provided career-conditional appointments if selected.
- To be eligible for the PLC noncompetitive hiring status (2 years), the candidate must meet the following criteria:
 - Served as a qualified participant between the age of 16-30 (35 for veterans) on an appropriate conservation project completing a minimum of 640 hours of satisfactory service that included at least 120 hours through PLC; and
 - Meet OPM Qualification Standards and any other qualification requirement(s) stated in the vacancy announcement for the position for which they are applying (including any selective placement factors, positive education requirements, physical requirements, etc.).



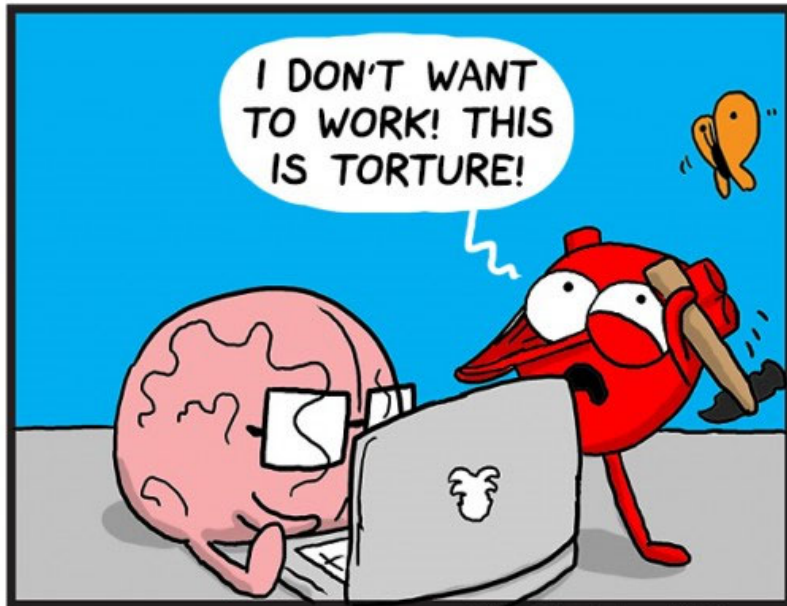
USA JOBS



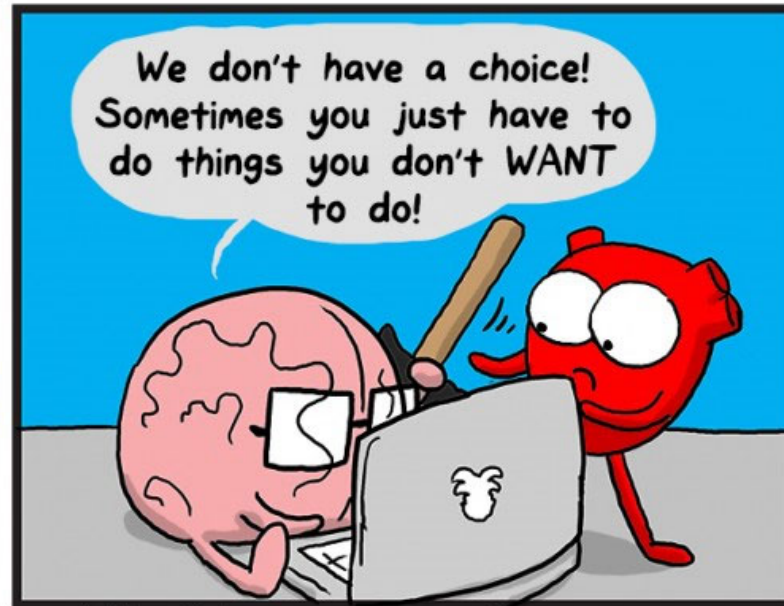
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TO DO LIST

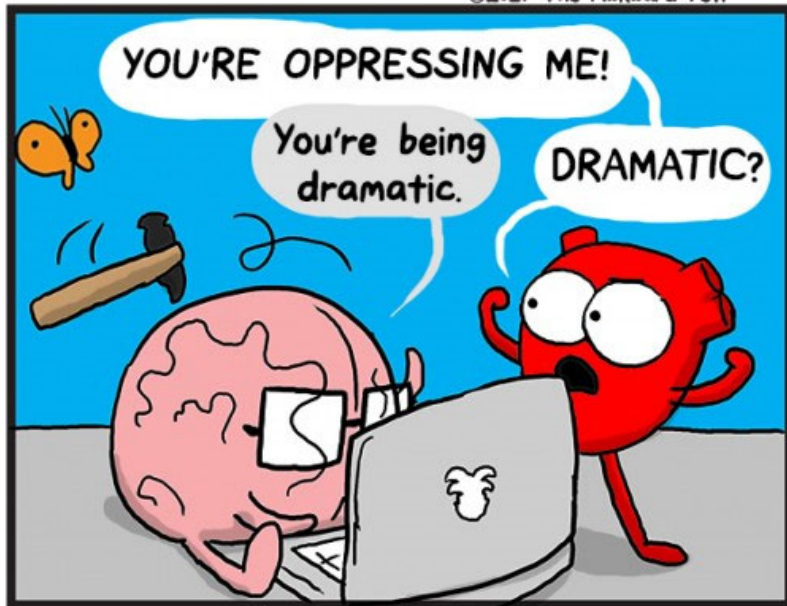
- Set up my USA jobs profile
- Create my resume



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usajobs.gov

Browser navigation bar showing the URL <https://www.usajobs.gov/>. The address bar includes search, lock, and refresh icons. The browser tabs include "Central Oregon National Fores...", "Welcome to Natural Resource...", "Google", and "USAJOBS - The Federal Gov...". The browser menu shows "File", "Edit", "View", "Favorites", "Tools", and "Help". The page title is "An official website of the United States government".

USAJOBS

A new way to sign in. Create a [login.gov account](#) to sign into USAJOBS. [Learn more](#)

[Sign In](#)

[Help](#)

[Search](#)

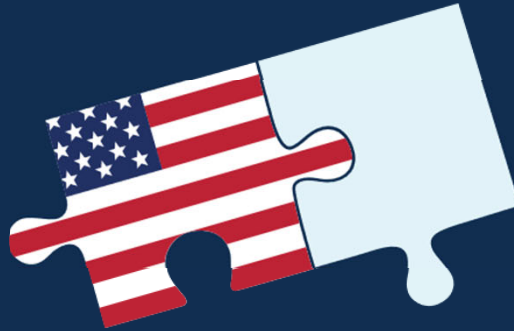
Keywords

Job title, dept., agency, series, or occupation

Location

City, state, zip, or country

Search



SHAPE AMERICA'S FUTURE

Find your fit in the Federal Government

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Create a USAJOBS Profile



Save your favorite jobs and searches



Upload your resumes and documents



Make your resume searchable



Apply for jobs in the Federal Government

TO DO LIST



Set up my USA jobs profile



Create my resume

Federal Resume



Writing an effective résumé shows the hiring agency you are the person they need!

Federal Resume

Key Points

1. Federal resumes length requires far more detail than the private sector.

- This is your opportunity to show off your achievements and attributes. This is the time to demonstrate and show the agency why you are the best candidate for the job.
- **Short resume** – 3+ pages (Qualifies you for that specific job)

2. Resume Builder:

- Using the resume builder on USAjobs may increase your chances- the USA Jobs system asks for information required to be on your resume.

3. Read the job announcement completely before you apply for the job:

- Vacancy will tell you what types of experience and education required;
- Document requested; and
- What types of skills and equipment will be used.

4. Tailor your resume to the specific type of job you are applying:

- Use the vacancy announcement to construct the wording on your resume utilizing the duties and qualifications.



Federal Resume

Key Points

4. Ensure your answers to the questionnaires accurately reflect the experience level stated in your resume.

- Information submitted will be verified and should accurately reflect your previous experience.

5. Be resume ready:

- Keep an on-line documents with a record of ALL of your qualifications
 - **i.e. master resume.**

6. Gather and upload all supporting documentation before you apply:

- DD-214, page 4
- Schedule A
- Transcripts
- Degrees and Certifications
- Other supporting documentation



Your Resume

- Job Title
- Employer
- Supervisor
- Start & End Dates
- Hours per week

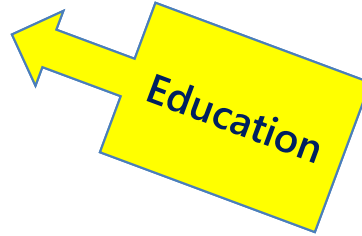


Your Resume

Smokey Bear Resume

Education

Bachelor of Science – Natural Resources Management, B.S. Sept 2006-June 2010
Oregon State University, Corvallis, OR
Emphasis: Forest Engineering



Work Experience

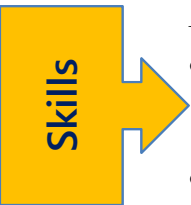
Forest Ranger Supervisor, GS-0025-05 1039 Position June 2007-Sept 2015
Agency: Bureau of Land Management – Prineville, OR 40 Hours per week
Supervisor: Alec Baldwin (541-555-1212)



Duration
of
Experience

Recreation Facility Maintenance Operations duties:

- Attended contractor meetings for larger project maintenance needs, provided input and provided project oversight.
- Conducted National Environmental Planning Assessments for projects in three recreation areas while also addressing concerns raised by staff and recreationalists.
- Monitored, inspected, and assessed campgrounds, trailheads and dispersed camping area for maintenance and repair. Also recommended maintenance plan priority for all of the above listed areas.
- Provided necessary support to camp hosts and direct reporting staff through regularly scheduled visits written, radio and in-person communication.
- Collected, reconciled and deposited campground fees. Ensured BLM procedures and guidelines were followed by seasonal staff in the collection, recording and processing of campground fees and use data.



Skills



Addressing questionnaire on your resume

Sample

Forestry Tech GS-06/07 Question asked in USA Jobs in the questionnaire section - "applying" for the job:

17. Physically repair dispersed recreation sites such as roadside or backcountry sites using various equipment and tools necessary.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task 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 a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.



Job Opportunity Announcement (JOA)

Look for...

- Open & Close Dates
- Location
- Who can apply?
- Qualifications

JOA Exercise



THREE:

List any special qualifications, skills, or accomplishments that support the job requirements

- ✓ Job-related honors

USAJOBS
www.usajobs.gov



Words Matter

- Developed
- Reviewed
- Overhauled
- Assisted
- Responded
- Trained
- Performed
- Fixed



Current Experience Exercise



Descriptive Words

Analytical	Communication	Training	Leadership/ Management	Technical
Analyzed	Advertised	Adapted	Appointed	Adapted
Clarified	Clarified	Aided	Approved	Applied
Collected	Collaborated	Answered	Assigned	Assembled
Compared	Communicated	Arranged	Authorized	Built
Conducted	Consulted	Assessed	Coordinated	Calculated
Detected	Convinced	Assisted	Delegated	Computed
Diagnosed	Corresponded	Coached	Developed	Conserved
Evaluated	Edited	Contributed	Enforced	Constructed
Examined	Explained	Cooperated	Enhanced	Converted
Experimented	Expressed	Counseled	Established	Determined
Explored	Incorporated	Demonstrated	Executed	Developed
Extracted	Interacted	Diagnosed	Hired	Engineered
Gathered	Interviewed	Encouraged	Incorporated	Fabricated
Inspected	Listened	Ensured	Increased	Installed
Interviewed	Mediated	Expedited	Inspected	Maintained
Invented	Negotiated	Facilitated	Instituted	Operated
Located	Persuaded	Familiarized	Merged	Overhauled
Organized	Publicized	Furthered	Motivated	Programmed
Researched	Reconciled	Guided	Organized	Rectified



Current Position

Position Title

Host Agency (where you work)

Location

Start date – End date

Hours per week: _____

Supervisor: _____ **Phone:** _____

May contact (yes or no)

Hours/Week: _____

Job Duties:

- Action verb....
- Action verb...
- Action verb....



TO DO LIST



Set up my USA jobs profile



Create my resume

Ready to start looking for jobs!





Seeking Opportunities

FOREST SERVICE
LINDA TURNER
COLUMBIAN RIVER GORGE
NATIONAL SCENIC AREA

FOREST SERVICE
U S
DEPARTMENT OF AGRICULTURE

The Federal Hiring Process

1. **Agency Outreach (most positions)** : Determines interest level & how hiring managers will fly the position.
2. **Job Posted on USAjobs.gov**
3. **Application Submitted**
4. **Automated Review.** USAjobs focuses on keywords from duties and qualifications sections
5. Human Resources – Human Review- Personnel uses position description, job announcement, and keywords. HR personnel **may not be** subject matter experts. They are validating application content.
6. **Hiring Supervisor** receives list of qualified candidates from HR. Hiring Supervisor will also review resume, and contact references.
7. **Hiring Supervisor makes final decision for position.**
 - Selected employee notified by HR.
 - Those not selected notified via USAjobs (not always immediate)



The Recruitment Process

Gauging interest

OUTREACH
14 Days



Job posted – applications gathered

**JOB
ANNOUNCEMENT**
7 days minimum

Outreach:

- Informs potential applicant pool of upcoming position
- Determines interest and venue of how to offer position:
 - Federal Employees and/or Special Hiring Authority (SPA);
 - USFS Outreach Website Link (below):

***Important: Respond if you are interested!**

<https://fsoutreach.gdcii.com>

Job Announcements:

- Posted on USAjobs website

<https://www.usajobs.gov/>

Forest Service Outreach Database



Current and Upcoming Forest Service Job Opportunities

Filter Options

Opportunity
Organization
Title
Series
Grade
Duty Location Search
 within state
 within city, state
 within radius
100% Telework Yes
Type of Position All Permanent Temporary Term Fire Bargaining Unit
Vacancy Announcement
Number
Type Single Vacancy Open Continuous
 Group Vacancy Temporary Vacancy

Show entries

Search Results							
Posting Period	Opp. Type	Title	Pos	Req	Duty Locations	Grade	Series
7/25/2019 - 8/2/2019	Detail; Temp Promotion 120 or Less	BUDG ANAL	Temp	02	Glenwood Spgs, CO	07/09	0560
7/25/2019 - 9/30/2019	Detail; Temp Promotion 120 or Less	TRANSP ASST (FLEET)	Temp	06	Wenatchee, WA	07	2102
7/25/2019 - 8/8/2019	Permanent Appointment	FORSTR	Perm	02	Saratoga, WY	11	0460
7/25/2019 - 8/11/2019	Permanent Appointment	Supervisory Forester	Perm	33	Knoxville, TN	11/12	0460
7/25/2019 - 8/9/2019	Detail	FRSTRY TECHNCN (DSPTCH)	Temp	04	Boise, ID	08/09	0462
7/25/2019 - 9/30/2019	Permanent Appointment	FRSTRY TECHNCN (TIMB SALE ADM)	Perm	09	Rapid River, MI	07/08/09	0462
7/25/2019 - 8/10/2019	Temp Promotion 120	Assistant Air Tanker Base Manager	Temp	05	San Bernardino, CA	08	0462

<https://fsoutreach.gdcii.com/>



First, some tips...

- **Make sure you are eligible!**
 - In USA jobs, first look at the eligibility section.
 - Generally, you can apply for those jobs that are:
 - Open to public
 - List the Special Hiring Authority for which you are eligible such as PLC, Veterans, AmeriCorps VISTA, etc... (more about this later)
- **Consider where you are willing to work & what you want to do.**
 - Only apply for positions you will actually accept if selected.
 - Only apply for positions in locations where you are willing to live.
- **If a position is cross-posted, apply to both.**
 - When a position is posted at multiple GS levels (ie: GS-03 and GS-04)
 - When a position is posted as “Open to public” and under special hiring authorities (that apply to you such as “PLC”)



Forest Service Jobs

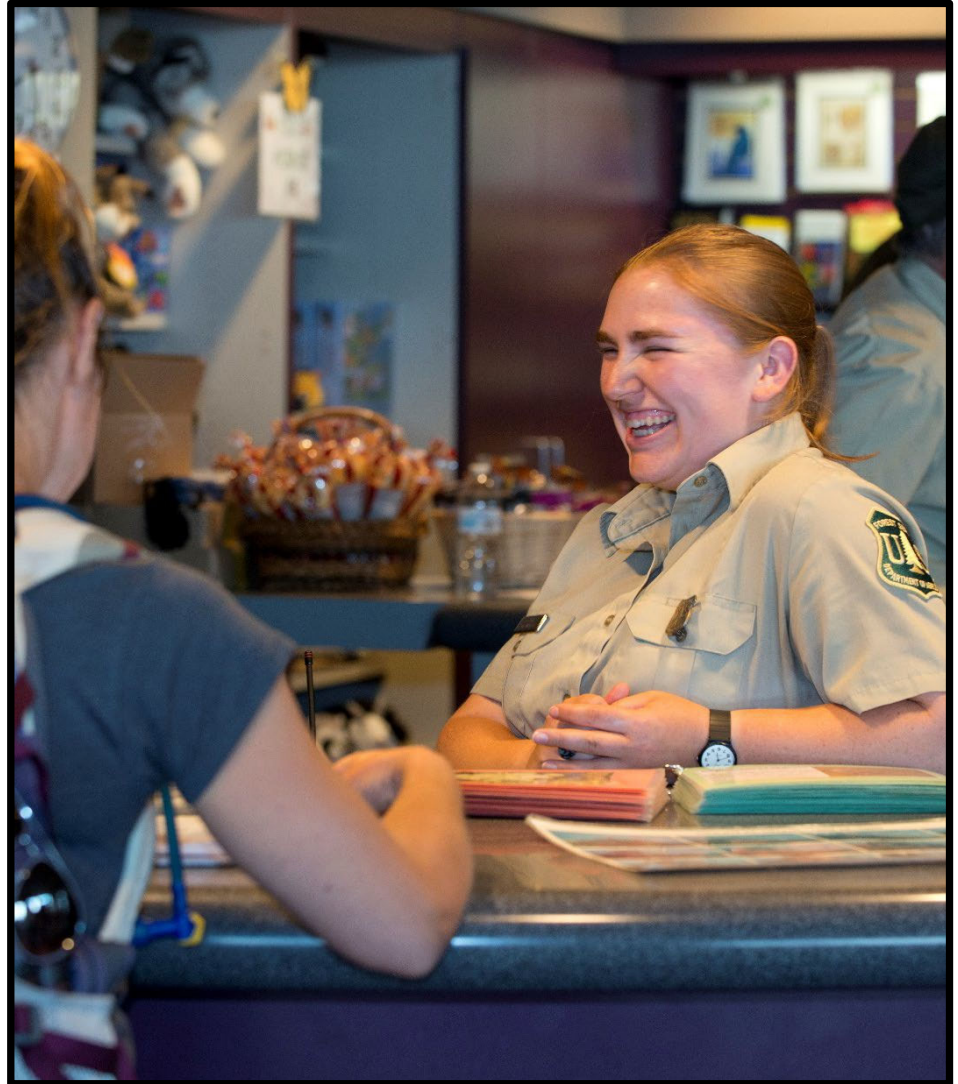
Examples



Visitor Information Assistants

Job Series: GS-1001

- Visitor information assistants greet all customers that enter a Forest Service office or visitor center and provide information about National Forests
- In addition to maintaining the front desk and answering the phone, they also sell products like maps, permits and recreation passes



Forestry Technician

Job series: GS-0462

- Forestry technicians can work in many different areas, such as a recreation technician, forestry technician or wildland firefighter
- They work outdoors performing a variety of assignments such as trail and campground work, firefighting, evaluating forest conditions, data collection and providing information to the public



Forester

Job series: GS-0460

- Foresters work outdoors and are experts in managing growth of different types of trees and other vegetation
- They are skilled in planting, removing or caring for trees, while considering how a forest may develop over long time frames
- From planting seedlings to inspecting a contractor's work, foresters provide the technical and professional expertise for evaluating the health of our forests



Rangeland Management

Job series: GS-0454

- Rangeland management specialists manage range vegetation on National Forest lands for a variety of uses, including grazing by livestock and forage for wildlife
- Work closely with livestock producers while managing permits which allows grazing on National Forest lands
- Analyze ecosystem health and maintain diversity of plant and grass communities in grazing areas



Resource Assistant

Job Series: GS-1101

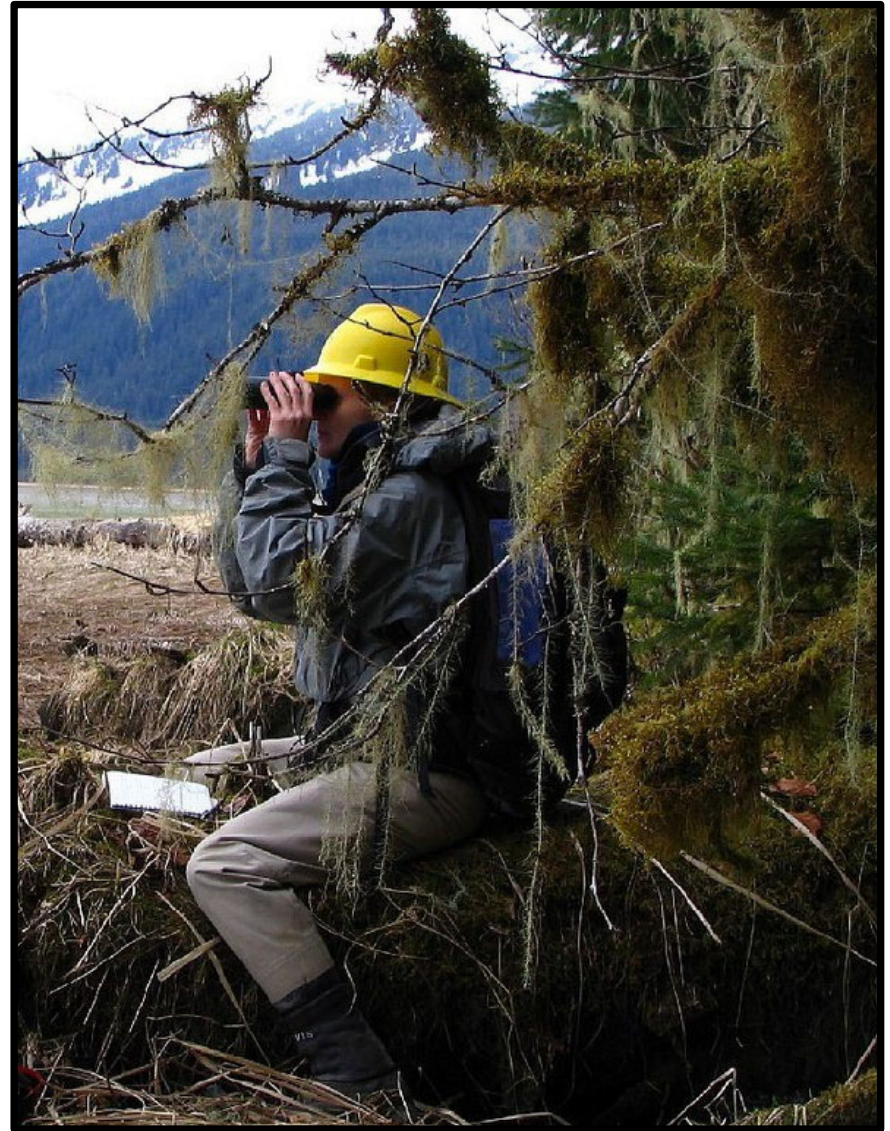
- Resource assistants help manage natural resources by tracking and accounting for the financial aspects of timber activities
- They also interact with individuals and businesses regularly to sell and oversee special forest product permits, like Christmas tree, firewood and mushroom permits



Wildlife Biologist

Job Series: GS-0486

- Wildlife biologists evaluate and monitor forest projects, such as road work and trail enhancements, to develop recommendations that protect and conserve wildlife and their habitat
- Biologists are essential to the agency because they work with local, state, non-profit and federal partners to restore habitats, assess population trends and meet conservation goals



Natural Resources Management & Biological Sciences

Job series: GS-040 I

- For example, Natural Resource Specialists, Biological Scientists and Fire Management Specialists
- Work outdoors conducting research, monitoring, planning and work with partners to restore and protect ecosystems



Ecologist

Job Series: GS-0408

- Ecologists study interactions among plants, animals and their environment for scientific investigations
- Conduct research such as how the public uses the land, where prescribed fires could be effective and the effects of cutting trees on plants and animals
- Use different tools to measure and collect various types of data and coordinate with research scientists on projects



Fish Biologist

Job Series: GS-0482

- Fish biologists evaluate and monitor fish and other aquatic species in their habitats of streams, rivers and lakes to assess aquatic ecosystem health
- Projects such as timber sales, road work and habitat restoration are evaluated for possible impacts to fish and water quality
- They design stream and floodplain restoration projects and provide recommendations for management



Engineering Technician



Job Series: GS-802

- Engineering technicians work with engineers to make sure roads are in good condition, buildings are safe and other structures are maintained for public use
- They spend significant time outdoors collecting data on soil, topography, gradient, stream location and other physical characteristics to determine where a road or structure should be placed

Civil Engineer



Job Series: GS-0810

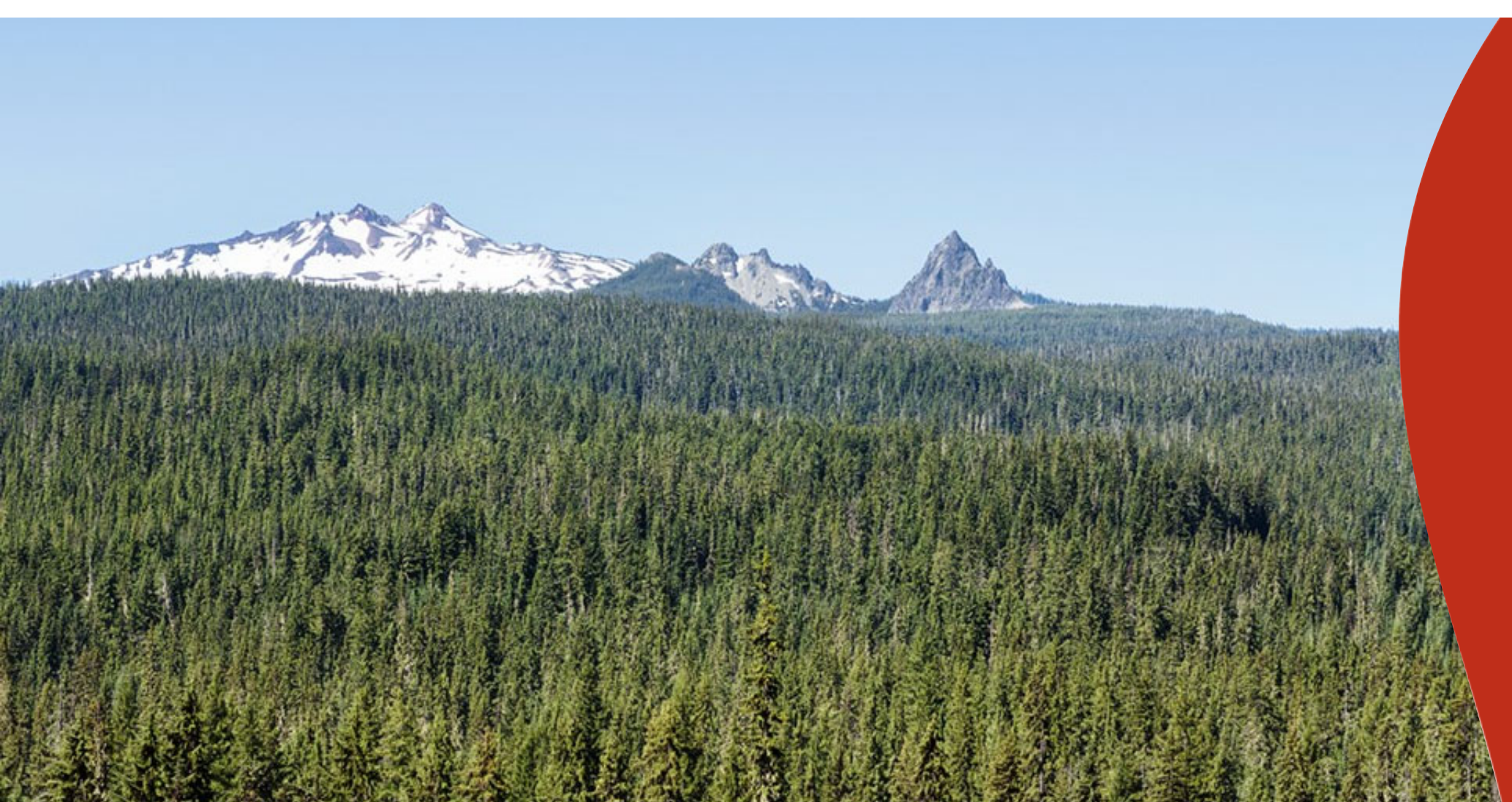
- Civil engineers design and maintain the roads, bridges, buildings, water systems and wastewater systems on National Forest lands, ensuring they are available and safe for the public to use
- Conduct condition surveys, maintenance, design work specifications and drawings for contracts, and inspect contractor work

GS Grades: often referred to as your “GS level”

The following table shows the level of education “typically” required for each grade. If an applicant at minimum a year served in one step below the GS level they are applying that time may also qualify them for the grade in which they are applying. (i.e. one year at a GS-5 would qualify them for a GS-06 opportunity)

	QUALIFYING EDUCATION
GS-1	None
GS-2	High school graduation or equivalent
GS-3	1 academic year above high school
GS-4	2 academic years above high school, or Associate's degree
GS-5	4 academic years above high school leading to a bachelor's degree, or Bachelor's degree
GS-7	Bachelor's degree with Superior Academic Achievement for two-grade interval positions, or 1 academic year of graduate education (or law school, as specified in qualification standards or individual occupational requirements)
GS-9	Master's (or equivalent graduate degree such as LL.B. or J.D. as specified in qualification standards or individual occupational requirements), or 2 academic years of progressively higher level graduate education
GS-11	Ph.D. or equivalent doctoral degree, or 3 academic years of progressively higher level graduate education, or <i>For research positions only, completion of all requirements for a master's or equivalent degree</i>
GS-12	<i>For research positions only, completion of all requirements for a doctoral or equivalent degree</i>





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