



Partnering to Develop Careers in Federal Service

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Overview

1. USDA Background
2. VR/CSAVR – Federal Partnerships
3. Strategies for improving successful placements

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USDA Background

- ▶ Approximately 87,000 permanent employees
- ▶ Seven Mission Areas
 1. Farm and Foreign Agricultural Services
 2. Food, Nutrition and Consumer Services
 3. Food Safety
 4. Marketing and Regulatory Programs
 5. Natural Resources and Environment
 6. Research, Education and Economics
 7. Rural Development
- ▶ 17 Sub Agencies
- ▶ 3 Offices

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Mission Critical Jobs

- ▶ Human Resources Specialist
- ▶ Miscellaneous Administration & Programs
- ▶ Computer Information Technology
- ▶ Management and Program Analyst
- ▶ General Biological Scientist
- ▶ Biological Science Technician
- ▶ Soil Conservation Specialist/Technician
- ▶ Forestry Specialist/Technician

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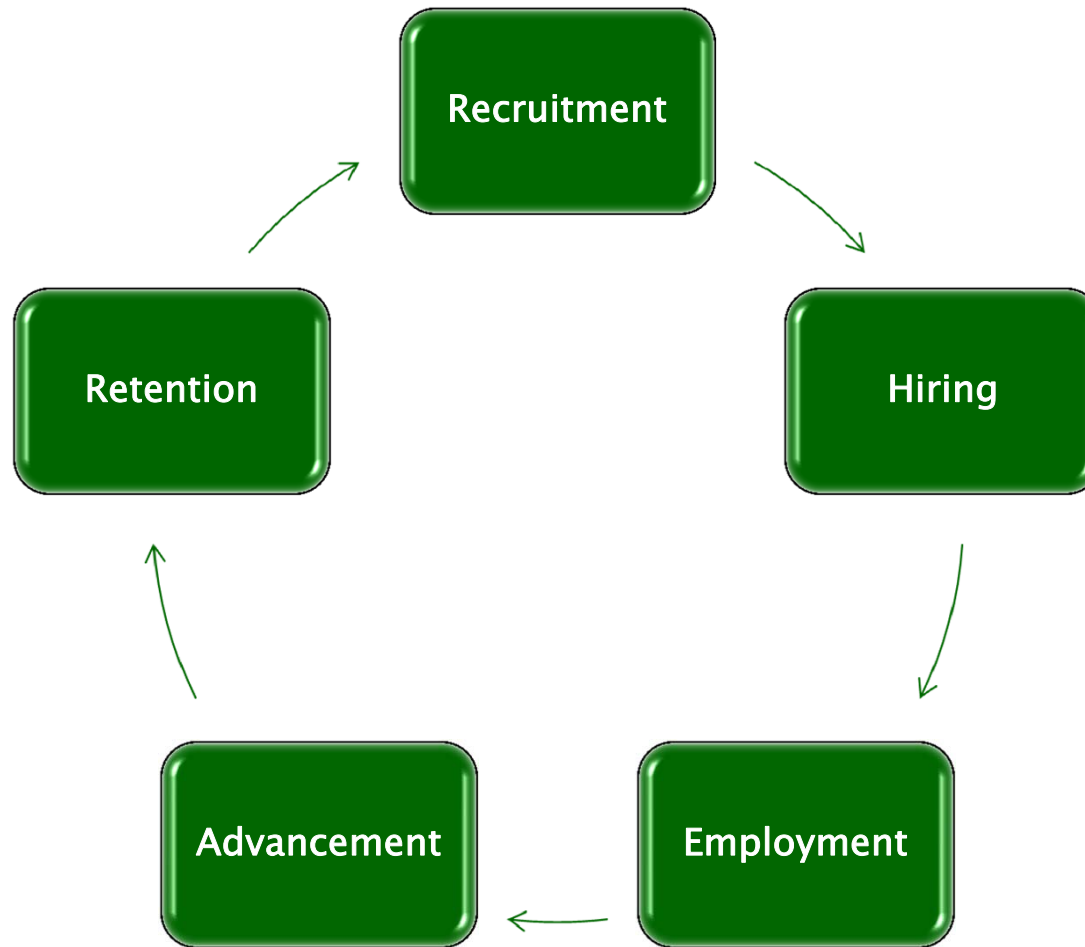
Mission Critical Jobs

- ▶ Dietician and Nutritionist Specialist
- ▶ Consumer Safety Specialist
- ▶ Veterinary Medical Officer
- ▶ General Business and Industry
- ▶ Loan Specialist
- ▶ Statistician Specialist
- ▶ Consumer Safety Inspection
- ▶ Food Inspection Specialist
- ▶ Agricultural Commodity Grader

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Employment Life Cycle and Federal/VR Partnerships





The Big Picture

Quality, quantity, and
careers.

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Partnering for Success

- ▶ **Recruitment**
 - Strong referrals
 - Outreach/education to Federal partners
- ▶ **Hiring**
 - Schedule A Letter
 - Interviewing Preparation/Etiquette
- ▶ **Employment**
 - Reasonable Accommodation Support
 - Self Advocacy
- ▶ **Advancement**
 - Networking
 - Individual Development Plan
- ▶ **Retention**
 - Assistance as disabilities change or are acquired

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Marketing 101

The “4 P’s” of Marketing Your Clients

1. Product
 - Packaging with Resume and Application
 - Include job titles/occupation series
2. Place/Logistics
 - Which agency is a good fit? Location?
 - On line applications and networking
3. Price
 - Salary/GS–Level
4. Promotion
 - Advertising/Networking



Improving Placements in Federal Service

1. Identify Job Titles /Series
 - <http://www.usajobs.gov/EI/occupationgroups.asp#icc>
2. Identify GS Level
 - <http://www.opm.gov/oca/11tables/indexGS.asp>
3. Schedule A Letter
4. Encourage On Line Applications
5. Create a Federal Resume for Networking



On Line Searching & Applying

1. Applying for jobs at www.usajobs.gov
 - When searching, check the box, “yes” that you are eligible for a non-competitive appointment.

Applicant Eligibility ?

Are you a current or former Federal civilian employee who holds or held a non-temporary appointment ? :

- In the competitive service ? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service ? position covered by an interchange agreement ?, or
- Eligible for reinstatement ?
- A Veteran eligible for veterans' preference ? or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

No Yes

The search results will include all jobs for which Schedule A applicants may be considered



On Line Application Tips

WWW.USAJOBS.GOV/infocenter

USAJOBS - Info Center

Search Jobs Keyword Tips ?

What: (keywords) Where: (U.S. city, state or zip code)

[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

[SIGN IN OR CREATE AN ACCOUNT](#)

Info Center

[Accessible Version](#)

BROWSE ADVICE ON:

- USING USAJOBS
- FEDERAL EMPLOYMENT
- APPLYING FOR A FEDERAL JOB**

SPECIAL INFO FOR:

- INDIVIDUALS WITH DISABILITIES
- VETERANS
- STUDENTS AND RECENT GRADUATES
- SENIOR EXECUTIVES

Hiring Reform

Tips on Applying

Targeted Occupations

Supplemental Forms

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On Line Application Tips WWW.USAJOBS.GOV/infocenter

- ▶ Resume and Application Tips
 - <http://www.usajobs.gov/EI/resumeandapplicationtips.asp#icc>

- ▶ Ten Tips for Letting Federal Employers Know Your Worth
 - <http://www.usajobs.gov/EI/tentips.asp#icc>



Federal Application Tips On Line Applications

- ▶ Recent Changes
 - Multiple choice self evaluation questions have replaced Knowledge, Skills, Abilities essays (KSAs)
- ▶ Questions?
 - Direct questions about the job/on line application process to the HR Specialist listed on the announcement
- ▶ Connect with Internal Resources
 - Email a copy of the application to the Selective Placement Coordinator or Disability Employment Manager
 - Include the Schedule A letter



Federal Resumes: What You Need to Know

- ▶ No “official” format
- ▶ However, the resume is evaluated and used to:
 - determine if the person meets the qualifications
 - establish the pay level the applicant will receive, if hired
- ▶ Do NOT include Social Security Numbers
 - Protect it as you would a bank account number



Federal Resume Tips

Networking, Job Fairs, Emailing

1. Objective

- List the job title(s) and grade levels for which the applicant is seeking
 - Research this on www.usajobs.gov

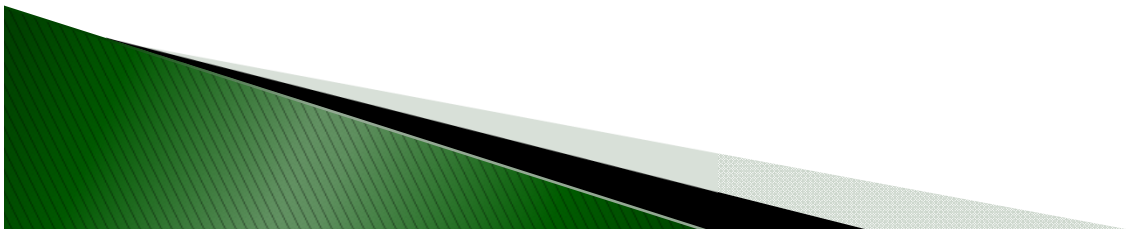
2. Skills Summary – 30 second commercial

- Write a blurb that relates the experience and education to the specific job(s)

3. Chronological Employment History

4. Clearance Information

- List this information –even if it's expired





Tips to Improve Success

1. Help the client research the agency where he/she is applying
2. Send only complete, high quality applications that include:
 - A Federal resume
 - A current, signed, Schedule A letter on business letterhead
3. Encourage applicants to emphasize quality over quantity
 - Review for grammar and spelling
 - Only apply for jobs for which you're qualified



Contact Information

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