

Why Work for the Government? (Federal)

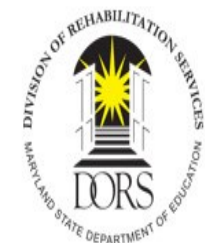
Business Services Branch
Maryland State Department of Education (MSDS)
Division of Rehabilitation Service (DORS)
dors.maryland.gov





PRESENTED BY WILLIAM R. BROWNLEE, CFJST, CFCC

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Division of Rehabilitation Service
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Topics within this presentation:

- ❑ Application Federal Government
- ❑ Schedule A (special authority)
- ❑ RESUMES: Non-Federal vs. Federal
- ❑ What to Include in Your Resume
- ❑ Write Resume/KSA in the CCAR Format



Federal Government application process

- **Only Federal Gov't Formatted Resume accepted**
- **Schedule A Letter (non-competitive position)**
- **Federal Government does in-person, panel, telephone interviews or all the above depending on the agency**



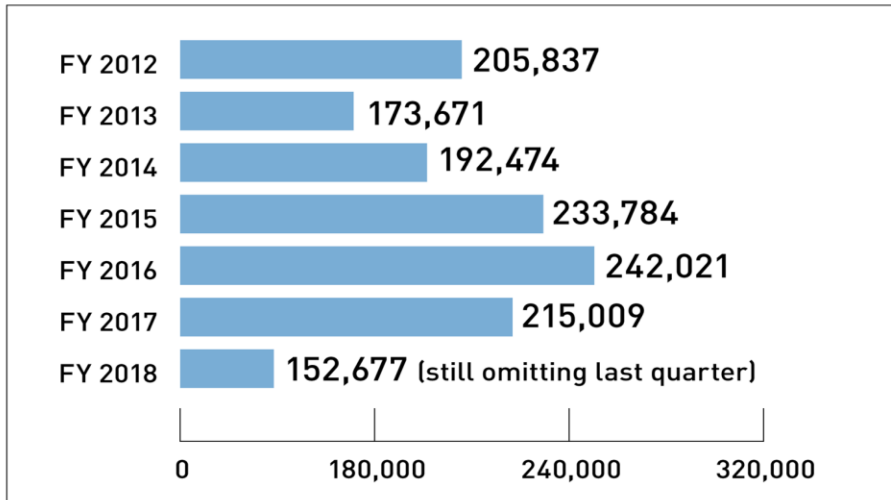
Why Go Federal?

- Make a difference
- Great benefits/competitive pay
- The government is hiring
- Location, location, location
- Jobs for every major (college)
- Jobs for non-college students too
- Opportunities for advancement and professional development
- Interesting and challenging work
- Work-life balance
- Job security
- The federal government can help pay for school loans



The Federal Government is Still Hiring

NEW HIRES



Graph shows hires by Fiscal Year (FY).

FY 2012	205,837 hires
FY 2013	173,671 hires
FY 2014	192,474 hires
FY 2015	233,784 hires
FY 2016	242,021 hires
FY 2017	215,009 hires
FY 2018	152,677 hires (last quarters not reported)

From www.opm.gov Fedscope, Jan. 2019



Top 30 Job Titles in the Federal Government

Only jobs with an (*) require a degree or specific education.

Job Title (Series Number)	Number of U.S. employees
Miscellaneous Administration and Program (0301)	97,786
Nurse (0610) *	83,985
Information Technology Management (2210)	82,399
Management and Program Analysis (0343)	73,507
Miscellaneous Clerk and Assistant (0303)	55,851
Compliance Inspection and Support (1803)	51,486
Criminal Investigation (1811)	43,351
General Inspection, Investigation, Enforcement and Compliance Series (1801)	37,973

Original research by The Resume Place, Inc.



What is Schedule A

There are two types of hiring processes.

Competitive and Non-Competitive

- In the **competitive** process, applicants compete with each other through a structured process.
- In the **non-competitive** hiring process, agencies use a special authority (Schedule A) to hire persons with disabilities without requiring them to compete with other applicants for the job.

BOTH REQUIRE THE APPLICANT TO MEET THE JOB QUALIFICATIONS AND THE ESSENTIAL FUNCTIONS OF THE JOB.



Schedule A Hiring Authority Explained

Schedule A Hiring Authority is listed as **Excepted Service Appointment**

- **Schedule A, 5 CFR 213.3102(u),**

- For hiring people with severe physical disabilities, psychiatric disabilities, and intellectual disabilities.

Such individuals may qualify for conversion to permanent status after two years of satisfactory service. personal assistants for employees with severe disabilities as reasonable accommodations.

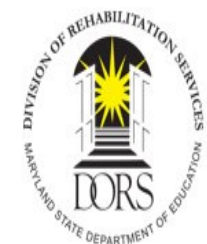
- **Schedule A, 5 CFR 213.3102(11)**

- For hiring readers, interpreters, and personal assistants. This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities as reasonable accommodations.



RESUMES: Non-Federal vs. Federal Government

Standard/Private Industry Resume	Federal Resume
Typically 1-2 pages	3 to 5 pages based on the specific character lengths (use full character lengths if possible)
Flexibility of formatting (i.e. standard and functional resume, creative use of bold, underline and other graphics)	Reverse Chronological resume ONLY: Standard format with NO GRAPHICS, USE OF CAPS FOR THE USAJOBS Builder Resume
No federal elements required (i.e., SSN, supervisor's name and phone number, salary, veterans' preferences, etc.)	Required: compliance details for each position for the last 10 years (i.e. month and years; street address, zip code, city state, country; supervisor's name; salary/previous GS level/ military rank held)
Short accomplishment bullets focused on results	Accomplishment stories are critical, so your resume will stand out and help you get "Best Qualified"
Keywords are important	Keywords are imperative
Focus on accomplishments: less details for the position description	Use blend of accomplishments and duty description with details
Profit motivated, product orientated, select customer based	Fiscal responsibility and grants, budget, cost control, implementation of programs, legislation, serving the public



What to Include in Your Resume (Federal)

Job Information: announcement number, title, and grade

Personal Information: name and contact information, country of citizenship, veterans' preference, reinstatement eligibility, and highest federal civilian grade held

Work Experience: job title, duties, accomplishments, employer's name and address, supervisor name and phone number, starting and ending dates (month and year), hours per week worked, salary, and indicate whether or not your current supervisor may be contacted



What to Include in Your Resume (Federal)

Education: colleges or universities with name, city and state, majors, and type and year of degrees received or total credits earned (indicate semester or quarter hours); high school name, city, and state

Other Qualifications: training courses, special skills, certifications, licenses, honors, awards, special accomplishments, etc.

Volunteer Work: Paid or Unpaid



The Best Federal Resume Format

The Outline Format Federal Resume is easy to read by HR specialists

- Uses small paragraphs for readability
- ALL CAPS keywords should match the keywords in the announcement
- Add accomplishments
- Copies and pastes into USAJOBS well



SECURITY ADMINISTRATIVE ASSISTANT (Contractor)

01/2013 to 04/2016

Office of Naval Research

40 hours/week

One Liberty Center

Salary: \$90,156 per year

875 N. Randolph Street, Suite 1425

Arlington, VA 22203-1995

Manager: Shxxxxxxxx Jxxxxx Phone: xxx-xxx-xxxx

RECORDS MANAGEMENT: Established, populated, and maintained the agency's automated document control system for accountability of over 60,000 controlled media and documents Used same document control system for receipting and dispatching, receiving location verification, custodian confirmation, disposition of material (to include proper destruction or achieving), document retrieval and history review of all items in accordance with the office SOP and applicable security references and manuals. Stored, arranged, and indexed all agency sensitive informational electronic and hard copy. Facilitated the development of filing systems, and maintained such to meet administrative, and government requirements, devising and ensuring the implementation of retention and disposal schedules according to DOD policy. Oversaw the design, set up, review and implementation of a new electronic paper-less based information distribution system; Identifying the most appropriate records management resources; advising on and implementing new records management policies and classification systems. Advised agency staff in other departments on the management of their records and information. Established control and accountability for all incoming and outgoing classified material and media to include all material that arrives via US Mail, designated courier, security communications, or electronic means in accordance with applicable security guidelines Conducted annual audits of material for retention, destruction and achieving

POSTION TITLE (Pay if government)

SECURITY ADMINISTRATIVE ASSISTANT (Contractor)

EMPLOYMENT START AND END DATES

01/2013 to 04/2016

EMPLOYER FULL ADDRESS

Office of Naval Research
One Liberty Center
875 N. Randolph Street, Suite 1425
Arlington, VA 22203-1995
Manager: Shxxxxxxxx Jxxxxx Phone: xxx-xxx-xxxx

40 hours/week
Salary: \$90,156 per year

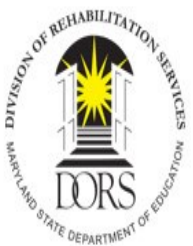
HOURS WORKED

SALARY INFO (OPTIONAL)

SUPERVISOR AND CONTACT NUMBER

BLOCK PARAGRAPH BLEND OF ACCOMPLISHMENTS AND DUTY DESCRIPTION WITH DETAILS

RECORDS MANAGEMENT: Established, populated, and maintained the agency's automated document control system for accountability over 60,000 controlled media and documents Used same document control system for receipting and dispatching, receiving location verification, custodian confirmation, disposition of material (to include proper destruction or achieving), document retrieval and history review of all items in accordance with the office SOP and applicable security references and manuals. Stored, arranged, and indexed all agency sensitive informational electronic and hard copy. Facilitated the development of filing systems, and maintained such to meet administrative, and government requirements, devising and ensuring the implementation of retention and disposal schedules according to DOD policy. Oversaw the design, set up, review and implementation of a new electronic paper-less based information distribution system; Identifying the most appropriate records management resources; advising on and implementing new records management policies and classification systems. Advised agency staff in other departments on the management of their records and information. Established control and accountability for all incoming and outgoing classified material and media to include all material that arrives via US Mail, designated courier, security communications, or electronic means in accordance with applicable security guidelines Conducted annual audits of material for retention, destruction and achieving



Do NOT use just one resume!

- ❑ **Do not** write one federal resume and use it to apply for all positions.
 - ❑ **A new resume must be written to address the specific job announcement**
- ❑ **Do not** submit your private industry resume as your federal resume.
- ❑ **Do not submit the USAJOBS Builder Resume** – The font is too small!
- ❑ **Upload the resume** as Plain Paper in 11- or 12-point type!



Write Resumes in the CCAR Format

Context:

The context should include the role you played in this example. Were you a team member, planner, organizer, facilitator, administrator, or coordinator? Also, include your job title at the time and the timeline of the project. You may want to note the name of the project or situation.

Challenge:

What was the specific problem you faced that needed resolution? Describe the challenge of the situation, such as disorganization in the office or a major project stalled. The challenge can be difficult to write about.

Action:

What did you do that made a difference? Did you change the way the office processed information, responded to customers, managed programs? What did you do?

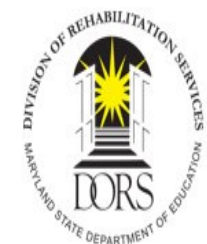
Result:

What difference did it make? Did this new action save dollars or time? Did it increase accountability and information? Did the team achieve its goals?



Federal Government Resources (Links)

- Federal Government Employment Site–[USAJOSBS](#)
- Federal Government Webinar Events hosted by OPM –[USAJOBS Events](#)
- Pathway Internship-[Students & Recent Graduates](#)
- Workforce Recruitment Program - [WRP](#)
- Selective Placement Program Coordinators - [SPPC](#)
- [Federal Government Classification & Qualification Occupation Series](#)



In CLOSING :

- Your resumes **should not** be written or read like a job announcement /description only outlining duties and tasks carried out by the employee.
- The key to an effective resume is to **show....not tell** the reader (recruiter) how you were and/or made a valuable contribution to the company's growth and or success.

Following these key steps will effectively market/advertise the applicant as a desirable asset worthy of employing.



QUESTIONS?



CONTACT INFO:

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Allegany, Carroll, Frederick, Garrett, Upper Montgomery and Washington Counties

