

# Jobs with the Federal Government

St Joseph the Worker Job Club

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# Types of Jobs

- Professional / Administrative
  - General Schedule (GS) positions
    - Grade 1-5 – entry (typical)
    - Grade 6-12 – journeyman (typical)
    - Grade 13-15 – senior journeyman or management (typical)
- Production / Trades
  - Wage Grade (WG) positions
- Support Services (PX, commissary)
  - Non Appropriated Fund (NAF) positions

# Series & Grade

- Series and grade refers to the Federal government's system for categorizing and defining jobs.
- SERIES is a 4-digit code identifying the functional category of work. There are 23 occupational groups for “white collar” type work. There are 34 occupational groups within the Wage Grade (crafts & trade) work.
- GRADE is the pay scale determined by job complexity, degree of required supervision, and level of responsibility.

# Additional Job Qualifiers

- Type of Appointment
  - Permanent position
  - Term / Temporary (limited duration of job)
- Area of Consideration (how widely job is announced)
- Other Job Opportunities
  - Intern / Co-Op / Fellows
  - Student Programs

# Your Resume

- Federal job applications typically prescribe a particular standard format:
  - Government SF-171 written application
  - RESUME BUILDER  
<https://cpolst.belvoir.army.mil/public/resumebuilder/builder/index.jsp>
  - USAJOBS RESUME BUILDER  
<https://my.usajobs.gov/Home.aspx>
- All applications require a Supplemental Data Sheet

# Why RESUMIX?

- Army personnel offices rely on OCR/computer word match techniques to marry resumes to job announcements.
- Selecting officials identify 4-8 key words in job announcement; computers search for these same words in applicant resumes. If you don't pass the computer check, you don't get referred.
- Typically, 20-35 resumes are identified for selecting official to review.

# Useful Tips for Government Resumes

- Study Job Announcement and try to identify key words. Look in REQUIREMENTS, SKILLS, or QUALIFICATIONS area of announcement.
- Ensure your resume has same key words.
- Be concise. Are your main credentials readily visible? Does critical information jump off the page?
- Don't tell your life's story. Focus on marketing your qualifications for THIS job.

# Useful Tips (continued)

- Don't rehash what you were supposed to do in previous jobs – cite WHAT YOU DID.
- Wherever possible, quantify what you did or how your work resulted in saved time, reduced costs, or gained efficiencies.
- Wherever possible, tailor your resume to a specific announcement, then self-nominate. Only latest version of resume remains active.

# Advantages

- Use on-line systems to check status of application. You'll get an email if your resume was referred to supervisor.
- Use USAJOBS agent to query system-wide announcements.

# Lastly .....

- Be patient. Most Army jobs take 7-8 weeks to fill after announcement closes.
- Don't put all eggs in one basket. Keep looking elsewhere.
- Be flexible -- If you can possibly move outside local area, your chance of finding a job greatly increases.

# Good Web Sites

- [www.usajobs.com](http://www.usajobs.com)
- <http://cpol.army.mil/library/employment/jobkit/jk-toc.html>
- <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume>
- <http://acpol.army.mil/employment/>
- [https://ams8.redstone.army.mil/portal/page?\\_pageid=735,2673762&\\_dad=portal&\\_schema=PORTAL](https://ams8.redstone.army.mil/portal/page?_pageid=735,2673762&_dad=portal&_schema=PORTAL)

QUESTIONS ???