



**Federal Career Intern Program**  
**Job Announcement Number: FWS9-2010-HR-03**

**Human Resources Specialist**

Salary Range: \$51,630 – \$67,114 USD/year

Series & Grade: GS-201-09

**Promotion Potential: GS-12**

Duty Locations: 1 vacancy – Arlington “Ballston Area”, VA

Open Period: March 15, 2010 to March 19, 2010

**Key Highlights of the Federal Career Intern Program:**

- Full-time, permanent entry-level position
- On-the-job developmental program
- Core training for continued career development
- The incumbent will be offered a permanent position upon the successful completion of the two-year internship period.

**Benefits:**

- Earn 13 days of vacation time per year to start
- Earn 13 sick days per year
- Choose from 100+ Health Insurance plans, plus Dental and Vision plans
- Flexible work schedule
- 10 paid holidays per year
- Thrift Savings Plan with employer matching up to 5%
- Telework opportunities
- Transportation Subsidy
- Fitness Subsidy

**Job Summary:**

Working for the U.S. Fish and Wildlife Service is more than a career. It is a commitment shared by more than 9,000 men and women representing a diverse range of professions, backgrounds, and specialties who are dedicated to conserving, protecting, and enhancing fish, wildlife, plants, and their habitats. From the Arctic Ocean to the South Pacific, from the Atlantic to the Caribbean, Service personnel are working hard to ensure future generations will be able to enjoy nature’s beauty and bounty.

**Major Duties:** This position serves as an HR Specialist for the Branch of Human Resources, and responsibilities include staffing and recruitment. The incumbent reports and receives guidance and instructions from the Section Chief of Staffing.

The incumbent performs the following duties under Recruitment and Placement:

- collaborates with various organizations, supervisors and managers within the agency to determine short and long-term recruitment needs
- develop recruitment strategy, coordinate and conduct recruitment activities
- provide advice on hiring programs and options for recruitment
- prepare vacancy announcement notices
- makes qualification determinations on applicants' experience and educations
- promotes equal employment hiring efforts to meet Service and Department goals

### **Qualifications Requirements:**

Qualifications will be determined using the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions.

To qualify for the GS-09 level you must have one year of specialized experience at the GS-07 level or equivalent. Such experience may include assisting with the planning and coordinating of recruitment activities including attending job fairs, seminars, career fairs, developing outreach material and preparing and distributing employment notices; explaining employment opportunities and the hiring process; communicating verbally with individuals at all levels within the organization to explain administrative procedures, processes, and provide technical advice; and, preparing written technical reports, and briefings.

**To qualify using your education**, you must have a master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree *or* LL.B. or J.D., if related.

**If you qualify for this position in part or on whole as a result of education you must submit a copy of an Official Transcript. Unofficial version of transcripts will be accepted; however, if selected you will be required to submit an Official Transcript prior to appointment.**

To review the Qualification Standards for the **Human Resources Specialist** please follow the following link:

<http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>

### **The Application Process:**

**Note:** Veteran's preference applies to the Federal Career Intern Program. In order for the agency to determine if you are a preference eligible, you must submit a copy of your military discharge certificate, DD-214 or other valid proof of eligibility. Additionally, if applicable, you must also submit SF-15, and the required documentation specified on the

SF-15 form in order for the agency to grant you as much preference as you are entitled to receive.

**How to apply:**

To apply for this position, you must provide a complete Application Package, which includes all of the following parts:

- Your résumé or OF-612 and any other documents.
- A copy of your official transcript (unofficial version will be accepted).
- Veterans Documentation (if applicable).

You must submit your application so that it will be received by the closing date of the announcement.

Application mailed using government postage or through an internal federal government mail system will not be considered.

**DEADLINE FOR APPLICATION:** Applications and supporting documents submitted by fax or by mail must be submitted by 5:00 pm, Eastern Time, March 19, 2010.

**AGENCY CONTACT INFO:**

Melissa Hunter  
Phone: 703-358-1743  
Fax: 703-358-2224 or 2525  
Email: [Melissa\\_hunter@fws.gov](mailto:Melissa_hunter@fws.gov)

**Mailing Address for Applications:**

U.S. Fish and Wildlife Service  
Branch of Human Resources  
4401 North Fairfax Drive  
MS-HR 2000  
Arlington, VA 22203  
US

To learn more about the Fish and Wildlife Service, please go to our website at [www.fws.gov](http://www.fws.gov)

**U.S. FISH AND WILDLIFE SERVICE IS AN  
EQUAL OPPORTUNITY EMPLOYER  
*U.S. Citizenship Required***