Applying for Federal Government Positions

Gwynn Benner, MPA
Coordinator, Career Services for Master’s & PhD students, and Postdoctoral scholars

Why Work for the Federal Government?

- Meaningful, challenging work
- Competitive salary
- Flexible work schedules
- Great benefits (e.g., comprehensive health coverage, generous vacation and leave)
- Continuing Education and Professional Development
- Student loan repayment
- Job security
- Mobility
You Don’t Have to Create an Account to Search

https://www.usajobs.gov/

Advanced Search Options

https://www.usajobs.gov/Search/AdvancedSearch/
- Step 1: Create an account & complete your profile
- Step 2: Find the right fit
- Step 3: Search for positions
- Step 4: Tailor your materials
- Step 5: Apply

Step 1: Create an Account

https://www.usajobs.gov/
Step 1: Complete Your Profile

You can store resumes in your USAJobs account to apply to federal government positions. If you choose to upload your resume before you submit it, USAJobs will store your resume and make it available to agencies. By doing this, you may be able to apply to multiple positions at the same time. If you choose to upload your resume before you submit it, USAJobs will store your resume and make it available to agencies. By doing this, you may be able to apply to multiple positions at the same time.

If you make your resume searchable, your profile information and all resume information will be visible to recruiters searching our resume bank.

Step 2: Find the Right Fit

Career Position
- Full time, paid
- GS salary schedule
- Full benefits

Current Students and Recent Grads

1-Internship Program
- Paid opportunities while still in school
- Agencies may convert eligible participants to full-time employment after successful program completion

2-Recent Graduate Program
- One-year career development program
- Participants will be hired in cohorts aligned with academic calendars
- Apply within two years of receiving degree

3-President Management Fellows Program (www.pmf.gov)
- Two-year leadership development program
- Open to advanced degree candidates within two years of graduation
Pathways Program

https://www.usajobs.gov/StudentsAndGrads/

Federal Occupations by Major

**FOOD**
- Dietitian and Nutritionist Series 0630*
- Food Service Management Dietitian and Nutritionist Series 0630*

**FOOD TECHNOLOGY**
- Consumer Safety Series 0696*
- Food Technology Series 1362*

**FOREIGN LANGUAGE**
- Language Specialist Series 1040

**FORESTRY**
- Outdoor Recreation Planning Series 0023
- Forestry Series 0460*

**GENETICS**
- Genetics Series 0440*

**GEOGRAPHY**
- Community Planning Series 0020*
- Foreign Affairs Series 0130*
- International Relations Series 0131*
- Geography Series 0150*
- Navigational Information Series 1351

**HEALTH EDUCATION**
- Public Health Educator Series 1725*

**HEALTH MANAGEMENT**
- Public Health Educator Series 1725*

**HISTORY**
- Foreign Affairs Series 0130*
- International Relations Series 0131*
- History Series 0170*
- Trade Specialist Series 1140

**HORTICULTURE**
- Horticulture Series 0437*

**HOSPITAL ADMINISTRATION**
- Health System Administration Series 0670
- Health System Specialist Series 0671
- Hospital Housekeeping Management Series 0673

**HOTEL ADMINISTRATION**
- Hospital Housekeeping Management Series 0673

**ILLUSTRATIVE DESIGN**
- Exhibits Specialist Series 1010
- Illustrating Series 1020
Health Resources and Services Administration

HRSA currently has multiple Public Health Analyst positions available. These positions may be located in any of the following branches or offices:

- Bureau of Health Workforce - HRSA helps America build a health care workforce prepared and eager to improve the public health by expanding access to quality health services and working to achieve health equity.

- Bureau of Primary Health Care - HRSA funds Health Centers in communities, providing access to high quality, family-oriented, comprehensive primary and preventive health care for people who are low income, uninsured, or living where health care is scarce. Health centers provide care on a sliding fee scale and see patients without regard for their ability to pay.

- Healthcare Systems Bureau - HRSA protects the public health and promotes practices that improve personal health, including organ, bone marrow and cord blood donation.

- HIV/AIDS Bureau - HRSA administers The Ryan White HIV/AIDS Program, the largest Federal program focused exclusively on HIV/AIDS care. The program is for those who do not have sufficient health care coverage or financial resources for coping with HIV disease.

- Maternal and Child Health Bureau - HRSA administers the Maternal and Child Health Block Grant to States and discretionary grants that ensure that the Nation’s women, infants, children, adolescents, and their families, including fathers and children with special health care needs, have access to quality health care.

- Office of Health Equity - The Office of Health Equity (OHE) works to reduce disparities and improve health equity to ensure healthy communities and healthy people.

- Office of Planning, Analysis and Evaluation - OPE enables an agency source for policy analysis, data synthesis, organizational planning, external engagements, research, and evaluation. OPE’s work assists HRSA bureaus and offices in their efforts to improve efficiency, effectiveness, and accountability by linking within the strategic framework.

General Schedule (aka salary levels)

GS classification

- **GS 2** – High school diploma or 3 months work experience
- **GS 3 and GS 4** – more months of work experience
- **GS 5** – degree and no work experience OR 1 year specialized work experience
- **GS 7** – degree with B average, or more experience directly related to the job you are applying to
- **GS 9** – Master’s degree
- **GS 11** – Doctorate degree

- **Step 1 – 10**
- Promotions
Salaries – GS level (locational)

INTEGRATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAY AREA INCREASE OF 22.84%
FOR THE LOCALITY PAY AREA OF SACRAMENTO - RIO VELL, CA-NV
TOTAL INCREASE: 13.4%

EFFECTIVE JANUARY 2016

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* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304(q)(3)).


Terminology

- Types of candidates:
  - Status – current or previous federal employees
  - Competitive – open to all
  - Excepted (non-competitive) – some agencies such as CIA and FBI decide their hiring process
Step 3: Search for Positions

Public Health Analyst, GS-0855-11/12 (GLOBAL)
...of every American at the Department of Health and Human Services (HHS) you can give...the principal agency for protecting the health of citizens. Join HHS and help to make...Healthy Communities, Healthy People! The Health Resources and Services Administration...

- Salary: $64,050.00 - $110,760.00 Per Year
- Department: Department Of Health And Human Services
- Series & Grade: GS-0855-11/12
- Location: Rockville, Maryland
- Announcement: HHS-R56-DE-16-169643
- Who May Apply: United States Citizens

Nurse Practitioner (DH)
The Indian Health Service (IHS) is the principal federal health care provider and health advocate for American Indians and Alaska Natives (AI/AN). The IHS goal is to raise Indian (tribal) health status to the highest possible level. IHS provides leadership...

- Salary: $81,201.00 - $136,467.00 Per Year
- Department: Department Of Health And Human Services
- Series & Grade: GS-0610-11/12
- Location: Shiprock, New Mexico
- Announcement: HHS-16-BX-04340-129H
- Who May Apply: United States Citizens

Community Health Nurse
The Indian Health Service (IHS) is the principal federal health care provider and health advocate for American Indians and Alaska Natives (AI/AN). The IHS goal is to raise Indian (tribal) health status to the highest possible level. IHS provides leadership...

- Salary: $81,201.00 - $141,649.00 Per Year
- Department: Department Of Health And Human Services
- Series & Grade: GS-0610-11/12
- Location: Aiken, South Carolina
- Announcement: HHS-16-BX-04340-129H
- Who May Apply: United States Citizens

Mobile Search

- Try the mobile app “USAJOBS” by US Office of Personnel Management
  - Can check if you have any notices
  - Looked at your saved searches
  - Search for jobs
  - Check on status of applications
  - Look at saved jobs
  - Get notifications
  - Can follow through social media (Facebook, Twitter, Youtube)
Step 4: Tailor Your Materials

You can tailor your materials by customizing your resume and cover letter to highlight your skills and experience that match the job requirements. Use action verbs and quantify your achievements to make your resume stand out.

Sample Resume

Brian Freedman
2333 Broadway Road,见到, MD 21797
Phone: (410) 555-1234, Office: (410) 555-1232
Email: BrianFreedman@example.com

DIRECTOR: To plan and develop physical security and security systems procedures and guidelines to ensure the safety and security of programs throughout the federal government.

EMPLOYMENT HISTORY:
Investigative Security Specialist
Staff Sergeant, 11/06 - Present
Employer: Commercial Development Corporation (CDD)
3700 Charlestown Street, Baltimore, MD 21220
Salary: $75,000, 40 hours/week
Supervisor: Mark Freedman, (410) 376-3706, may be contacted

Led and supervised a security team comprised of 25 employees across 5 multimillion dollar commercial and transportation projects. Coordinated our team’s safety and security efforts, training, and emergency responses, leading to no reported injuries or incidents. Conducted investigations into internal thefts by 5 percent. Applied loss prevention techniques and investigated internal theft incidents with processed evidence, resulting in legal action and leading to $1.5 million in cost savings. Successfully assessed and recommended surveillance technologies for critical areas. Established policies for tracking and reporting incident reports with CDD Accounting.

Investigative Security Specialist
11/05 - 11/06
Employer: Federal Emergency Management Agency (FEMA)
500 C Street SW, Washington, DC 20560
Salary: $88,000, 40 hours/week
Supervisor: Christopher Graham (202) 655-1213, may be contacted

Clearance: Department of Homeland Security, Secret Clearance, August 2001

Achieved over 15 requests for background investigations weekly forwarded them to the proper investigative authority, served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities. Maintained an organized filing system of over 2.9 million Field Security Reports, developed monthly and annual statistical information, which were used to enhance the 9 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

EDUCATION:
Rutgers State University May 2003
B.S. Degree, Criminal Justice – Magna cum laude GPA, 3.95/4.0

TRAINING:
Security Technician
National Security Training Academy, Alexandria, VA – January – May 2004

CERTIFICATIONS:
Video Surveillance, National Security Board, Washington, DC

COMPUTER SKILLS:
PC and Macintosh Operating Systems, Microsoft Office, Outlook, SharePoint, Internet

VOLUNTARY EXPERIENCE:
Criminal Investigator, 6/05 – 4/03
Volunteer in Police Service Program, New Brunswick, NJ – 80 hours per week
Supervisor: Hangover Warren (732) 755-8312

Conducted criminal investigations to protect the citizens of the jurisdiction. Investigated individuals suspected of committing criminal activity, performed some mapping and analysis.
Step 5: Apply

- See which forms are required
  - Apply online by clicking “Apply Online” on the job posting
  - Follow the online application instructions and fully complete the online application
  - Different agencies may ask for different documents, see what is required under the “How to Apply” tab at the top
    - Tip: Always submit unofficial college transcripts
    - Can “Save Job” or “Share Job”
Complete Entire Application

- Questionnaire
  - Preview the questionnaire
  - Different for every job
  - Great to use when tailoring resume to position and to prepare for interview
- Security clearance – some positions may ask up to 7 years of work/volunteer experience and residential history
- Remember to apply by 9 pm (12pm EST)

Public Health Analyst: Assessment Questionnaire

2. From the following responses, choose the one answer that best describes how you meet the qualification requirements for a Public Health Analyst, GS-095-12 as described in the Qualifications Section of the Vacancy Announcement.

A. I qualify for this Public Health Analyst, GS-095-12 position because I have one full year of specialized experience in public health which is comparable in difficulty and responsibility to at least the GS-12 level in the Federal service performing the following tasks on a regular and recurring basis: 1. Reviewing the impact of new or proposed legislation and policies on public health programs; 2. Evaluating the effectiveness or impact of public health programs; 3. Planning, developing, organizing, administering, evaluating, or delivering public health programs.

B. My experience does not match the choice above.

- For each of the following task statements, choose the statement from the list below that best describes your experience and or training. Your responses are subject to verification. Please review your responses for accuracy before you submit this questionnaire.
  - A. I have had education, training or experience in performing this task.
  - B. I have had education or training in performing the 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 my 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 them in doing this task correctly if you choose.

3. Analyze established public health policy and recommend related areas for improvement.
4. Plan and implement program and policy changes to public health programs.
5. Review new or pending legislation and policies to determine their impact on public health programs.
6. Evaluate public health programs to assess their success in achieving objectives.
7. Conduct surveys to identify public health program needs or effectiveness.
8. Identify data needed and collection methods for evaluation.
9. Monitor program resources to ensure they are available to meet immediate program needs.
10. Coordinate program initiatives to reduce overlap and promote efficiency.
11. Monitor program progress in meeting milestones and goals.
12. Stimulate the promotion of public health programs for underserved populations.
Additional Resources

http://gogovernment.org/

FIND AND APPLY FOR
State Jobs

A STEP-BY-STEP WORKSHOP

Tuesday, May 3, 2016
1:10-2 PM  |  114 South Hall

California has nearly 4,000 vacant jobs, right now!
But applying for a state job can be daunting. Take heart, the
ICC can help you. Attend this workshop and we’ll take you
through:
• exams & eligibility lists & Vacancy Lists
• Searching for the right position
• Applying online
• Part-time student jobs

FOR MORE INFORMATION VISIT  ICC.ucdavis.edu

FIND AND APPLY FOR
Federal Jobs

A STEP-BY-STEP WORKSHOP

Wednesday, May 11, 2016
12:10-1 PM  |  114 South Hall

Looking for a government job? There are over 2
million federal employees, and almost everyone can
be eligible for retirement. The odds are on your favor.

But applying for a federal job can be daunting. Take heart,
the Internship and Career Center can help you. Attend this
workshop and we’ll take you through:
• Writing a federal resume
• Searching for the right position
• Applying online

FOR MORE INFORMATION VISIT  ICC.ucdavis.edu
ICC: Advising Appointment

**ONLINE:** make a 30-minute, confidential appointment.

For careers both within and beyond academia. Our team can help you:
- Get started on career planning and setting goals
- Develop your resume, CV or cover letter
- Practice and prepare for an interview
- Negotiate an offer

Login to your Aggie Job Link (AJL) account: [https://icc.ucdavis.edu/find/resources/ajl.htm](https://icc.ucdavis.edu/find/resources/ajl.htm) and complete your profile, then schedule a career advising appointment.

THANK YOU!

**Gwynn Benner, MPA**
Career Services for Master’s & PhD students, and Postdoctoral scholars
(gwbenner@ucdavis.edu)