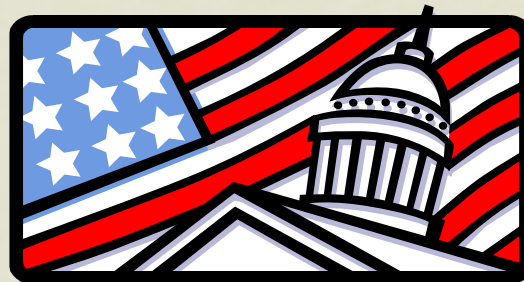


EXPLORING FEDERAL JOB OPPORTUNITIES AND CAREER PATHS



Presented by

Steve Petro

2007

Steve Petro

- 1963 – Honorably Discharged from the US Army after 2 years active duty overseas.
- 1968 – Graduated with honors from Erie County Technical Institute with AAS Degree in Police Science.
- 1970 – Graduated with honors from SUNY College at Buffalo, NY with a BS Degree in Police Science.
- 1970 – Commissioned –Special Agent – U.S. Secret Service, 5 transfers and 3 promotions later reassigned as Special Agent in Charge of Buffalo, NY Field Office.
- 1991 – Retired to join Corporate Security Staff at Bausch & Lomb, World Headquarters in Rochester, NY.
- 1996 – Resigned as Corporate Security Director at Bausch & Lomb to return to government service in his current position:
- Now – Resident Agent in Charge,
Social Security Administration
Office of the Inspector General,
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- 2002 – Nominated to Board of Advisors, Criminal Justice Department at SUNY College at Brockport, NY
- 2006 – Nominated to Board of Advisors, Criminal Justice Department at Roberts Wesleyan College, Rochester, NY

PRESENTATION OBJECTIVES

UNDERSTANDING YOUR INDIVIDUAL K-S-A's PRIOR TO SELECTING A SPECIFIC CAREER PATH

WHY PURSUE FEDERAL CAREER OPPORTUNITIES

HOW TO NAVIGATE THE FEDERAL JOB APPLICATION PROCESS

CRITICAL INFO ON ENHANCING YOUR K-S-A's TO EXCEED EMPLOYER EXPECTATIONS FOR ANY JOB

INFORMAL SURVEY

How many of you plan on continuing your higher education?

How many of you know exactly what you are going to do after you have completed all of the higher education you have planned?

How many of you have decided on a career in Federal Government?

BEFORE YOU DECIDE ON A
CAREER PATH:

KNOW YOURSELF!

Make an objective inventory of your
personal strengths and weaknesses

Take a blank sheet of paper and list:

+

-

BE HONEST and OBJECTIVE!

WHAT ARE YOUR:

PHYSICAL ABILITIES & LIMITATIONS

PROFESSIONAL OBJECTIVES

LIFE STYLE EXPECTATIONS

INTERESTS & HOBBIES

DEFINITION OF YOUR PERFECT JOB DESCRIPTION

WHY PURSUE A CAREER IN THE FEDERAL GOVERNMENT?

JOB SECURITY & RETIREMENT ANNUITY

PERSONAL SATISFACTION

PUBLIC SERVICE

LIFESTYLE COMPATIBILITY

COMPENSATION

BENEFITS

EQUAL EMPLOYMENT/ADVANCEMENT OPPORTUNITIES

FEDERAL GOVERNMENT EMPLOYMENT BENEFITS

401(K) INVESTMENT PLAN (TSP) 5% GOVT MATCHING

10 PAID HOLIDAYS

13 CUMULATIVE SICK DAYS

13-26 VACATION DAYS WITH CARRY OVER CAP OF 30 DAYS

FAMILY FRIENDLY FLEXIBILITIES

NUMEROUS HEALTHCARE PLANS (80% GOVT PAID)

GUARANTEED MEDICARE ELIGIBILITY

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PLAN

LARGEST LONG-TERM CARE INSURANCE PROGRAM IN US

REIMBURSED FOR RELOCATIONS AFTER 1ST ASSIGNMENT

SOURCE: FED GOVT/OPM WEB SITES

VARIABLE FEDERAL BENEFITS TO INCLUDE:

PAID STUDENT INTERNSHIPS AND CO-OPs

FOREIGN LANGUAGE INCENTIVES (5%)

STUDENT LOAN REPAYMENTS

SOME ALLOWANCE FOR FLEXIBLE WORK SCHEDULES

TELEWORK OPTIONS FOR MANY JOBS

CHILD/ELDER CARE RESOURCES

PAID GRADUATE STUDIES, INCLUDING:

CONTINUATION IN SALARY

TRAVEL EXPENSES

PER DIEM EXPENSES (LODGING AND MEALS)

EDUCATIONAL FEES AND EXPENSES

PAID FITNESS PROGRAMS FOR LEO REPS

TAKE HOME VEHICLES FOR SELECTED LEO REPS

SOURCE: FED GOVT/OPM WEB SITES

FEDERAL EMPLOYMENT STATISTICS

FEDERAL GOVERNMENT EMPLOYS APPROXIMATELY 2 MILLION CIVILIANS (EXCLUDING USPS – 700K & MILITARY - 1.3M)

ON AVERAGE, EVERY YEAR THE FEDERAL GOVERNMENT HIRES APPROXIMATELY 100K NEW EMPLOYEES

MOST OF THOSE NEW-HIRES REPLACE EMPLOYEES WHO RETIRE/RESIGN

44% OF THE CURRENT FEDERAL WORKFORCE WILL BE ELIGIBLE TO RETIRE IN THE NEXT 4 YEARS

THE AVERAGE NUMBER OF FEDERAL JOBS OPEN AT ANY GIVEN TIME IS 20K

CHECK USAJOBS.OPM.GOV. TO FIND OUT HOW MANY JOB OPENINGS THERE ARE RIGHT NOW!

SOURCE: OPM STATISTICS

THREE BRANCHES OF FEDERAL GOVERNMENT:

EXECUTIVE BRANCH

How many Cabinet Level Departments?

Answer: 15

Agriculture

Commerce

Defense

Education

Energy

Health & Human Services

Homeland Security

Housing & Urban Development

Interior

Justice

Labor

State

Transportation

Treasury

Veterans Affairs

Plus 89 *ADDITIONAL INDEPENDENT AGENCIES*

SALARY SCHEDULES AND ADJUSTMENTS

General Pay Schedule: GS Grades 1-15 (\$18,732-\$136,273)

Senior Executive Series (SES): \$112k-\$168k

LEAP: Additional 25% of base for GS-1811 Series

LOCALITY PAY: 2007 Range 12.64% WNY – 24.03% LA

FOREIGN LANGUAGE INCENTIVE PAY: 5%

FOREIGN DUTY PAY: Rates vary with country

HAZARDOUS DUTY PAY: Combat Zone

COLA – 2007: 3.3% Applies to active employees & retirees

**ADJUSTED 2007 FEDERAL SALARIES FOR GS-1811 SERIES
CRIMINAL INVESTIGATORS ASSIGNED TO WESTERN NEW
YORK INCORPORATING 3.3% COLA INCREASE AND 12.64%
LOCALITY PAY FOR WNY**

ENTRY LEVEL SPECIAL AGENT GRADE:

GS-7 \$46,478 (\$35,752)

AFTER 1 YEAR AUTOMATIC INCREASE TO:

GS-9 \$56,849 (\$43,731)

AFTER 1 YEAR AUTOMATIC INCREASE TO:

GS-11 \$68,787 (\$52,912)

AFTER 1 YEAR AUTOMATIC INCREASE TO:

GS-12 \$82,446 (\$63,417) WITH 3 YRS. SERVICE

AFTER 1 YEAR, ELGIBLE FOR PROMOTION BASED ON MERIT TO:

GS-13 \$98,041 (\$75,414)

SENIOR SPECIAL AGENT/INVESTIGATOR

RESEARCH & DEVELOP A PLAN TO MARKET AND **ALIGN** YOURSELF WITH THE CURRENT JOB MARKET

AGENCY WEB SITE

LIBRARY

INITIATE CONTACTS

GATHER INFORMATION

NETWORKING

ENHANCE YOUR PRE-EMPLOYMENT CREDENTIALS

COLLEGE COURSE SELECTIONS THAT MATTER:

FOREIGN LANGUAGE ABILITY

INFORMATION TECHNOLOGY EXPERTISE

PUBLIC SPEAKING EXPERIENCE

ENGLISH COMPOSITION & BUSINESS WRITING SKILLS

EXTRA-CURRICULAR ACTIVITIES:

EXPLORER PROGRAMS

COMMUNITY SERVICE

PROFESSIONAL ORGANIZATIONS

ORGANIZED ATHLETICS

SHORT CUT STRATEGIES

INTERNSHIPS

COOPERATIVE EDUCATION PROGRAMS

FOREIGN LANGUAGE ABILITIES

SPECIALTY SKILLS OF INTEREST TO A PARTICULAR AGENCY

OUTSTANDING SCHOLAR PROGRAM

(3.5+ OVERALL GPA OR UPPER 10% OF GRADUATING
UNDERGRADUATE CLASS)

STEPPING STONE STRATEGIES

MILITARY EXPERIENCE

ACTIVE DUTY vs. RESERVES

OFFICER vs. ENLISTED RANKS

HONORABLE DISCHARGE = VETS CREDITS

ANY ACCEPTABLE ENTRY LEVEL POSITION IN FEDERAL GOVERNMENT

PRESIDENTIAL MANAGEMENT INTERN PROGRAM (PMI)
(2 YEAR INTERNSHIPS ASSOCIATED WITH GRADUATE PROGRAMS INVOLVING ANALYSIS & MANAGEMENT OF PUBLIC ADMINISTRATION)

OTHER RELEVANT WORK EXPERIENCE

PART TIME/CONTRACT EMPLOYMENT

FOCUS ON AGENCIES THAT MATCH YOUR
INTERESTS

FEDERAL AGENCY INFORMATION GATEWAYS:

WWW.USAJOBS.OPM.GOV

Sort by Job, Occupational Series and/or
Geographic Location

WWW.STUDENTJOBS.GOV

Sort by Job, Occupational Series and/or
Geographic Location

HOW TO APPLY FOR A FEDERAL JOB

Electronic Resume Format

Vacancy Announcement Reference#

TIME SENSITIVE!

Opening – Closing Dates

Position

Salary

Duty Location

Special Notes to Applicants

Job Description



FEDERAL RESUME APPLICATION

PART I:

Typical Resume Section Headings:

Personal Information
Objective
Summary of Qualifications
Professional Experience
Education
Training & Awards
Professional Memberships &
Associations

PART II:

Quality Ranking Factors:

Knowledge
Skills
Abilities

Other Qualifications

CAREER RESOURCES

Office of Career Services, Rakov Center

WWW.brockport.edu/career/

Tel. 395-2159

The Student's Federal Career Guide

Ten Steps to a Federal Job

Federal Resume Handbook

All authored by Kathryn Kraemer Troutman

Email: Resume-Place.COM Toll free: 888-480-8265

**LIBRARIES: SUNY Brockport &
Job Information Center-4th Floor New Bausch & Lomb Main
Library Annex, on South Ave. in Downtown Rochester, NY**

SEQUENCE OF EVENTS SECURING THE FEDERAL POSITION

Make Initial Contact With The Agency of Interest
Submit Your Electronic Resume To OPM/Agency
Notification You Have Made Best Qualified List
Prepare for the Personal Interview

- May Be Followed By A Written Test
- May Be Followed By A Panel Interview
- May Be Followed By A Written/Verbal Skill Evaluation
- May Be Followed By A Foreign Language Evaluation
- May Be Followed By A Physical Agility Test

Will Be Followed By An Entry Physical/Drug Screen

- May Be Followed By A Polygraph Exam

Will Be Followed By A Thorough Background Investigation

**SUCCESSFUL COMPLETION
OF ALL THESE STEPS**

=

Written Job Offer!

**CONGRATULATIONS YOU
MADE IT!**

Summary

Planning

Preparation

Positioning Yourself

Perseverance

Patience

Thank You for Your Attention



ANY QUESTIONS ???????