

## US Fish and Wildlife Service Recruitment Announcement

### Who We Are and What We Do

The U.S. Fish and Wildlife Service is the premier government agency dedicated to the conservation, protection, and enhancement of fish, wildlife and plants, and their habitats. It is the only agency in the federal government whose primary responsibility is management of these important natural resources for the American public. The Service also helps ensure a healthy environment for people through its work benefiting wildlife, and by providing opportunities for Americans to enjoy the outdoors and our shared natural heritage.

The Service's Southeast Region (Region 4) is home to a rich diversity of natural resources spread across 10 states stretching from the Appalachian Mountains south to the Caribbean islands and west to the Ozarks, including the southern half of the Mississippi River Basin. The Regional Office is located in Atlanta, Georgia and provides support to a staff of over 1,400 located in the Regional Office and our field stations, which consist of:

- 128 national wildlife refuges, encompassing 4 million acres
- 14 ecological services offices
- 14 national fish hatcheries
- 7 fisheries conservation offices
- 1 regional fisheries center
- 1 fish health center
- 1 fish technology center
- 11 migratory bird offices including 6 joint ventures with partners
- 30 law enforcement offices

The Fish and Wildlife Service (FWS) Southeast Region is committed to increasing the diversity of its workforce, including hiring persons with disabilities. FWS positions are filled in two ways, competitively and noncompetitively. Persons with disabilities may apply for jobs filled either way. Applicants considered for positions must meet the qualification requirements for the jobs and be able to perform the essential duties of the jobs with or without reasonable accommodation.

### Who We Are Looking For

We are looking for trustworthy individuals, dedicated to providing exceptional public and customer service. We have special appointing authorities for veterans and persons with disabilities. Our current vacancies are entry-level training positions in our Human Resources Division. Over a 1-2 year period, we will provide all necessary training.

### Vacancies

We are accepting applications for the following vacancies in our Atlanta Regional Office through **August 13, 2010**. The Regional Office is located north of the city in the Century Center Office Complex just off of Clairmont Road and I-85. It is accessible by MARTA bus and located a few miles from the Chamblee Marta Station.

- 1. Human Resources Assistant, Atlanta, GA - GS-5/6/7 - Up to 2 full time positions may be filled.** Persons in an HR Assistant position perform a variety of HR administrative support activities as part of an HR team. They perform clerical and administrative functions in support of one or

more of the following HR specialty areas: classification, recruitment and placement, employee relations, employee benefits, compensation and pay, performance management, and/or employee development. Employees must use office automation software to process personnel actions and prepare word processing documents, correspondence, etc. Work is conducted in an office setting and training is provided. . (Starting salary Range is \$32,722 - \$40,534, with upper limit of GS-7 pay being \$52,698. Starting salary is based on qualifications and experience. This amount is salary only. Benefits are provided in addition to salary)

**2. Human Resources Specialist, Atlanta, GA - GS-5/7 with promotion potential to the GS-9 OR GS-11 – Up to 2 full time positions may be filled.**

The employee serves as an intern and developmental Human Resources Specialist that will receive on the job and formal training as well as assignments designed to prepare the employee to provide HR support and advice in one or more of the following areas: position classification, recruitment and placement, compensation and pay, employee benefits, performance management, and employee and labor relations. Working in a team environment, the specialist provides advice to Regional Office and Field Station managers and employees on a number of HR issues. Work is conducted in an office setting. A college degree is preferred, but not required. (Starting salary Range is \$32,722 - \$40,534, with promotion potential to the GS-9/11 (\$49,581-\$77,981). Starting salary is based on qualifications and experience. This amount is salary only, benefits are provided in addition to salary)

### **How to Apply**

Please send a cover letter designating the position being sought and attach the following:

- Resume that clearly addresses your experience and qualifications related to the human resources field or general business/administrative areas
- A copy of any college transcripts – used to help determine basic qualifications for position and grade
- OF 306 (form may be completed and printed at [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf))

Mail these to:

U.S. Fish and Wildlife Service Southeast Region  
Attn: Kary Allen  
1875 Century Blvd. Suite 300  
Atlanta, GA 30345

### **Benefits and Pay**

The Service strives to be a leading employer among federal agencies. Our employees are encouraged to participate in all the benefit programs available, which include the Federal Employee Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Savings Accounts, Long-Term Care Insurance, and the supplemental Vision and Dental Insurance Program.

In general, all permanent employees and employees whose appointments are for more than 1 year are eligible for health benefits and life insurance. Both programs provide group rates and with Service contributions toward the premiums. Employees and qualifying relatives are also eligible to enroll in long-

term care insurance. The employee or qualifying relative receives a lower group rate, although they are required to pay 100% of the premium.

The Service also offers employee flexible spending accounts for medical expenses and dependent care and premium conversion for the employee's portion of the health benefit premiums. Both of these programs result in savings for employees.

Recently, the new Vision and Dental Supplemental Insurance Program has been added. Like the long-term care program, employees and family members receive a lower group rate, although they are required to pay 100% of the premium.

Additional Information can be found at: <http://www.opm.gov/insure>

Information on pay scales for the Atlanta area can be found at the following link. Generally, employees are hired at a step 1 of the grade level they qualify for. <http://www.opm.gov/oca/10tables/html/atl.asp>

### **Reasonable Accommodation**

Hiring officials can make reasonable workplace accommodations for a person with a disability, if requested and appropriate. Reasonable accommodation can apply to the duties of the job, and/or where and how job tasks are performed. The accommodation should make it easier for the employee to successfully perform the duties of the position. Individuals who need reasonable accommodation are responsible for making their needs known to their supervisors.

For more information on opportunities with the Fish and Wildlife Service Southeast Region, please visit: [www.fws.gov/southeast/hr/](http://www.fws.gov/southeast/hr/)