



A How-To Guide for Pursuing a Career in Natural Resources

2nd Edition

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CHAPTER 1: INTRODUCTION TO THE GUIDE

IN THIS CHAPTER:

- What are Careers in Natural Resources?
- How to Use this Guide
- Where did we get our Information?
- The Top 10 Pieces of Information you will Learn from this Guide
- Case Studies



Natural resource professionals have some of the most challenging and important jobs of any profession. The resources we have on this Earth sustain everything and must be managed for multiple uses and multiple interests. All across the United States, hundreds of thousands of professionals are working to manage our natural resources to protect public health, mitigate disasters and meet the demands of growing populations for water, food, recreation, shelter and energy supplies.

Because natural resources stretch across borders and impact everything from our ability to breathe clean air to the economy, natural resource issues often require collaboration among multiple organizational sectors and professional domains, making communication and teamwork as important of skills as those in the sciences and math. If YOU are ready join this profession and meet these challenges, the future needs YOU!

But how do you make the leap from a college or high-school graduate to an entry-level job, or move into the field from a different profession? Our goal in writing this How-To Guide was to help make that transition easier and more successful. We will start by showing you the range and variety of jobs in the field, education and training requirements, and tips on where to start. Next, we help you navigate USAJOBS, the federal government's jobs website, through step-by-step instructions and guidance. Finally, we discuss state and local natural resource profession opportunities and share inside information about how to make yourself a better candidate.

WHAT ARE CAREERS IN NATURAL RESOURCES?

Before discussing what natural resource careers are, let's first begin with what natural resources are themselves. A natural resource is something that is found in nature and that is valuable to or can be used by people. Air, water, and sunlight are natural resources that nearly all living things need to survive. Humans use other natural resources, such as coal and oil, to make their lives better. Natural resources can be raw materials, such as trees for lumber or things that are directly consumed, like water for drinking. Every person's need for natural resources and their activities impact the environment. Therefore, we need professionals whose jobs are to conserve and manage these natural resources for their biological or economic value, their natural beauty and long-term benefits to society.

When you think of someone who works in a natural resource job, what do you picture? While a park ranger may be the first thing that comes to mind, in fact there is a huge variety in natural resource jobs – from those in water conservation to monitoring wildlife populations, educating people about proper natural resource use, preventing and fighting wildland fires and responsibly extracting natural resources while minimizing impacts on other resources. There is also a wide range of skill-levels required for natural resource jobs – from low-skill entry-level jobs open to youth as young as 14 years old to high-skill, higher-paying jobs for those with advanced degrees. So, no matter what your background and education, you can jump in and begin your career. You also don't have to love being outdoors to work for the outdoors. There are plenty of positions whether you like working with computers, data and technology or have skills in public relations, administration, marketing or hiring staff. So, no matter what your interests are, there is a natural resource job out there for you. One quality, however, seems to underlie all people who work in natural resource positions – a passion for making the world a better place and for making a difference.



THE FUTURE OF NATURAL RESOURCE MANAGEMENT

The demographics of the United States are changing. Today, most of the population resides in urban centers and the populace is becoming increasingly diverse in terms of ethnic background. It is estimated that by 2050, the number of people of color in this nation will more than double, and will comprise the majority of the population¹. Similarly, the number of women in the labor force is expected to increase at a higher rate than for men over the next decade².

While the face of the American workforce is changing, this change is not fully reflected in the natural resource industry. In a recent study of 158 environmental institutions, the Minority Environmental Leadership Development Initiative found that 33 percent of mainstream environmental organizations and 22 percent of government agencies had no people of color on staff³. Additionally, males continue to outnumber females in staff, and particularly in leadership positions, at natural resource agencies and organizations.

In 2003, nearly 50% of the federal government workforce was retirement-eligible by 2008⁴. Due to the economic downturn during the past decade, however, many deferred their retirement and are now looking to retire today. This provides a great opportunity to fill those openings with a new generation of diverse individuals, especially those who are ethnic minorities, veterans, urban-city residents, individuals with disabilities, or lesbian, gay, bisexual, or trans-gender. Agencies are also seeking candidates with a different skill set than what was required 20-30 years ago. They need individuals who are not only subject-matter experts, but who are also skilled at community relations, negotiation, developing private funding partnerships, working with diverse populations and volunteer management.

If we are to protect the integrity of our lands, forests, wildlife, water and air, the natural resource industry must embrace these changes. A passive approach has not been successful in the past, therefore recruitment of youth and diverse individuals to the profession must be intentional. Although many groups and programs are working to do just that, this change will not occur overnight. For many of these populations, historical and cultural barriers exist. Below, we have taken one of these groups – African Americans – and examined why this population has been largely absent from the natural resource workforce and some strategies and resources to promote greater inclusivity in the field.

One reason why the natural resource industry is largely dominated by white individuals is that many people of color historically have not had a close relationship with outdoor recreation. Slavery, racial prejudice and personal safety, although seemingly separate from environmental issues, are highly interrelated with why African Americans may have a different connection to the land⁵. Even after

¹ Bonta, Marcelo and Jordan, Charles.2012. "Diversifying the Conservation Movement." Accessed on May 27, 2014 at http://cdeinspires.org/wp-content/uploads/2012/12/diversifying_conservation.pdf.

² Bureau of Labor Statistics, U.S. Department of Labor, Current Population Survey. Accessed on May 15, 2014 at <http://www.bls.gov/opub/oog/2011/winter/art02.pdf>.

³ Bonta, Marcelo and Jordan, Charles.2012. "Diversifying the Conservation Movement." Accessed on May 27, 2014 at http://cdeinspires.org/wp-content/uploads/2012/12/diversifying_conservation.pdf.

⁴ Environmental Programs, 2003. "Interview with Kevin Doyle: Trends in Environmental Jobs and Employment." Accessed on June 27, 2014 at <http://environmentalprograms.net/resources/interview-with-kevin-doyle-trends-in-environmental-jobs-and-employment>

⁵ Edmonston, Dudley. 2006. "Black and Brown Faces in America's Wild Places." Adventure Publications: Cambridge, MN.

slavery was abolished, African Americans were not allowed to visit national parks and other public lands until after the civil rights movement of the 1960s. Therefore, the parents and grandparents of today's generation had no experiences in these natural areas to pass on. In addition, key people of the conservation movement including Teddy Roosevelt, Aldo Leopold, Rachel Carson and John Muir, are white figures that do not provide a role model of a similar background to people of color. All of these factors together have led to an African American culture where spending time outdoors is not an established activity.

Present factors also pose barriers to African Americans' enjoyment of the outdoors and the desire to go into related professions. In the United States and the State of Colorado, a majority of people of color live in urban areas, while most national parks, refuges and other public lands are located in predominately rural and white communities. In addition to access barriers, African Americans often feel out-of-place in wild areas, reporting that white people often stare or make comments when they encounter them on a hiking trail or the ski slope. Fear of racist comments or actions that threaten their safety also prevents many African Americans from stepping into these largely white areas⁶.

Undeniably, there is much work to do to increase opportunities for African Americans and other people of color to feel comfortable entering this workforce. At the same time, our work places must undergo cultural changes to become more inclusive environments where everyone feels their culture and perspectives will be welcomed.

Due to the importance of diversifying the natural resource field, numerous professional societies, programs and resources are now available to assist people of color in their career development. Below are just a few examples:

- Federal agencies regularly recruit professionals at conferences and other venues sponsored by minority organizations or at minority colleges and universities⁷.
- Many federal agencies offer internships and programs for people of color. One example is the Department of Energy's Minority Educational Institution Student Partnership Program and its Mickey Leland Energy Fellowship.
- Federal programs such as the Special Emphasis Program, the Selective Placement Programs Employment Program, and the Employment Initiative, are designed to promote the hiring of Native Americans, Asian Americans and Pacific Islanders, African Americans, Hispanics, people with disabilities, women, veterans and in some cases, military spouses. Each agency has a program manager who helps applicants find job openings and improve their applications. Access a list of these program managers by typing "selective placement coordinator directory" into the search window at www.opm.gov, and feel free to call them to use their services⁸.

⁶ Edmonston, Dudley. 2006. "Black and Brown Faces in America's Wild Places." Adventure Publications: Cambridge, MN.

⁷ Whiteman, Lily Madeleine. *How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More!* Amacom, 2012.

⁸ Whiteman, Lily Madeleine. *How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More!* Amacom, 2012.

HOW TO USE THIS GUIDE

This Guide can be helpful for anyone interested in pursuing a career in natural resources; however, it was written specifically for young adults and entry-level candidates currently in college or recently graduated. Although the material focuses on jobs at local, state and federal government agencies, much of the information is applicable to jobs in any sector. Likewise, this Guide was born in Colorado and details specific information on career opportunities in our state but it can serve as a greater reference for people across the US seeking similar opportunities in their own states. This Guide also has specific information for veterans, people with disabilities and youth, as many government agencies have special hiring programs for those groups. You do not need to read this Guide cover-to-cover. Instead, it was designed as a series of resources of which you can refer to independently.

We realize that this is only one piece of the puzzle in the larger scope of natural resource careers. There are certainly natural resource jobs in the private, non-profit and education sectors and information for a much broader audience is needed. We hope to fill those needs in future Guides.

WHERE DID WE GET OUR INFORMATION?

This Guide is one of the outcomes of a partnership of government agencies, non-profit organizations, educators and private industry to help youth and young professionals secure a sustainable career in natural resources. Much of the information in this Guide came from those entities themselves. We asked how their agencies recruit new employees and they sent us resources they have developed and use. We also gathered information from current natural resource students themselves about how and where they currently look for open positions, what frustrations they have, and what information would help them in their job search. Then we searched for answers. We reviewed websites, books and agency presentations, handouts and manuals. But some of our most helpful information was gathered through interviews with college career counselors and agency human resource (HR) department staff. We were fortunate to meet with HR staff at all levels of government and hear from them directly about what they look for in a candidate and tips to applying through their systems.

THE TOP TEN PIECES OF INFORMATION YOU WILL LEARN FROM THIS GUIDE

We have packed this Guide with tons of information so depending on your interests and how much time you can spend reading this Guide, there is a lot you can learn. If you are not sure what career is right for you, Chapter Two can help you narrow down your interests and chart a course towards a career that you are passionate about. If you know what you want to do but keep submitting applications on USAJOBS without success than Chapter Three will help pull back the curtain on why your applications may be falling short. And if you haven't yet explored a career in state or local government, Chapter Four will help direct you to the best places and times to apply for positions as well as which agencies fit your interests best.

We encourage you to read through as many sections of this Guide as you can but also want to give you a quick snapshot of some of the best information and tips contained in this Guide. So, here are the top ten pieces of advice we think you need to know in securing a sustainable job in natural resources:

1. **Flexibility is very important, especially early in your career.** Chances are you may need to move to a different part of the state or even a different part of the country to get an entry-level job that allows you to get the experience you need to reach your long-term goals. Similarly, you may need to take an entry-level position that you aren't particularly passionate about just to get your foot in the door at an agency where you eventually want to work as a professional. For example, many US Forest Service employees start out working as campground employees, working at the front desk, cleaning bathrooms or maintaining the facilities before they are hired as permanent or even seasonal technical staff. If you can, try not to look at the pay or glory of the job but rather at its potential.
Read more about this in Chapters Two, Three and Four.
2. **If you are a current college student or recent college graduate, apply to the US Pathways Program.** This is a federal government program specifically designed to help guide youth into careers with the Federal Government at all types of agencies. You have a better chance at getting into a career with the Federal Government through the Pathways Program than through the regular competitive process. So, take advantage of this opportunity while you can!
Read more about this in Chapter Three.
3. **One of the most important things you can do for yourself is build relationships and network.** No matter what your personality, be bold! Step outside of your comfort zone and meet new people in positions and at organizations in which you are interested. Volunteer, join a professional society, attend job fairs, reconnect with your professors and alumni, stop by a local office - you never know who you will meet, who they may know and where your network will take you.
Read more about this in Chapter Three.
4. **Build good communication skills.** Few natural resource jobs actually involve working alone in the middle of the forest. In most jobs, you will need to work closely with others, including landowners, politicians, partners and co-workers. Build both good written and verbal communication skills and include these on all of your resumes.
Read more about this in Chapters Two and Three.
5. **It's easier to get a job if you already have one.** So, be open to part-time positions and internships that will help fill the current time on your resume and keep you in contact with people and issues in the natural resource field. In many agencies, seasonal positions are the best way to get a permanent position so be prepared that you may not get a full-time permanent job right out of college.
Read more about this in Chapters Three and Four.

6. **Get up to speed on the job duties that you don't already know.** Read position descriptions that interest you and if you don't feel qualified or keep submitting unsuccessful applications, find out where the gaps are in your qualifications and fill those by reading textbooks, taking classes, or getting another degree.
Read more about this in Chapter Three.
7. **Your resume for a government job should look different from your resume for a private or non-profit job.** For any job application, you want to tailor your resume to the duties and qualifications listed in the position announcement. Government agencies, in particular, have strict requirements for meeting the qualifications listed on their job announcements. For example, if the job requires one year of specialized experience in counting birds, on your resume you need to include one year of experience counting birds. This means 40 hours a week for 52 weeks, not part-time for a year-and-a-half or full-time for 51 weeks. Read each qualification carefully and support it exactly with experience on your resume.
Read more about this in Chapter Three.
8. **Recent college graduates seeking a professional or scientific position should look for GS-5 positions with the Federal Government.** Many youth and entry-level candidates are unsure of which positions they qualify for with the Federal Government. Every government agency uses a code called a "General Series" or "GS" code for the level of its positions based on education and experience. New graduates with no experience should realistically look at position announcements with a GS-5 code.
Read more about this in Chapter Three.
9. **If you are a veteran or have a disability, your chances of getting a job with the Federal Government are very good.** The Federal Government employs the greatest percentage of veterans and persons with disabilities. If you are a veteran or person with disabilities, the Federal Government wants to help you get a good job and make a sustainable living. Underscoring this is a number of special government programs to increase the chances of veterans and people with disabilities to get federal government jobs.
Read more about this in Chapter Three.
10. **Find an agency that fits your passion.** All natural resource agencies are not the same. Even within the federal, state or local government, different agencies have different missions and cultures. Take some time exploring the mission, jobs, and places where each agency works and focus on getting a job at an agency that most closely matches your own ethics and interests.
Read more about this in Chapters Three and Four.

Bonus Tip: You can make a living doing what you love. Depending on your education, experience and the career you choose, full-time natural resource professionals generally make anywhere from \$22,000 to more than \$140,000 a year. So be patient, be persistent, and soon you will begin moving up the career ladder yourself.

Read more about this in Chapter Two.

Case Studies: Meet the People Who Work in Natural Resources



Vince Urbina

Assistant Staff Forester
Colorado State Forest Service

I have a B.S. degree in Forest and Range Management from Colorado State University. I was trained to manage forested land, but today I am more of an arborist. I have been working with trees in one way or another for 40 years. I have worked as a forester, fruit-grower, nurseryman, fire fighter and arborist. Today, my job is to teach people how to select, grow and maintain trees. These people can range from a single homeowner to an audience of hundreds. I educate people of all ages using the spoken and written word.

I went to high school in Pueblo, CO. I chose forestry because I was better at the sciences in high school. When I graduated from high school the military was drafting high school graduates for the Vietnam War. There were no natural resource jobs back then. The returning military veterans were snagging the few jobs available, but I put myself in the right place at the right time and got a job in forestry.

I learned early in my job career you have to make sacrifices to do what you love. Early on, I wanted to work with trees so I sacrificed making a lot of money to work with trees. I also learned to be diligent and persevere. I can't tell you how many tree jobs I interviewed for only to be the second choice to someone else. That didn't stop me from applying. Instead I would find out why I came in second so I would be in a better position to come in first the next time. When applying for a job I learned to do your homework about your future employer and be enthusiastic during the interview process. I learned to live within my means and to spend less money than you make.

Now that I am nearing the end of my career working for someone else I am preparing for my next career as a tree consultant. Trees have been very good to me. I tell young people to do what you love and you will never tire of going to work.



Kenan Diker

Permits Unit #2 Manager
Colorado Department of Public Health and Environment

I work as a Permits Unit Manager at the Water Quality Control Division of CDPHE. I oversee preparation and issuance of individual and general discharge permits. In 1989, I started working as a teaching/research assistant after graduating from the Agricultural Engineering, University of Cukurova, Adana, Turkey. Then, I received a scholarship from the Mediterranean Agronomic Institute, Bari, Italy for a master's degree. After completing that, I came back to my work and started studying my PhD. In 1993, I received a scholarship from Turkey Government for a PhD. I came to Colorado State University and completed my PhD in application of advanced technologies to groundwater protection. Then, I worked as an assistant professor in Turkey, post-doctorate fellow with USDA. In 2004, I came to the Division as a GIS specialist and became an Environmental Protection Specialist in 2007. In November 2013, I became the unit manager. The biggest challenge for me was to learn technical English since it was my second language when I went to Italy and came to the USA. I found protection of the water quality is extremely fulfilling since it is part of keeping the quality of life for the citizens of Colorado including my kids.

CHAPTER 2: NATURAL RESOURCE OCCUPATIONS - FIND YOUR FIT

IN THIS CHAPTER:

- Who Hires Natural Resource Professionals?
- Types of Positions: Climbing the Professional Ladder
- Find a Career that's Right for You
- Career Spotlights
- Begin Charting Your Path
- Case Studies



Careers in natural resources are as diverse as the resources themselves – spanning from those in the biological sciences to others rooted in math, engineering, physical sciences and even social sciences. In fact, for many natural resource careers you need training in multiple disciplines. In addition to the diversity of careers, natural resource professionals operate in a variety of settings – from offices, laboratories and museums to parks, forests and marine sanctuariesⁱ – so whether you like working indoors or out, you can find a career that fits you.

WHO HIRES NATURAL RESOURCE PROFESSIONALS?

You can find natural resource jobs at all levels of government, at private and non-profit organizations and higher education institutions. Many people also are becoming entrepreneurs in the natural resource field by identifying a need and creating a product or service to address it. In Chapters Three and Four, natural resource agencies at the federal, state and local level are highlighted with specific information about how to apply and be a successful candidate. Although this Guide does not outline the scope of natural resource jobs at private businesses, non-profit organizations, higher education institutions or for entrepreneurs, we encourage you to explore careers in every sector. For example, a great place to get a listing of forestry jobs available at private companies is through the Society of American Foresters. Many, many non-profit organizations also exist to help gather data, protect land, educate others about the environment and advocate for natural resource protection. Non-profit employment opportunities, like government jobs, are available at the national, state and local level. Here is a short list of examples:

National	State	Local
Wildlife Conservation Society	Colorado Foundation for Water Education	Nature Centers
The Nature Conservancy	Colorado Foundation for Agriculture	Private Parks
National Park Foundation	Environmental Learning for Kids	Botanical Gardens
Society for Conservation Biology	Colorado Youth Corps Association	Zoos
National Wildlife Federation	Colorado Parks and Recreation Association	Museums

TYPES OF POSITIONS: CLIMBING THE PROFESSIONAL LADDER

A variety of opportunities exist to contribute to the field of natural resources and to your personal and professional growth. Some types of jobs are unpaid while others are paid. They also vary by their level of time commitment, skill and education requirements. Generally speaking, these types of positions correspond to the order in which your career may progress – from getting your foot in the door as a volunteer to a permanent, full-time position from which you will eventually retire. Although you may not hold a position at each of these levels throughout your career, typically natural resource professionals begin with a volunteer or internship experience then progress to a seasonal or temporary job and finally achieve a full-time permanent job. Below are the different types of positions that you will likely see in your job search and as you progress in your career:

- **Volunteer** – this typically is unpaid time spent working for the improvement of something else. For example, you may volunteer at an organization needing help

answering phones. This helps the organization but not necessarily benefits you.

- **Service Learning** – service learning is different than volunteering in that both you and the outside entity benefit. For example, a class may participate in a service learning project where they remove invasive species from the edge of a pond. This benefits the pond and also benefits the students who learn about how invasive species negatively impact the pond environment.
- **Job Shadowing** – some agencies or organizations allow youth to follow a professional throughout his/her day on the job. A job shadow experience could last just a few hours or several weeks. This is a great way to see first-hand what a professional in a career you are interested in does on a daily basis.
- **Internships** – internships typically require more of a commitment than volunteer opportunities but they also yield more job experience and professional growth through mentorship and training. Some internship opportunities require an application, a certain education level or experience and can be competitive. Paid internships typically have more requirements than unpaid internships although both can help teach important on-the-job skills and help build relationships. Additionally, some internships count for college credit.
- **Seasonal** – seasonal positions are jobs that are only needed during certain months of the year. For example, a person may work in a seasonal position counting birds, which only migrate through an area during a particular time of year. Seasonal positions can vary from just several weeks to many months but always are less than a year. Seasonal positions may be full-time or part-time.
- **Temporary** – when an organization or agency has an employment need but does not believe that need is long-term it may hire a temporary employee. Temporary positions may last several months but generally do not go beyond one year. Generally, temporary

Natural Resource Job Outlook

The natural resource job outlook is great! With a growing population, we will need more and better management of our natural resources far into the future. The US Bureau of Labor Statistics predicts as fast as or faster than average growth of several natural resources fields including Environmental Scientists and Specialists, Hydrologists, Environmental Science and Protection Technicians, Geological and Petroleum Technicians, Recreation Workers, Urban and Regional Planners and Geoscientists. You can find more information about the job outlook of these and many more natural resource careers from the United States Bureau of Labor Statistics' Occupational Outlook Handbook at <http://www.bls.gov/ooh/>.

Additionally, by 2016, more than a third of the federal workforce will be eligible to retire, according to the Government Accountability Office, leaving a large number of jobs open for the next generation to fill.

employees do not receive the same amount of benefits that term or permanent employees receive. Temporary positions may be either full-time or part-time.

- **Term** – term employees are those hired for one-to-four years. Usually term employees are hired for specific project work, in times of uncertain funding or in extraordinary workload circumstances. Many term positions may be renewed for another term but are not guaranteed like permanent positions. Term positions may be full-time or part-time and generally carry full benefits for the employee.
- **Part-Time** – part-time positions are those that require a time commitment of less than 40 hours a week. Some part-time positions are 30 hours a week while others may be only 5 hours a week. A person may find a part-time seasonal, temporary or permanent position.
- **Full-Time** – typically full-time jobs are those that require 40 or more hours a week. A person may find a full-time seasonal, full-time temporary or full-time permanent position.
- **Permanent** – permanent positions are those where you expect your job to be supported by the agency or organization long into the future.

FIND A CAREER THAT'S RIGHT FOR YOU

Maybe you already know exactly what you want to do, whether that be a biologist, an environmental lawyer or wildland firefighter. Or, maybe you have a general interest in the environment, working with wildlife or in outdoor stewardship but don't know what types of careers are out there that match your interests or even where to begin! In either case, the information below will help you either expand the types of careers that you choose to explore or help focus your career interests so you can take the next step on your pathway to a career in natural resources.

A Look at Natural Resource Occupations

Because there are so many different types of careers in natural resources, we have organized them into a series of fact sheets grouped by resource including land, water, wildlife, forests, geoscience, and the human use of natural resources through parks and recreation. For each of these resource fields, a variety of non-scientific positions that complement the scientific work are needed. These non-scientific positions are outlined in a separate fact sheet. For each group of careers, we provide a brief overview of the career field, what employees in that profession do, a list of example careers that range from entry-level to management, what education and training you need for careers at each level, opportunities to gain experience, and where to look for a job. This information is by no means comprehensive but should give you a good idea of where your interests fit, the unique opportunities in each career field, and what career pathway you may want to explore further.

THE FIELD OF LAND MANAGEMENT

What is the field of land management? The land management field combines information about the physical environment with biological factors such as wildlife habitat, and human factors such as recreation, livestock grazing, mineral development, energy production, the preservation of historical or cultural resources and policy to determine how public lands can be managed for multiple uses and benefits.

What is a land management professional? A land management professional works with other natural resource professionals and often with the public to determine what a particular area of land should be used for. Because land is managed for a variety of uses, land managers have knowledge of many related fields as well as critical thinking, problem solving and communication skills. Because the field of land management encompasses the physical, biological and human environments there are a variety of careers available.

What are some examples of careers in land management?

Entry Level

Technician

Professional

Management

Provide technical work in support of and supervised by professional staff

Provide key decision-making on the design and implementation of projects or programs

Manage or administer programs and supervise staff

-Internships

-GIS Technician
-Range Technician
-Soil Conservation Technician
-Survey Aid

-Archeologist
-Cartographer
-Economist
-Realty Specialist
-Environmental Lawyer
-Environmental Planner
-Environmental Policy Specialist
-GIS Specialist, GIS Analyst
-Habitat Conservation Specialist
-Land Acquisition Specialist

-Land Surveyor, Surveyor
-Land Use Planner
-Law Enforcement Ranger
-Mine Rehabilitation
-Range Management Specialist
-Reclamation Specialist
-Restoration Ecologist
-Soil Scientist
-Systems Analyst
-Terrain Analyst

-Open Space Director
-Park Manager
-Professor
-Public Lands Director
-Rangeland Manager
-Refuge Manager
-Resource Manager

What education or training is needed to be qualified for the careers above?

High school diploma

Associate's or Bachelor's Degree in a related field

Bachelor's or Master's Degree in a related field

Bachelor's Degree, Master's Degree or PhD in a related field and experience

How can I get experience and connect to the land management community?

Experience and Exposure: Big City Mountaineers, Boulder County Open Space Left Hand Outdoor Challenge, Camp Rocky, Colorado Open Space Leadership Program, Colorado Mountain Club, CSU Pre-College Summer Sustainability Program, Jefferson County Open Space Trail Stewardship Team

Volunteer: Colorado Parks and Wildlife, Wildland Restoration Volunteers, Volunteers for Outdoor Colorado, Volunteer.gov

Youth Employment: Colorado Youth Corps Association, Student Conservation Association

Professional Societies: Soil Science Society of America, U.S. Consortium of Soil Science Associations, Society for Conservation Biology, Society for Rangeland Management, Society for Ecological Restoration, Weed Science Society of America

Who employs land management professionals?

Seasonal Positions:

-US Forest Service
-Colorado Department of Agriculture
-Colorado Parks and Wildlife
-Colorado Youth Corps Association

Permanent Positions:

-Bureau of Land Management
-National Park Service
-Natural Resource Conservation Service
-US Geological Survey
-US Forest Service

-Colorado Department of Agriculture
-Colorado Parks and Wildlife
-Colorado State Forest Service
-City and county agencies
-Private companies
-Non-profit organizations

THE FIELD OF FORESTRY

What is the field of forestry? The field of forestry combines physical, biological and engineering sciences to manage and improve our nation's forest lands in both rural and urban settings. These lands not only include the trees of a forest but other plants, the soil, water, wildlife and human use.

What is a forestry professional? Forestry professionals gather information about forest resources and make decisions to best manage them. A forestry professional may develop and evaluate forest and fire management plans, provide technical advice, or design plans with interdisciplinary teams of employees to keep forests and grassland environments healthy. Forestry professionals include recreation specialists, professionals with expertise in fire and fuels management, environmental/land use planners, and conservation, watershed and wildlife management professionals. Most professionals use GIS/GPS and remote sensing skills.

What are some examples of careers in forestry?

Entry Level	Technician	Professional	Management
	<i>Provide technical work in support of and supervised by professional staff</i>	<i>Provide key decision-making on the design and implementation of projects or programs</i>	<i>Manage or administer programs and supervise staff</i>
-Campground Maintenance -Internships -Trail Crew -Volunteer -Wildland Firefighter	-Fire Program Assistant -Forestry Aid -Forestry Technician -Plant Protection Technician -Soil Conservation Technician	-Arborist -Botanist -Fire Communications Specialist -Forest Fire Management Officer -Forester, Research Forester, Urban Forester, Consulting Forester -Fuels Forester	-Silviculturist -Soil Scientist -Wood Scientist -Forest Manager -Forest Supervisor -Professor

What education or training is needed to be qualified for the careers above?

High school diploma	Associate's or Bachelor's Degree in a related field	Bachelor's or Master's Degree in a related field * Some positions require a degree from a program certified by the American Society of Foresters.	Master's Degree or PhD in a related field and experience
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How can I get experience and connect to the forestry community?

Experience and Exposure: Camp Rocky, CU Mountain Research Experience, CSU Pre-College Summer Sustainability Program

Volunteer: US Forest Service, ReTree Steamboat, Volunteer.gov

Youth Employment: Colorado Youth Corps Association

Professional Societies: Society of American Foresters, Weed Science Society of America

Who employs forestry professionals?

Seasonal Positions:

- US Forest Service
- Colorado State Forest Service
- Colorado Department of Agriculture

Permanent Positions:

- Bureau of Land Management
- National Park Service
- US Forest Service
- Colorado Department of Agriculture
- Colorado State Forest Service

- City and county agencies
- Private companies

THE FIELD OF PARKS AND RECREATION

What is the field of parks and recreation? Parks and recreation focus on the human use of natural resources for enjoyment, socialization, education, health and well-being. The field combines knowledge of the environment with skills in social sciences, economics and business.

What is a parks and recreation professional? A parks and recreation professional plans, organizes, and administers recreation programs, services, and activities in a variety of settings and to diverse audiences. Parks and recreation professionals may work at national, state and local parks and open space, sports centers, resorts, and camps. Parks and recreation professionals must work well with others as well as exhibit leadership, creativity and good decision-making.

What are some examples of careers in parks and recreation?

Entry Level

- Camp Counselor
- Day Camp Leader
- Field Crew
- Guest Services
- Park Maintenance

Technician

Provide technical work in support of and supervised by professional staff

- Community Assistant
- Education Technician
- Environmental Technician
- Parks Technician
- Ranger Assistant
- Recreation Technician
- Visitor Services Administrative Assistant
- Visitor Use Assistant
- Wilderness Technician

Provide key decision-making on the design and implementation of projects or programs

Professional

- Adventure Guide
- Community Organizer
- Environmental Educator
- Event Coordinator
- Field Instructor
- Landscape Architect
- Naturalist
- Outdoor Recreation Planner
- Outreach Coordinator
- Park Ranger – Interpretation
- Parks Planner

- Playground Safety Inspector
- Program Coordinator
- Recreation Coordinator
- River Rafting Guide
- Special Uses Administrator
- Sports Coordinator
- Sustainability Consultant
- Tour Guide
- Visitor Studies Coordinator
- Volunteer Coordinator
- Wilderness Ranger

Management

Manage or administer programs and supervise staff

- Director of Activities
- Director of Education
- Director of Parks, Trails and Recreation
- District Manager
- Public Lands Director
- Summer Camp Director

What education or training is needed to be qualified for the careers above?

None

Some experience and/or Associate's Degree in a related field

Associate's or Bachelor's Degree in a related field

Bachelor's Degree in a related field and experience

How can I get experience and connect to the parks and recreation community?

Experience and Exposure: Big City Mountaineers, Camp Rocky, Colorado Mountain Club, CSU Pre-College Summer Sustainability Program

Volunteer: Volunteers for Outdoor Colorado, Denver Parks and Recreation, Volunteer.gov

Youth Employment: Environmental Learning for Kids, Groundwork Denver, SPREE River Ranger Summer Program

Professional Societies: Association of Outdoor Recreation and Education, Outdoor Industry Association, Association for Experiential Education, Wilderness Education Association, National Association for Interpretation, National Recreation and Parks Association, The American Zoo and Aquatic Association

Who employs parks and recreation professionals?

Seasonal Positions:

- Colorado Parks and Wildlife
- Local government
- Non-profit organizations
- Private Businesses

Permanent Positions:

- Bureau of Land Management
- National Park Service
- US Fish and Wildlife Service
- US Forest Service

- Colorado Parks and Wildlife
- Colorado State Forest Service
- City and county agencies
- Private companies
- Non-profit organizations

THE FIELD OF WILDLIFE AND FISHERIES

What is the field of wildlife and fisheries?

Fisheries and wildlife are scientific disciplines including research, management, education, and law enforcement to sustain fish and wildlife populations.

What is a wildlife and fisheries professional? A fish and wildlife professional may work in research to determine the status of animal populations, the interactions between animals, how animals react to different environmental conditions, an animal's habitat requirements, behavior or distribution. Fish and wildlife managers put this information to use in the field by designing practices that improve fish and wildlife populations. Much of fish and wildlife management is actually people management. An effective fisheries and wildlife professional must have education in economics, political science and law, psychology, sociology and history. Skillful communication, written and oral, is one of the most important tools a fish and wildlife professional uses.

What are some examples of careers in wildlife and fisheries?

Entry Level

-Internships

Technician

Provide technical work in support of and supervised by professional staff

-Biological Science Technician
-Fisheries Technician
-Wildlife Technician

Professional

Provide key decision-making on the design and implementation of projects or programs

-Animal Research Scientist
-Biological Scientist
-Ecologist
-Entomologist
-Environmental Scientist
-Fisheries Biologist

Management

Manage or administer programs and supervise staff

-District Wildlife Manager
-Fish Hatchery Manager
-Professor
-Supervisory Biologist
-Wildlife Refuge Manager

What education or training is needed to be qualified for the careers above?

High school diploma

Some experience and/or Associate's Degree in a related field

Bachelors or Master's Degree in biology, ecology, natural resources, zoology or a related field.

Master's Degree or PhD in a related field and experience

How can I get experience and connect to the wildlife and fisheries community?

Experience and Exposure: Camp Rocky, CU Mountain Research Experience, CSU Pre-College Summer Sustainability Program

Volunteer: Colorado Parks and Wildlife, Volunteer.gov

Youth Employment: Colorado Parks and Wildlife

Professional Societies: The Wildlife Society, Ecological Society of America

Who employs wildlife and fisheries professionals?

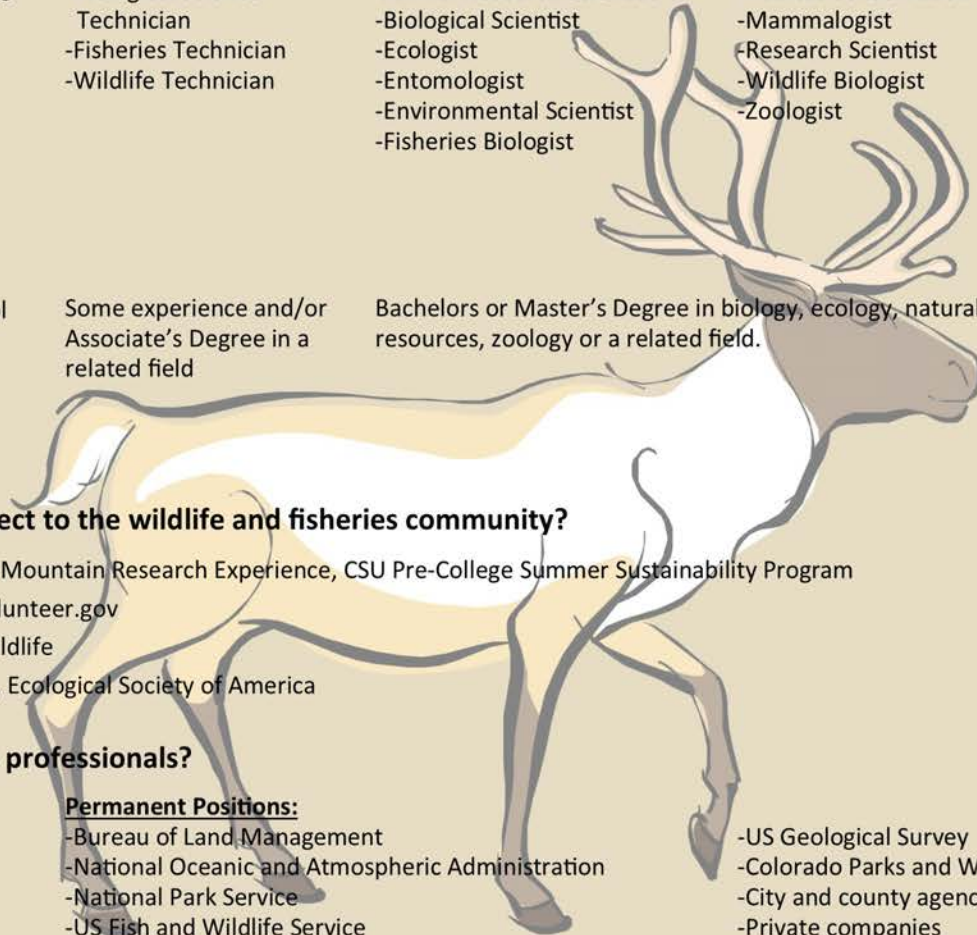
Seasonal Positions:

-US Fish and Wildlife Service
-US Forest Service
-Colorado Parks and Wildlife

Permanent Positions:

-Bureau of Land Management
-National Oceanic and Atmospheric Administration
-National Park Service
-US Fish and Wildlife Service
-US Forest Service

-US Geological Survey
-Colorado Parks and Wildlife
-City and county agencies
-Private companies
-Non-profit organizations



THE FIELD OF WATER MANAGEMENT

What is the field of water management? Water management applies physical, chemical and biological sciences along with math, technology, engineering, economics, and law to making decisions about both water quality and water quantity.

What is a water management professional? Water is not only one of our most important resources, it also links many environmental systems together and therefore, is central to many environmental problems. The field of water management is challenging because of the growing water needs of humans and because water spans multiple jurisdictional boundaries. Because of this, water professionals must not only be skilled in the sciences but also in problem solving, communication and working with other natural resource professionals.

What are some examples of careers in water management?

Entry Level

Technician

Professional

Management

Provide technical work in support of and supervised by professional staff

Provide key decision-making on the design and implementation of projects or programs

Manage or administer programs and supervise staff

-Internships

-Aquatic Biologist
-Aquatic Restoration Technician
-Aquatic Toxicologist
-Environmental Sampling/Monitoring -Technician
-Hydrology Technician
-Lab Analysis Technician
-Groundwater Remediation Technician
-Hydraulic Specialist

-Hydrogeologist
-Hydrologist
-Local or State Water Planner
-Stormwater Technician
-Surface Water Monitoring Technician
-Water Law Expert
-Water Treatment Expert
-Watershed Planner
-Watershed Scientist

-Ground Water Specialist
-Stormwater Compliance Inspector
-Water Conservation Specialist
-Water Quality Analyst
-Water Quality Specialist
-Water Recycling and Solid-Waste Engineer
-Water Supply Forecaster
-Wetland Delineation Specialist

-Plant Operator
-Water Treatment Operator

What education or training is needed to be qualified for the careers above?

High school diploma

Associate's or Bachelor's Degree in a related field

Bachelor's or Master's Degree in a related field

Master's Degree or PhD in a related field and experience

How can I get experience and connect to the water management community?

Experience and Exposure: Douglas County Water Resource Authority – Water Ambassadors Program, Camp Rocky, CSU Pre-College Summer Sustainability Program

Volunteer: Colorado RiverWatch, Volunteer.gov

Youth Employment: Groundwork Denver, SPREE River Ranger Summer Program, Student Conservation Association

Professional Societies: American Water Resources Association, National Ground Water Association, River Management Society

Who employs water management professionals?

Seasonal Positions:

-US Forest Service

Permanent Positions:

-Bureau of Land Management
-Bureau of Reclamation
-National Park Service
-Natural Resource Conservation Service
-US Forest Service

-US Geological Survey
-Colorado Department of Natural Resources
-Colorado Department of Public Health and Environment
-City and county agencies
-Private companies
-Non-Profit Organizations

THE FIELD OF GEOSCIENCE

What is the field of geoscience? Geoscience is a scientific field that involves the collection and interpretation of data about the Earth in order to improve the quality of human life. Major disciplines of geoscience include geology, geophysics, hydrology, oceanography, marine science, atmospheric science, planetary science, meteorology, environmental science, and soil science.

What is a geoscience professional? The work and career path of a geoscience professional is varied. Many geoscience professionals are hired for exploration, development, production and research. Some investigate the Earth's physical environment including its soils, oceans and atmosphere while others measure global climate change, locate adequate supplies of natural resources, such as ground water, petroleum, and metals and how to balance society's demand for natural resources and the sustainability of our natural resources. Most geoscientists are employed by industries related to oil and gas, mining and minerals and water resources.

What are some examples of careers in geoscience?

Entry Level

-Internships

Technician

Provide technical work in support of and supervised by professional staff

-Geotechnician
-Soil Conservation Technician

Professional

Provide key decision-making on the design and implementation of projects or programs

-Atmospheric Scientist
-Civil Engineer
-Economic Geologist
-Engineering Geologist
-Environmental Engineer
-Environmental Geologist
-Geochemist
-Geologist
-Geomorphologist
-Hydrogeologist
-Hydrologist

Management

Manage or administer programs and supervise staff

-Supervisory Geologist
-Supervisory Physical Scientist

What education or training is needed to be qualified for the careers above?

High school diploma

Associate's or Bachelor's Degree in a related field

Master's Degree in geology, geoscience, earth-systems science, environmental science or a related field

Master's Degree or PhD in a related field and experience

How can I get experience and connect to the geosciences community?

Experience and Exposure: CU Science Discover Camp, CU Mountain Research Experience, National Center for Atmospheric Research, National Renewable Energy Laboratory

Volunteer: Colorado Department of Natural Resources Division of Mining, Reclamation and Safety, Volunteer.gov

Youth Employment: Colorado Youth Corps

Professional Societies: Geological Society of America, American Association of Petroleum Geologists, Colorado Mining Association

Who employs geoscience professionals?

Seasonal Positions:

-US Forest Service
-Colorado State Forest Service

Permanent Positions:

-Bureau of Land Management
-National Oceanic and Atmospheric Administration
-US Army Corps of Engineers
-US Department of Agriculture
-US Department of Energy

-US Geological Survey
-US Forest Service
-Colorado Department of Natural Resources – Division of Reclamation, Mining and Safety
-Colorado Geologic Survey
-Private companies – petroleum, power, mining

NATURAL RESOURCE JOBS - BEYOND THE SCIENCES

You Don't Have to Work IN the Outdoors to Work FOR the Outdoors

Many people are passionate about our natural world but not about being outside. You may want to help in the effort to manage our natural resources but not like or have a background in science. That's okay! There are plenty of positions within an agency or organization where you can help contribute to managing our natural resources but within an office atmosphere. These are incredibly diverse positions, with varying requirements in educational background, skill and experience. One thing that they all have in common is that they are absolutely necessary for the success of the agencies and organizations they serve.

What are some examples of careers in non-science fields?

Entry Level

- Internships
- Information Receptionist
- Laborer
- Maintenance Worker
- Staff Assistant
- Secretary

Technician

Provide technical work in support of and supervised by professional staff

- Accounting Technician
- Database Administrator
- Financial Technician

Professional

Provide key decision-making on the design and implementation of projects or programs

- Administrative Officer
- Budget Analyst
- Community Organizer
- Computer Scientist
- Contract Specialist
- Digital Communications Manager (A/V, social media, etc)
- Grant Management Specialist
- Graphic Artist
- Human Resource Specialist
- Marketing Specialist
- Philanthropy Coordinator
- Public Relations Specialist
- Purchasing Officer
- Realty Specialist
- Technical Information Specialist
- Technical Writer
- Telecommunications Specialist

Management

Manage or administer programs and supervise staff

- Communications Manager
- Facilities Manager
- Program Manager

What education or training is needed to be qualified for the careers above?

High school diploma

Associate's or Bachelor's Degree in a related field

Bachelor's Degree in a related field and/or experience

Master's Degree or PhD in a related field and experience

How can I get experience and connect to the community?

Volunteer: Colorado Department of Natural Resources, Volunteer.gov

Youth Employment: Colorado Parks and Wildlife Internship Program, Colorado Youth Corps Association BLM Internship Program

Professional Societies: American Society of Administrative Professionals, Graphic Artists Guild, Society for Technical Communication

Who employs non-science natural resource professionals?

Most non-science professionals hold permanent positions. They are available at all local, state and federal agencies as well as at private businesses, higher education and non-profit organizations.

CAREER SPOTLIGHTS

Below you will find more detailed information about one occupation in each of the categories previously described. We have spotlighted one additional occupation - Environmental Engineering - that crosses multiple natural resource fields. We chose occupations that together represent the variety of jobs in skill, duties, and education requirements across the natural resource industry. You can find more information about these careers and others in the Occupational Outlook Handbook on the Bureau of Labor Statistic's Website (www.bls.gov/ooh/).

Land Management: Soil Scientist



Career Overview

Agriculture and soil science have always been closely linked. Soil scientists in Colorado use their knowledge of the earth to find out which crops grow best in which soils, what fertilizers to use and what the best methods of plowing and planting might be. "Soils within a country determine the quality of that nation's environment, because soil acts like a kidney," says John Beck, a soil scientist. "Water is purified as it moves through the soil to the groundwater. Plants growing

in the soil purify the air we breathe."

A Day on the Job

Soil scientists study the chemical, physical and biological properties of soils. They research anything from global topics like climate change or acid rain to local issues like well contamination. Soil scientists work in a variety of environments: labs, offices and the field. In the field, they collect soil samples and survey the environment. They then take the information and samples to the lab, where they test the soil for quality and look for solutions. Once testing is done, they work in offices, writing up research findings.

"Most soil scientists would tell you they chose this profession because they liked the combination of field and laboratory work," says soil scientist Ivan Fernandez.

Personal Attributes

People that become soil scientists usually share similar personal characteristics. They share a love of science, enjoy working outdoors, have enthusiasm for maps, exhibit strong analytical and critical thinking skills, and have the desire to be an integral voice in environmental decisions related to soil conservation, land use, water quality, or waste management.

Skills Needed

A strong background in math and science is necessary for admission into graduate soil science programs.

Education

Most soil scientists have earned at least a Bachelor's degree in biology, chemistry, agronomy,

engineering or environmental studies from a major university. At many universities, two choices are available for specialized training in soils. The Soil Science option prepares students to enter the agricultural sector as farm advisors, crop consultants, soil and water conservationists, or as representatives of agricultural companies. The Environmental Soil Science option prepares soil scientists for careers in environmental positions dealing with water quality concerns, remediation of contaminants or for on-site evaluation of soil properties in construction, waste disposal, or recreational facilities.ⁱⁱ To get out of the field and into the lab, most soil scientists recommend a Master's degree. "With only a Bachelor's degree, you'll probably end up in the field for the remainder of your career, doing somebody else's research," says soil scientist John Beck.

Experience and Training

Soil scientists can be certified by the Soil Science Society of America to recognize their expertise and enhance their application status among fellow job seekers. According to the Soil Science Society of America, certification of professional expertise is broadly based on education, a comprehensive exam, and previous professional experience. Scientists may need to take continuing education courses every year to keep their certification, and they must follow the organization's code of ethics.

Some states require soil scientists to be licensed to practice. Licensing requirements vary by state, but generally include holding a Bachelor's degree with a certain number of credit hours in soil science, a certain number of years working under a licensed scientist, and passage of an examination.

Pay and Job Outlook

The average annual salary of a soil scientist is \$65,980. The job's forecast is stable with a predicted growth of 7% from 2014 to 2024.

Water Management: Water Treatment Technician

Career Overview

Before you take a sip of water from the faucet, a water treatment technician or operator has ensured that it is safe for you to drink. Fresh water is pumped from wells, rivers, streams, or reservoirs to water treatment plants, where it is treated and distributed to customers. Water



treatment technicians and system operators run the equipment, control the processes, and monitor the plants that treat water to make it safe to drink.

A Day on the Job

A water treatment technician typically works for a city government at a water treatment facility. Depending on the size of the city, the facility could be large or small. In a typical day, a water treatment technician may record meter and gauge readings, add chemicals to disinfect and deodorize water and

other liquids, clean and maintain equipment and work areas, collect and test water samples, or operate and adjust controls on equipment to purify and clarify water. Because water treatment occurs 24-hours-a-day, water treatment technicians may work weekends or shift work. Most water treatment technicians work full-time.

Personal Attributes

A person in this job should like physical activities and work. You may be expected to do heavy lifting, stooping, climbing and walking. Everyone in the plant is exposed to unpleasant odors. And it can be a dirty job. For success in this career, someone needs to have good skills in general learning ability, spatial perception, form perception, manual dexterity and critical thinking.ⁱⁱⁱ

Skills Needed

Being a water treatment technician requires both scientific and mechanical abilities. Specifically, a water treatment technician needs good analytical skills to conduct tests and inspections on water or wastewater and evaluate the results. One also needs to be detail oriented as he/she must monitor machinery, gauges, dials, and controls to ensure everything is operating properly. Because tap water and wastewater are highly regulated by the U.S. Environmental Protection Agency, operators must be careful and thorough in completing these tasks. Math skills are also important. Water treatment technicians must have the ability to apply data to formulas that determine treatment requirements, flow levels, and concentration levels. Finally, a water treatment technician must have good mechanical skills and know how to work with machines and use tools. They must also be familiar with how to operate, repair, and maintain equipment.

Education

Water treatment technicians typically need a high school diploma and a license to work. They also typically undergo on-the-job training. As competition for jobs continues to increase, completion of an Associates degree in water quality and wastewater treatment also increases the chances of employment and a higher starting salary.

Experience and Training

All states require certification, or licensure from the Association Boards of Certification, in the state in which they plan to work. States licenses typically have four levels, which indicate the operator's experience and training. Each increase in license level allows the operator to control a larger plant and more complicated processes without supervision.

Pay and Job Outlook

Colorado has approximately 2,800 wastewater districts and 4,000 water districts statewide. The U. S. Department of Labor's Bureau of Labor Statistics estimates that between 2014 and 2024, there will be a six percent increase in wastewater and water jobs. Water treatment is a field that can never be outsourced and is considered recession-proof since water is a vital part of every household and community. Based on 2015 income statistics from the Department of Labor, a water or wastewater treatment technician with an introductory license earns an average annual salary of \$44,790. Pay increases are typically incremental with additional and higher licenses. Employment opportunities in water treatment can be found in spring and early summer while jobs in wastewater treatment are more readily available in the fall and winter months.^{iv}

Forestry: Assistant Fire Management Officer



Career Overview

Assistant Fire Management Officers (AFMOs) make significant contributions to the overall natural resource conservation master plans. They work with the fire management team from their agency to identify where the greatest threats to life and infrastructure are and design operational plans to mitigate those threats, such as prescribed burns, forest thinning, or a rapid response plan for an emergency. They also work alongside the

biology department to determine how strategic use of fire—whether through prescribed burns or managing natural-start fires—may positively affect habitat space for animals. AFMOs also frequently lend their firefighters to other conservation projects, such as trail building, when not assigned to a fire.

A Day on the Job

The duties of this job vary widely depending on whether the fire season is active or not. During the season, an AFMO will report to active forest fires in a leadership role. On a large fire an AFMO may supervise an entire section of the fire, work in the Incident Command Center to determine strategy, or fly in helicopters or planes to analyze the fire behavior. On a smaller fire, he or she may be in charge of the entire incident, directing all of the operations until the fire is out. When an AFMO is not on a fire during the active season, they supervise all the firefighters assigned to their station and oversee activities such as trainings, physical fitness activities, and maintenance of technical equipment such as fire engines and water pumps. When it is not active fire season, AFMOs help plan prescribed burns to manage forest health, and continue to take courses and trainings to qualify for regional Fire Management Officer positions or other high-level opportunities such as Fire Investigator.

Personal Attributes

Nearly all aspects of firefighting require significant physical exertion so strong conditioning is important. Forest fires are fought around the clock and shifts may last 20 hours so a very strong work ethic is critical. The personal safety of firefighters is always at stake so attention to detail, good judgment, and the ability to accept and process direct feedback is necessary. Fighting fire is a coordinated effort, oftentimes involving hundreds of firefighters, so the ability to work with others is required.

Skills Needed

AFMOs need to be well-versed in fire behavior and suppression techniques, skills that are taught to beginning seasonal firefighters and refined in further trainings. AFMOs need to understand how firefighting equipment works and is maintained such as water pumps and chainsaws. They need to understand the science involved with fighting fires, such as how wind and humidity may affect operations.

Education

AFMOs typically must have at least an Associates degree in a fire-related field such as forestry or fire science. They must have served as a firefighter for several years, have experience working with fire-oriented budgets, and successfully completed increasingly complex fire-specific trainings that are offered each season, such as managing aircrafts on a fire, managing controlled burns, and commanding small fires.

Experience and Training

Gaining experience and training are the only ways to achieve an AFMO position. Each season as a firefighter qualifies you for additional trainings and openings in the fire hierarchy as many of these positions require a certain number of days on an active fire. AFMOs typically have at least six to seven years of experience as a firefighter before earning their position. Most AFMOs begin their career as an entry-level firefighter with a federal agency—but not necessarily the same agency that they currently serve. It is common to begin as a first-year firefighter with the National Park Service and move to the U.S. Forest Service for a more senior position to advance, for example.

Pay and Job Outlook

The national average salary of an AFMO is \$54,790 but wages can climb much higher depending on how active fire season is. AFMOs earn hourly hazard pay during their time on an incident so there is significant earning potential in his position. The national outlook for AFMOs is stable with an annual growth estimate of 6%.

Fisheries and Wildlife: Wildlife Biologist



Career Overview

A wildlife biologist studies the origins, behavior, diseases, genetics, and life processes of animals and wildlife. Some professionals specialize in wildlife research and management, including the collection and analysis of biological data, to determine the environmental effects of present and potential use of land and water areas.

A Day on the Job

Each day as a wildlife biologist is different. Some days a wildlife biologist may be in the field studying animals in their natural habitats, conducting inventories or estimates of plant and wildlife populations, or assessing the effects of environment and industry. Other wildlife biologists may spend their days organizing and conducting experimental studies with live animals in a lab or preparing collections of preserved specimens or microscopic slides for species identification and the study of development or disease.

Other days, a wildlife biologist may be in meetings with other natural resource professionals

to discuss the results of this research and make decisions about management systems, plan for wildlife populations and habitat, and coordinate preventative programs to control the outbreak of wildlife diseases.

Finally, on other days a wildlife biologist may spend his/her time consulting with stakeholders, disseminating information to the public through written materials and interpretive programs, and responding to the public regarding wildlife and conservation issues, such as plant identification, hunting ordinances, and nuisance wildlife.

Personal Attributes

Wildlife biologists need good skills working with the public and interacting with people of all ages, interests, viewpoints and backgrounds. Skills in critical thinking, problem solving and creativity also help wildlife biologists in their daily responsibilities.

Skills Needed

A high level of skill is needed in analyzing data, explaining life science concepts, operating computers and biological data-measuring instruments, and executing field-data collection procedures.

Education

Most wildlife biologists today have a Master's degree in biology, wildlife management or a related field. While a Bachelor's degree may qualify someone to work as a research technician or teacher, most jobs in applied research, management or inspection require a Master's degree. A Ph.D. degree usually is necessary for independent research, particularly in academia, as well as for advancement to management positions.

People interested in becoming a wildlife biologist can start their training as early as high school. Some relevant high school and college courses include Wildlife, Fish and Wildlands Science and Management, Zoology/Animal Biology, Entomology, Animal Physiology, Animal Behavior and Ethology, Wildlife Biology and Ecology.

Experience and Training

Many opportunities exist for people of all ages to get experience in wildlife biology. Volunteer opportunities are available at federal agencies such as the U.S. Fish and Wildlife Service, state departments including the Colorado Parks and Wildlife as well as most county and city open space and parks departments. Some internships may also be available. A number of non-profit organizations also offer programs to get citizens involved in wildlife management. Any skills you can acquire or equipment used through these positions such as the use of mist netting, Global Position System (GPS) units, presence/absence surveys, etc. are helpful to include on your resume.

Pay and Job Outlook

The average annual salary of a wildlife biologist is \$64,230. The job's forecast is stable with a predicted annual growth of 4% between 2014 and 2024.

Geosciences: Geologist



Career Overview

Geologists conduct research to find ways to best manage the land, energy, and mineral resources, and solve problems related to hazards.

A Day on the Job

The daily life of a geologist can vary widely depending on the focus of the position. When performing fieldwork, conditions can range from established research posts to challenging backcountry conditions. Fieldwork can involve travel to locations around the world, sometimes for weeks at a time. When working at the home duty station, daily duties range from working in a laboratory to computer-based analysis and recording.

Personal Attributes

Geologists generally work within research teams so the ability to work well with others is important. They also have strong problem-solving skills as much of the research involves collating a significant amount of data related to a complex issue.

Skills Needed

Geologists present their findings through written documents and oral presentations so strong communication skills are required. Fieldwork requires significant time in the field so outdoor skills such as hiking and camping are used frequently. Fieldwork also requires physical stamina because field conditions may require significant hiking while carrying equipment. Computer skills are critical as geologists use complex programs for modeling, analysis, and digital mapping.

Education

While a Bachelor's degree may earn an entry-level position, many positions require a Master's degree to begin and upper-level positions eventually require a Ph.D. The most common degree program is geoscience but any of physics, chemistry, biology, mathematics, engineering, or computer science may suffice if geology was incorporated into the program. The core of geoscience programs is mineralogy, petrology, and structural geology; most programs will also require courses in other physical sciences, mathematics, and engineering. The following colleges offer a geosciences program: Colorado College; University of Northern Colorado, Colorado Mesa University, Western State Colorado University, Colorado School of Mines, and Colorado State University.

Experience and Training

Field and laboratory experience is critical during work towards a geosciences degree. Internships and summer programs offer opportunities to acquire this valuable experience. Experience and training on the specific software programs commonly used by geologists is also an advantage.

Pay and Job Outlook

The national average pay of a geoscientist is \$105,720. The job growth outlook for geologists is strong with predicted growth of 10% between 2014 and 2024.

Parks and Recreation: Environmental Educator



Career Overview

Environmental educators – also called park interpreters, interpretive guides or outreach specialists – plan, develop and conduct programs to inform the public about the historical, natural or scientific features of a park, open space or artifact.

A Day on the Job

An environmental educator may spend his/her day providing visitor services by explaining regulations, answering visitor requests, needs and complaints, and providing information about a park and surrounding areas. Other times an environmental educator may prepare and present illustrated lectures and interpretive talks about park features or conduct field trips to point out scientific, historic, and natural features of parks, forests, historic sites or other attractions. Environmental educators also may prepare informational brochures and write newspaper articles. An environmental educator may work outside in a natural setting or indoors at a museum, aquarium, zoo or at a school. Many environmental educators are seasonal positions with variable hours including those during evenings and weekends.

Personal Attributes

Because environmental educators are always working with the public, they must be comfortable with and enjoy interacting with people of all ages and backgrounds. They must also know their science and how to take technical scientific information and re-word it for a general audience. Specifically, they must have both good written and verbal communication skills. Finally, environmental educators must be creative. A good educator uses a variety of methods – written materials, visual displays, interactive games, costumes, storytelling and artifacts – to present their information.

Skills Needed

An environmental educator must have a solid background in biology, ecology, geology or another natural resource field but also have training in education theory and practice and communication.

Education

Although some positions do not require a specific degree, most environmental educators have an Associates or Bachelor's degree in park management, communications, or another natural resource field.

Experience and Training

A number of non-profit organizations offer experience and training in environmental education. The Colorado Alliance for Environmental Education offers certification for Environmental Educators and the National Center for Interpretation offers certified interpretive guide training workshops. Both certifications can be included on your resume and help give you a leg-up on your competition for environmental educator positions. Paid summer internships are also

available at non-profit organizations such as The Greenway Foundation, which provide teaching experience working with elementary students, paid professional development workshops, and valuable job-readiness skills.

Pay and Job Outlook

No data from the Bureau of Labor Statistics is available for Environmental Educators, however generally speaking entry-level seasonal positions may start as low as minimum wage and full-time professionals may make upwards of \$60,000 annually.

Environmental Engineer

Career Overview

Environmental engineers use the principles of engineering, soil science, biology, and chemistry to develop solutions to environmental problems. They are involved in efforts to improve recycling, waste disposal, public health, and water and air pollution control. They also address global issues, such as unsafe drinking water, climate change, and environmental sustainability.

A Day on the Job

Most environmental engineers work full time. Those who manage projects often work more than 40 hours per week to monitor the project's progress, ensure deadlines are met, and recommend corrective action when needed. Environmental Engineers work in a variety of settings because of the nature of the tasks they do. When working with other engineers and with urban and regional planners, environmental engineers typically work in offices. However, they also work at specific sites outdoors when studying, designing or carrying out solutions to environmental problems.



Personal Attributes and Skills Needed

Environmental engineers must possess creativity, critical-thinking and good interpersonal and communication skills. Because environmental engineers sometimes have to design systems that will be part of larger ones, they must be able to foresee how the proposed designs will interact with other components of the larger system. Additionally, environmental engineers must be able to work with others including other engineers, scientists, technicians, businesspeople, lawyers, and others outside their profession. Finally, environmental engineers must be good problem-solvers and be able to develop solutions to complicated issues that involve multiple parts.

Education

Entry-level environmental engineering jobs require a Bachelor's degree. Some colleges and universities offer cooperative programs in which students gain practical experience while completing their education. At some colleges and universities, a student can enroll in a 5-year program that leads to both a Bachelor's and a Master's degree. A graduate degree allows an engineer to work as an instructor at some colleges and universities or to do research and

development, and some employers prefer candidates to have a Master's degree. Students interested in becoming an environmental engineer should take high school courses in chemistry, biology, physics, and math, including algebra, trigonometry, and calculus.

Experience and Training

Employers value practical experience. Therefore, cooperative engineering programs, in which college credit is awarded for structured job experience, can be a great way to start getting experience in the field while earning a degree. Licensure is not required for entry-level positions as an environmental engineer. However, a Professional Engineering (PE) license can be earned later in one's career for those seeking more independence, or to oversee the work of other engineers, sign off on projects, and provide services directly to the public.

Pay and Job Outlook

The median annual wage for environmental engineers was \$83,360 in May 2014. Employment of environmental engineers is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations.

BEGIN CHARTING YOUR PATH

Now that you have had a chance to look through the range of careers in natural resources, take a minute to think about your own personality, interests and career aspirations. Where are you now? Are you a high school student, currently in college, a recent graduate or looking to change careers? What type of experience, skills or training do you already have? Are you willing to move locations or take a volunteer or internship position to get you started?

Next, take a minute to **daydream**. Do you have a "dream job" in mind? What type of job do you see yourself enjoying day-in and day-out? Is personal growth an important part of your career choice? Is working outside or with people key in your decision about where to work?

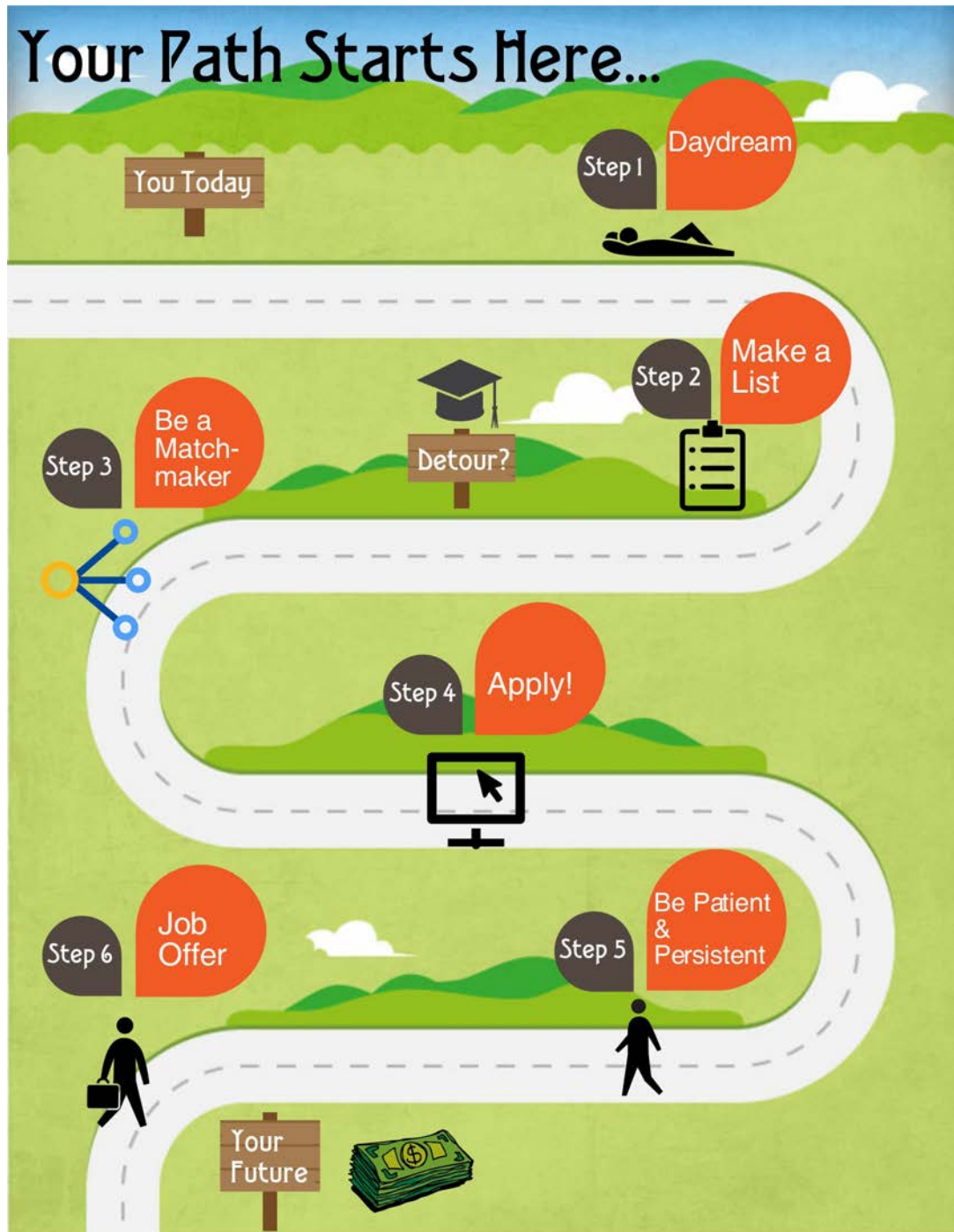
Now take a look back at the career fact sheets and career spotlights above and **make a list** of a few that particularly interest you, or add your own. Are you already qualified or do you need additional experience or education? If you feel that you need more education or a specific degree, a **detour** in order to get those qualifications may be necessary. If so, take a look at the table on the following pages outlining the various natural resource programs at Colorado's community colleges, state universities and colleges.

Next, think about the differences in the various levels of government and which might interest you. Do you want to work nationally, sometimes having to travel and work in places and with people less familiar, or in your own community? Play **match-maker** and see which agencies may fit you best.

RESOURCE: "College to Career: Model or Mismatch?"

Employers are increasingly demanding "soft skills" in their highly competitive recruiting and hiring process. Find what "soft skills" employers are looking for by reading the article from Colorado State University at: <http://static.colostate.edu/client-files/magazine/issues/csu-mag-winter-2014-outcomes.pdf>

Record these answers on the worksheet on the following page and keep this worksheet handy and your long-term goals in mind as you read through Chapters Three and Four. In those Chapters you will learn more about different natural resource agencies at the various levels of government and which might fit your interests best. If you are ready and qualified, you will also learn important information and insider tips about how to search for, **apply** to and be a successful candidate to get you started on your path to your future in natural resources!



Career Path Worksheet

YOU TODAY		
Education	Interests & Personality	Skills & Experience
YOUR FUTURE		
Desired Jobs	Additional Training, Education or Other Steps Needed	Potential Employers
1.		
2.		
3.		
4.		
5.		

Colorado's Natural Resource Degree Programs

Higher Education Institution	Occupational Certificates	Associate Degrees	Bachelor Degrees	Graduate Degrees	Other
Adams State University Alamosa www.adams.edu		Earth Sciences - GIS	Biology—Wildlife Biology, Earth Sciences—Geology, GIS, Environmental Science, Physical Geography, Science Education		
Colorado College Colorado Springs www.coloradocollege.edu			Biology, Environmental Science, Environmental Policy, Geology, Organismal Biology & Ecology		
Colorado Mesa University Grand Junction www.coloradomesa.edu	Sustainability Practices, GIS & Technology, Landman/ Energy Management	Agriculture Science, Biological Sciences, Geology, Sustainable Agriculture, Water Quality Management, Wildland Fire Management	Biological Sciences, Energy Management, Environmental Science & Technology, Geosciences		
Colorado Mountain College Multiple Locations www.coloradomtn.edu	Energy Efficient Facilities, Fire Academy & Sciences, Natural Resource Management: Field Technician, Natural Resource Management: GIS, Outdoor Education, Professional Fly Fishing Guide, Sustainability Leadership, Wilderness EMS	Biology, Environmental Science, Environmental Studies, Fire Science Technology, Geology, Natural Resource Management, Outdoor Education, Outdoor Recreation Leadership	Leadership & Management: Fire Science Technology, Leadership & Management: Natural Resource Management, Sustainability Studies		
Colorado Northwestern Community College Craig www.cncc.edu	National Park Ranger: Law Enforcement Academy (must be 21 years or older)	Agriculture Business, Animal Science, Science, Marine Science & Oceanography			
Colorado School of Mines Golden www.mines.edu			Environmental Chemistry, Environmental Engineering, Geology & Geological Engineering, Geophysical Engineering, Mining Engineering, Petroleum Engineering	Geoscience & Resource Engineering	

Colorado's Natural Resource Degree Programs (continued)

Higher Education Institution	Occupational Certificates	Associate Degrees	Bachelor Degrees	Graduate Degrees	Other
Colorado State University—College of Agricultural Sciences Fort Collins agsci.colostate.edu			Agriculture Business, Agriculture & Resource Economics, Agriculture Education, Animal Science, Environmental Horticulture, Horticulture, Landscape Architecture, Soil and Crop Sciences	Agricultural Education, Agricultural & Resource Management, Animal Sciences, Bioagricultural Sciences & Pest Management, Horticulture & Landscape Architecture, Soil & Crop Sciences	
Colorado State University—College of Engineering Fort Collins enr.colostate.edu			Environmental Engineering	Atmospheric Science	
Colorado State University—College of Natural Sciences Fort Collins www.natsci.colostate.edu			Biological Science, Biological Science - Biology, Zoology	Botany, Zoology	
Colorado State University—College of Veterinary Medicine and Biomedical Sciences Fort Collins www.csu-cvmbs.colostate.edu			Environmental Health	Environmental & Radiological Health Sciences	
Colorado State University—Warner College of Natural Resources Fort Collins warnercnr.colostate.edu			Watershed Science, Ecosystem Science & Sustainability, Human Dimensions of Natural Resources, Natural Resource Recreation & Tourism, Geosciences, Forest & Rangeland Stewardship, Fish Wildlife & Conservation Biology	Watershed Science, Greenhouse Gas Management & Accounting, Earth Sciences, Fish Wildlife & Conservation Biology, Forestry, Rangeland Ecology, Natural Resources	

Colorado's Natural Resource Degree Programs (continued)

Higher Education Institution	Occupational Certificates	Associate Degrees	Bachelor Degrees	Graduate Degrees	Other
Colorado State University Pueblo <i>Pueblo</i> www.csupueblo.edu			Biology	Biology	Pre-Professional program in Forestry/Wildlife
Fort Lewis College <i>Durango</i> www.fortlewis.edu	GIS		Adventure Education, Biology, Environmental Studies/Policy, Geology		
Front Range Community College <i>Westminster, Larimer, Boulder</i> www.frontrange.edu	Environmental Education, Forestry, Natural Resources, Natural Resources GIS, Natural Resources Recreation, Wildland Fire, Wildlife, Horticulture, Irrigation, Landscape, Urban Agriculture Management	Biology, Forestry Wildlife & Natural Resources, Geology, Horticulture & Landscape Technology, Horticulture Business Management			
Lamar Community College <i>Lamar</i> www.lamarcc.edu	Agriculture	Agriculture Business, Agriculture Production Management, Animal Sciences, Soil and Crop Science, Renewable Energy Technologies			
Metropolitan State University of Denver <i>Denver</i> www.msudenver.edu	Water Studies, Outdoor Recreation Leadership, GIS		Biology, Earth and Atmospheric Sciences, Environmental Science, Land Use, Meteorology, Recreation Professions		
Naropa University <i>Boulder</i> www.naropa.edu			Environmental Studies	Environmental Leadership	

Colorado's Natural Resource Degree Programs (continued)

Higher Education Institution	Occupational Certificates	Associate Degrees	Bachelor Degrees	Graduate Degrees	Other
Northeastern Junior College Sterling www.njc.edu	Agriculture Business Management	Agriculture Business, Agriculture Economics, Agriculture Journalism, Agriculture Production, Agriculture Education, Agronomy, Animal Science, Biology, Crop & Soil Science, Environmental Science, Fire Science Technology, Forestry, Geology, Natural Resource Management, Wildlife Biology, Wind Energy Technology, Zoology			
Otero Junior College La Junta www.ojc.edu	Agri-Business Management, Agriculture	Agriculture Business, Agriculture Education, Animal Science, Biology, Geology, Horticulture Business Management, Soil & Crop Science			
Pikes Peak Community College Colorado Springs www.ppcc.edu		Biology, Environmental Studies, Fire Science Technology, Fire Science Wildland, Geology, Outdoor Leadership & Recreation Technology, Water Quality Management, Zoo Keeping Technology			
Red Rocks Community College Lakewood, Arvada www.rrcc.edu	Outdoor Education, Park Ranger Technology, Renewable Energy Technology, Water Quality Management Technology	Biology, Geology, Outdoor Education, Renewable Energy Technology, Water Quality Management Technology			
Regis University Denver www.regis.edu	Applied Environmental Biology		Biology, Environmental Science, Environmental Studies	Environmental Biology	

Colorado's Natural Resource Degree Programs (continued)

Higher Education Institution	Occupational Certificates	Associate Degrees	Bachelor Degrees	Graduate Degrees	Other
Trinidad State Junior College Trinidad www.trinidadstate.edu	Agriculture Business, Animal Science, Aquaculture, Crop Science	Agriculture Business, Aquaculture, Biology, Geology, Natural Resources, Soil and Crop Sciences			
University of Colorado Boulder www.colorado.edu	Environmental Design		Atmospheric & Oceanic Studies (minor), Ecology & Evolutionary Biology, Environmental Design, Environmental Engineering, Environmental Studies, Geological Sciences	Atmospheric & Oceanic Studies, Ecology & Evolutionary Biology, Environmental Studies, Geological Sciences	
University of Colorado Colorado Springs www.uccs.edu			Biology, Geography & Environmental Studies		
University of Colorado Denver www.ucdenver.edu			Biology, Environmental Science (minor), Geography-Environmental Sciences/Studies, Geology (minor), Sustainability (minor), Urban & Regional Planning (minor)	Environmental & Occupational Health, Environmental Sciences, Urban & Regional Planning	Environmental Policy Management & Law (graduate certification program)
University of Denver Denver www.du.edu			Biological Sciences, Ecology & Biodiversity, Environmental Chemistry, Environmental Science, GIS (minor), Geology (minor), Sustainability (minor)		
University of Northern Colorado Greeley www.unco.edu			Biological Sciences, Earth Sciences, Environmental & Sustainability Studies, Geography-GIS, Recreation & Tourism	Biological Sciences, Earth Sciences, Environmental Geosciences	
Western State Colorado University Gunnison www.western.edu			Biology, Environment & Sustainability, Environmental Science (minor), Geography & Geospatial Analysis, Geology, Land & Resource Management, Recreation & Outdoor Management	Master in Environmental Management	National Outdoor Leadership School (NOLS)- credit for summer courses- look at website for more details www.nols.edu

Case Studies: Meet the People Who Work in Natural Resources



Blake Eickmeyer

Geographer/Remote Sensing Specialist
Office of Surface Mining Reclamation and Enforcement (OSMRE)

I work for the Office of Surface Mining Reclamation and Enforcement (OSMRE) which is a federal agency located in Denver, CO. At OSMRE my job title is a Geographer/Remote Sensing Specialist, where I support mine teams with the most up-to-date maps and satellite imagery. OSMRE teams use the maps to monitor mine reclamation and enforce mine permit rules and regulations based off of the Surface Mining Control and Reclamation Act 1977, also known as SMCRA.

I graduated from college at the University of Washington located in Seattle with a Bachelor's of Arts in Geography. After I graduated I accepted an AmeriCorps Intern position at OSMRE in Denver, CO. I interned at OSMRE for 2 years and then accepted a position at the State of Colorado Division of Reclamation, Mining, and Safety (DRMS). I worked at DRMS for 5 months until I was offered my current position.

I was faced with many different challenges while working for both OSMRE and at the state of Colorado DRMS. One challenge that I faced was learning new software or technology that no one else in the office knew how to use. I taught myself how to use something without a textbook, which also required me to do my own internet research, and ultimately to do my own project experimentation. This type of challenge was the most intimidating but also the most rewarding.

The most fulfilling thing that I find about my job is being able to work with so many different people, across the country, who are also passionate about the environment.



Pei-Lin Yu

Cultural Specialist
National Park Service - Rocky Mountains Cooperative
Ecosystems Unit

I work for the National Park Service as a Cultural Specialist. My training is in archeology, the study of ancient human-environment relationships. I help parks find university researchers who can investigate solutions to the challenges facing national parks today.

For example, ice patches in Glacier National Park that are melting due to climate change contain ancient objects like animal bones, seeds, and artifacts made by ancestors of the Salish, Kootenai, and Blackfeet tribes. I helped to find money, scientists, and tribal experts to work with the park to preserve these precious items.

My career pathway started with art and moved toward archeology. I cleaned kennels and movie theaters to pay for college. My Chinese dad wasn't sure archeology was a good career (not enough money!) but when he visited an Ice Age bison kill site I was excavating he saw how exciting it was. A really rewarding thing about my job is helping Native American students discover how archeology builds a bridge between heritage past and present. This should happen with young people of all nations! We need viewpoints from every culture to enrich our understanding of the natural world, our changing relationship with it, and safeguard the health of natural and human communities.

CHAPTER 3: GETTING A JOB WITH THE FEDERAL GOVERNMENT

IN THIS CHAPTER:

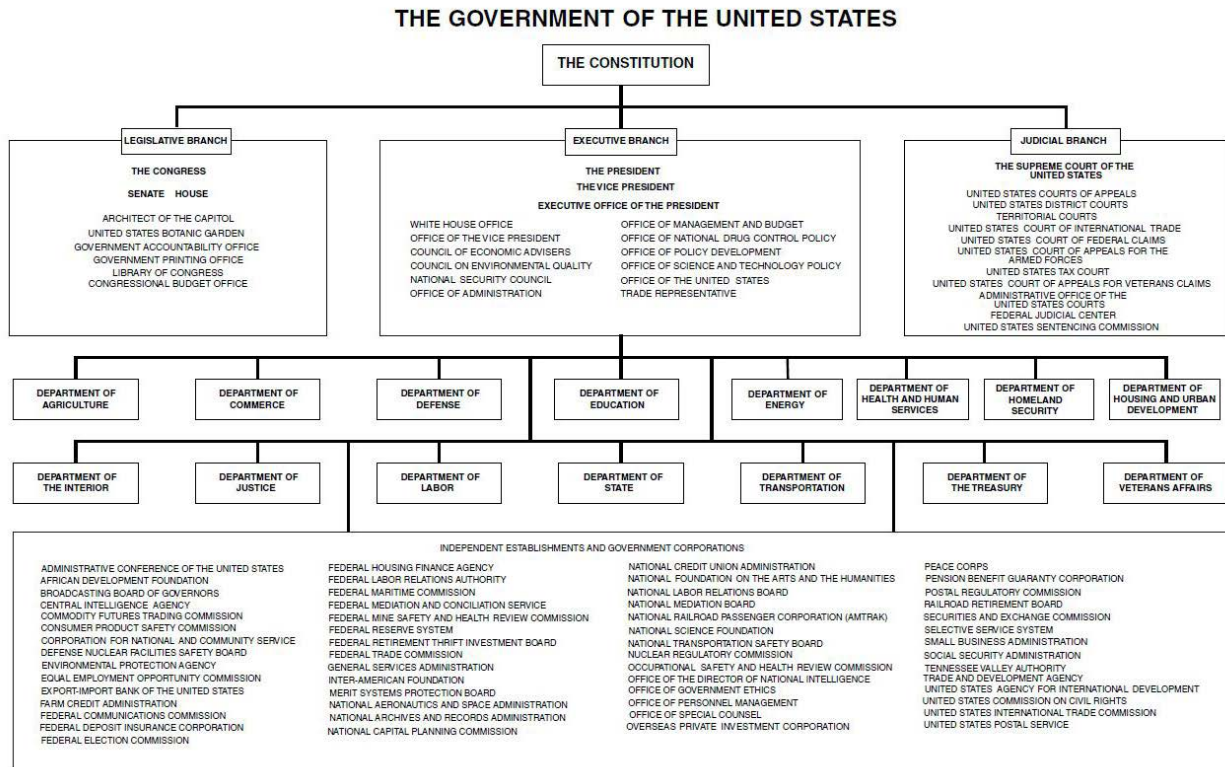
- US Government Agencies with a Natural Resource Focus
- How Federal Jobs are Filled
- Navigating USAJOBS
- Special Programs: Veterans, Applicants with Disabilities, the Pathways Program, AmeriCorps and more
- Case Studies



Working for the Federal Government is unlike working for any other employer. For one, federal employees are considered public servants and work for the betterment of this entire country and our citizens. As such, positions with the Federal Government carry with them a certain distinction, leadership and pride. Because the Federal Government is the highest level of government, policies and procedures enacted, research completed, and other projects and products usually have a large geographic scope or impact. For this reason, employees must

have an awareness of issues far beyond their own backyard and an interest in working for people and places with which they may have little interaction and similarity.

The Federal Government is also the largest and most diverse employer in the country.^v With an agency for just about anything, everyone is likely to find a position that fits his/her skills. Below is a diagram of how the US Government is organized.^{vi} For a complete list of government agencies, go to <http://www.usa.gov/directory/federal/index.shtml>.



A few of these departments contain agencies that specialize in the environment and natural resource management (see table on the following page). You may choose to look at these agencies first when starting your job search as they will have more positions in those fields; however, don't limit yourself. Biologists, for example, are sometimes hired by unlikely agencies such as the Department of Defense or Department of Homeland Security.

When looking across all agencies in 2007, new hires in natural resources and biological sciences ranked #4 among all occupations with 19,060 positions filled that year.

-Office of Personnel Management

In Colorado, we are lucky to house the regional offices of several federal natural resource agencies including the Environmental Protection Agency, National Park Service, US Geological Survey, US Fish and Wildlife Service and US Forest Service. Both the Natural Resource Conservation Service and the Bureau of Land Management have Colorado State Offices and

the Bureau of Land Management and National Oceanic and Atmospheric Administration also have several field offices, units and divisions located across the state. For more detailed contact information for these agencies please refer to Appendix II.

United States Government Agencies with a Natural Resource Focus

Department of Agriculture	Agricultural Marketing Service • Agricultural Research Service • Agricultural Stabilization and Conservation Science • Animal and Plant Health Inspection Service • Center for Nutrition Policy and Promotion • Cooperative State Research, Education, and Extension Service • Economic Research Service • Farm Service Agency • Food and Nutrition Service • Food Safety and Inspection Service • Foreign Agricultural Service • Forest Service • Grain Inspection, Packers and Stockyards Administration • Natural Resources Conservation Service • Office of Community Development • National Agricultural Statistics Service • Risk Management Agency • Rural Business-Cooperative Service • Rural Housing Service • Rural Utilities Service
Department of Commerce	National Geodetic Survey • National Marine Fisheries Service • National Ocean Service • National Oceanic and Atmospheric Administration • National Weather Service • Office of Oceanic and Atmospheric Research
Department of Energy	Biological and Environmental Research • Energy Efficiency and Renewable Energy • Energy Information Administration • Federal Energy Regulatory Commission • Office of Environmental Management
Department of Health and Human Services	National Institute of Environmental Health Sciences
Department of the Interior	Bureau of Indian Affairs • Bureau of Land Management • Bureau of Ocean Energy Management, Regulation and Enforcement • Bureau of Reclamation • Fish and Wildlife Service • Geological Survey • National Park Service • Office of Surface Mining, Reclamation, and Enforcement
United States Environmental Protection Agency	
National Aeronautics and Space Administration	

Each agency has a distinct mission and culture so a great place to start is by visiting the website of agencies that sound of interest to you and reading more about them. See where their offices are located (see Appendix II), what work they do, and the settings in which their employees work. Then compare that information to your own career aspirations. If you don't believe in the mission of an agency and have a desire to contribute to its impact then don't consider them in your job search.

HOW FEDERAL JOBS ARE FILLED

Before you start your federal job search, it is important to be aware of the categories, or types, of jobs within the Federal Government, how different positions are filled, and which you may or may not be eligible for. There are two main ways to enter into federal civil service jobs – through the competitive service and the excepted service. Jobs that you will be searching and applying for likely will be those in the competitive service, either under the competitive list or through the noncompetitive appointing authority if you are a current or recent graduate, veteran, or applicant with disabilities. For more information on the types of hiring, see the information below.

Competitive Service

Established laws and procedures govern the hiring of most federal employees so that the process is fair and based on merit rather than discrimination or favoritism. All competitive service jobs are listed on USAJOBS.gov.

Within the competitive service, there are four ways an employee can be hired:

Competitive List	Noncompetitive List – Civil Service Status	Noncompetitive Appointing Authority	Direct Hire
<ul style="list-style-type: none"> Account for the majority of federal jobs Open to the general public Eligible candidates compete and the best-qualified candidate, based on the job-related criteria, is selected 	<ul style="list-style-type: none"> Open only to current and former federal employees An applicant does not have to be the best-qualified applicant, he or she just has to meet the minimum qualifications 	<ul style="list-style-type: none"> An agency has the discretion to hire an individual who falls into one of the following categories: Veterans, people with disabilities, returned Peace Corps volunteers, Pathways Program applicants, Resource Assistance Program, Public Land Corps Applicants, VISTA members An applicant does not have to be the best-qualified applicant, he or she just has to meet the minimum qualifications 	<ul style="list-style-type: none"> Used when there is a shortage of qualified candidates, or when an agency has a critical hiring need, such as in an emergency Agencies are required to post their vacancies on USAJOBS but to expedite the hiring process they do not need to apply veterans' preference or rank candidates. Once a qualified candidate is found, they can be hired

Excepted Service

A smaller portion of federal jobs are considered in the 'excepted service,' meaning that employees are hired by a more flexible procedure designed by the agency. Although not required, some excepted service jobs are listed on USAJOBS.gov; however, it is best to look for these positions on each agency's website.

Excepted Agencies	Excepted Jobs
<ul style="list-style-type: none"> All or some positions at an agency can be in the excepted service A few of these agencies include the Central Intelligence Agency, Federal Bureau of Investigation, and US Postal Service 	<ul style="list-style-type: none"> Certain jobs or classes of jobs in an agency can be in the excepted service A few examples of commonly excepted jobs include attorneys, chaplains, and student trainees

Benefits of Working for the U.S. Government

- Top-notch health insurance
- Training opportunities
- Potential help in pursuing a graduate degree and/or help paying back a school loan
- Competitive pay
- Secure retirement packages
- A great place for veterans or people with disabilities to find a job as preference is given to those groups during the hiring process

NAVIGATING USAJOBS

Recently, policies were enacted that funnel nearly all of the jobs at federal agencies into the same database – USAJOBS.gov. With a few exceptions, USAJOBS.gov is the website where you will find and apply for federal jobs no matter at which agency. USAJOBS is therefore the key place to begin your federal job search. Each day you can find thousands of jobs on USAJOBS; however, the enormous number of job listings can also make it challenging to find exactly what you are looking for. Also, the Federal Government uses its own terminology and acronyms in its job postings, which are unfamiliar to someone just beginning a job search. Because some of this language is difficult to understand, it may be hard to know if you qualify for a position or how to put together an application packet that doesn't end up excluding you on a technicality.

In this section, we try to shed some light on the mysteries of USAJOBS to help you better search for a position, understand the position listing and if you qualify, and create a successful application.

Creating an Account and Searching for Positions

Step 1: Create an account on USAJOBS.gov if you don't already have one

You will need an account if you want to save job searches, save resumes, and apply for a position so it's best to get this out of the way. To create a new account you will need to enter your email address and a username.

Next, USAJOBS will send a confirmation link to the email address you entered. Once you have clicked on this link, you will be taken back to USAJOBS to activate your account. To activate your account you will need to enter in your name, phone number, and a password.

Only one account can be created for each email address so be sure to write down your username and password for future reference.

USAJOBS TIP

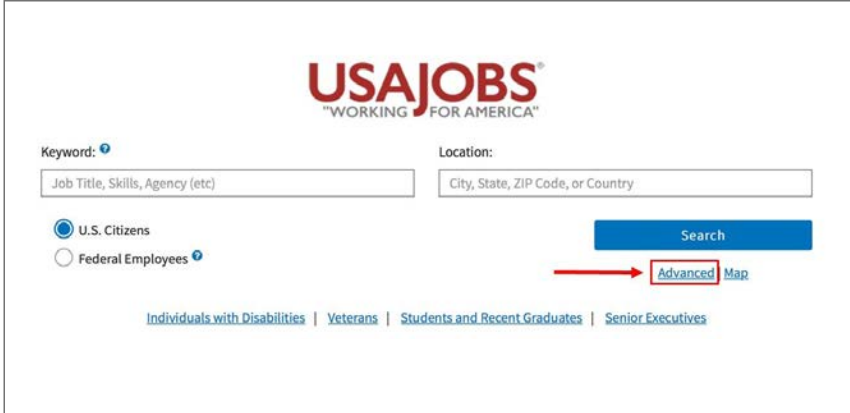
If you cannot remember your login information, USAJOBS.gov will lock you out of your account after three unsuccessful tries. Before you get to this point, click on the "Forgot username and/or password" link and you will be able to reset your information.

Step 2: Search for positions

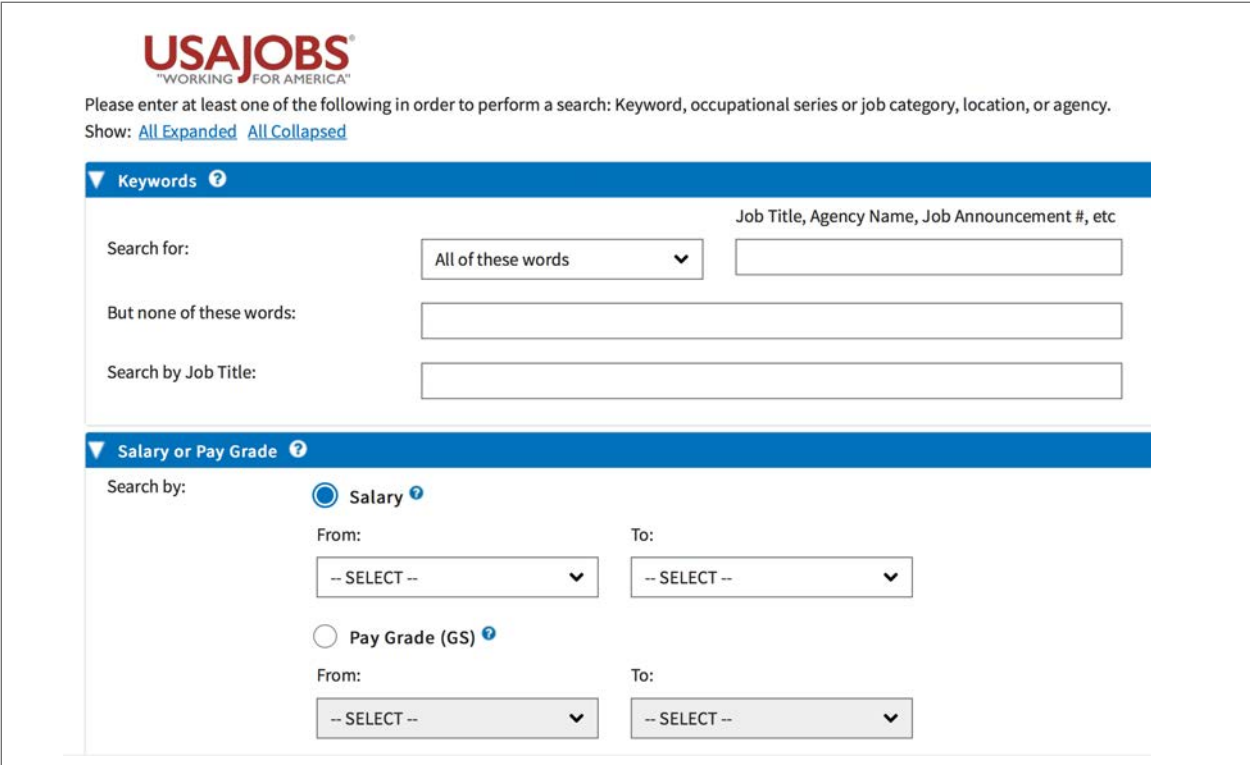
Federal job openings are advertised in what are called "vacancy announcements," "job announcements," or "job opportunity announcements." You can find tens of thousands of vacancy announcements posted on USAJOBS every day so you'll want to narrow down those announcements to ones that are right for you. You can do this one of two ways – through a Basic Search or through an Advanced Search. We would recommend skipping the Basic Search and going right to the Advanced Search to find a better fit.

Within the Advanced Search, you need to enter information into at least one of the following categories: keyword, occupational series, location, or agency. However, you can also be more specific by entering information into more than one category. You can expand all of the categories by clicking on the "All Expanded" text after it says "Show:" For your first few times using USAJOBS, it's best to expand these categories so you

get an idea of what categories you can search by.



The screenshot shows the USAJOBS search interface. At the top is the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo are two input fields: "Keyword: Job Title, Skills, Agency (etc)" and "Location: City, State, ZIP Code, or Country". There are two radio buttons for "U.S. Citizens" (selected) and "Federal Employees". A blue "Search" button is on the right. Below the "Search" button is a red box around the word "Advanced" with a red arrow pointing to it, and a "Map" button next to it. At the bottom, there are links for "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives".



The screenshot shows the USAJOBS search interface with the advanced search form expanded. At the top is the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo is the text "Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency." and "Show: [All Expanded](#) [All Collapsed](#)". The "Keywords" section is expanded, showing "Search for:" with a dropdown menu set to "All of these words" and a text input field. Below this are "But none of these words:" and "Search by Job Title:" with text input fields. The "Salary or Pay Grade" section is also expanded, showing "Search by:" with two radio buttons: "Salary" (selected) and "Pay Grade (GS)". Under "Salary", there are "From:" and "To:" dropdown menus, both set to "-- SELECT --". Under "Pay Grade (GS)", there are also "From:" and "To:" dropdown menus, both set to "-- SELECT --".

Here are some tips by search category:

- **Keywords:** If you are looking for a specific occupation, like a biologist or wildland firefighter, then using the keywords search category may work best for you. If you are open to many different types of jobs or unsure exactly what your dream job title is, then leave this section blank.
- **Salary or Pay Grade:** Salary and Pay Grade are relative to one another. Read more about this in the next section and on the Office of Personnel Management’s website at <http://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/general-schedule/>. If you decide to search by pay grade, be realistic! Recent college graduates typically start at a pay grade of GS-05 and a salary of ~\$33,000 in the Denver Metro area.
- **Occupational Series or Job Category:** Occupational Series is another way that the Federal Government has tried to organize all of its different types of jobs across departments by a common series code. Within this system, all federal positions have a 4-digit code. For example, Park Rangers across all departments and agencies are linked together by a common code – 0025. You can read through the occupational series and their descriptions at <http://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/occupationalhandbook.pdf>. For a shorter, less intensive look at the occupational series, you can scroll through the list on the Advanced Search page and check the titles of any that interest you. Here are a few of the categories that might interest you:

0000 – MISCELLANEOUS OCCUPATIONS GROUP (NOT ELSEWHERE CLASSIFIED)

Correctional Institution Administration Series**	0006	Chaplain Series*	0060
Correctional Officer Series*	0007	Clothing Design Series*	0062
Bond Sales Promotion Series	0011	Fingerprint Identification Series*	0072
Safety and Occupational Health		Security Administration Series*	0080
Management Series*	0018	Fire Protection and Prevention Series*	0081
Safety Technician Series**	0019	United States Marshal Series*	0082
Community Planning Series*	0020	Police Series*	0083
Community Planning Technician Series	0021	Nuclear Materials Courier Series**	0084
Outdoor Recreation Planning Series*	0023	Security Guard Series*	0085
Park Ranger Series*	0025	Security Clerical and Assistance Series**	0086
Environmental Protection Specialist Series*	0028	Guide Series*	0090
Environmental Protection Assistant Series	0029	Foreign Law Specialist Series**	0095
Sports Specialist Series	0030	General Student Trainee Series	0099
Funeral Directing Series	0050		

0400 – NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES GROUP

General Natural Resources Management and Biological Sciences Series***	0401	Rangeland Management Series***	045
Microbiology Series***	0403	Range Technician Series**	045
Biological Science Technician Series**	0404	Soil Conservation Series***	045
Pharmacology Series	0405	Soil Conservation Technician Series**	045
Ecology Series***	0408	Irrigation System Operation Series*	045
Zoology Series***	0410	Forestry Series***	046
Physiology Series***	0413	Forestry Technician Series**	046
Entomology Series***	0414	Soil Science Series***	047
Toxicology Series***	0415	Agronomy Series***	047
Plant Protection Technician Series**	0421	Fish and Wildlife Administration Series***	048
Botany Series***	0430	Fish Biology Series***	048
Plant Pathology Series***	0434	Wildlife Refuge Management Series***	048
Plant Physiology Series***	0435	Wildlife Biology Series***	048
Horticulture Series***	0437	Animal Science Series***	048
Genetics Series***	0440	Biological Science Student Trainee Series	049

1300 – PHYSICAL SCIENCES GROUP

General Physical Science Series***.....	1301	Oceanography Series***	1360
Health Physics Series***.....	1306	Navigational Information Series*	1361
Physics Series***	1310	Cartography Series***.....	1370
Physical Science Technician Series***.....	1311	Cartographic Technician Series***.....	1371
Geophysics Series***.....	1313	Geodesy Series***.....	1372
Hydrology Series***.....	1315	Land Surveying Series***.....	1373
Hydrologic Technician Series***.....	1316	Geodetic Technician Series***	1374
Chemistry Series***.....	1320	Forest Products Technology Series***.....	1380
Metallurgy Series***.....	1321	Food Technology Series***.....	1382
Astronomy and Space Science Series***.....	1330	Textile Technology Series***	1384
Meteorology Series***.....	1340	Photographic Technology Series***.....	1386
Meteorological Technician Series***.....	1341	Document Analysis Series.....	1397
Geology Series***.....	1350	Physical Science Student Trainee Series	1399

- **Location:** Of course we want you to stay here in Colorado and put your great talents to work for our state but one thing we hear time and again from federal agencies is that if you want to work for the Federal Government than you have to be willing to move around the county and go where the jobs are to get experience. Then, you can be picky and have a good chance of landing your dream job here in Colorado. So, if you have some flexibility in where you live, you may want to leave this section blank.
- **Department and Agency:** If you are looking to work for a specific department or agency, this is a good way to narrow your search results. Here, you can either search for all jobs with the Department of the Interior, for example, or just the National Park Service agency of the Department of the Interior. Refer back to the table on page 40 for a list of relevant federal natural resource agencies you may want to search. Be mindful, however, that natural resource jobs do exist at a variety of government agencies that may be less obvious.
- **Type of Work and Schedule:** If you are a current student or recent graduate, we would encourage you to search by the Pathways Programs listed here (Presidential Management Fellows, Recent Graduates, Internships). If you do not qualify for the Pathways Programs, you can un-check those boxes but keep as many of the boxes checked as you can. (Read more about the Pathways Program on pages 69-73.)
- **Posting Options:** Keep this checked as “No.” Jobs that you are likely to qualify for may be open for longer periods than 30 days.
- **Who May Apply:** Certain job announcements are only available to current or formal federal employees, veterans eligible for veterans' preference, or a person with non-competitive appointment eligibility (see page 41). If you fall within those parameters, check the 'yes' box,

The Land Management Workforce Flexibility Act

Much of the seasonal work done by land management agencies is by temporary seasonal employees. Some temporary employees have worked in the same job for decades but have been prevented from becoming a permanent employee because they are not eligible to compete for jobs open only to permanent federal employees. In 2015 that changed with the Land Management Workforce Flexibility Act, which provides long-serving temporary employees with career advancement opportunities by allowing them to compete for vacant permanent positions under internal merit promotion procedures.

which will enable you to see job listings limited to those people. Most people will not be eligible for those positions and will want to check the 'no' box to see positions open to the general public.

Play around with the search parameters you enter until your search results match your interests.

Step 3: Save your search and set it to email you new positions

If you successfully created a USAJOBS account, you can save your search so that all you have to do when you return to USAJOBS is go to “saved searches” and click on “view results.” In addition, you can set it up so that USAJOBS sends you an email when new positions are posted that fit your search criteria. Some jobs can be posted for as little as five days, so setting USAJOBS to send you an email when new jobs match your criteria will help ensure you don't miss your dream job listing!

Understanding the Position Listing

Now that you have created a successful search and hopefully found some job titles that interest you, your next challenge is understanding the vacancy announcement for each position. Luckily, each vacancy announcement has the same components, so once you understand them, you will have no trouble understanding future vacancy announcements. Let's break an example vacancy announcement down into each of its components and explain them one-by-one.

On the search results page, you will see the job title and a brief description. Jobs will be listed with the most recent postings at the top of the first page of search results. Click on the position title for more information. Here is what you will see:

Soil Conservationist

NATURAL RESOURCES CONSERVATION SERVICE

[Agency Contact Information](#)
📍 2 vacancies - Brighton, CO

Work Schedule is Full-Time - Permanent	Salary Range \$34,742.00 to \$45,164.00 / Per Year	Who May Apply US Citizens and Nationals; no prior Federal experience is required.
Opened Tuesday 4/19/2016 (0 day(s) ago)	Series & Grade GS-0457-05/05	Control Number 436381700
🕒 Closes Monday 4/25/2016 (6 day(s) away)	Promotion Potential 09	Job Announcement Number NRCS-16-0736-DE-MF
	Supervisory Status No	

- 1. Job Title:** Don't judge a book by its cover. Even if this wasn't quite the job title you thought you were looking for, under the surface it may still be your dream job. Read down to the Job Summary and Duties sections to get a better idea of what the job entails.
- 2. Agency:** Make sure the mission of the agency is something that you can get behind!

3. **Location(s):** Here, as in our example, you may see something like “2 vacancies - Brighton, CO.” However, you may also see “MANY vacancies” and then either a list of a few locations or a list of locations and then a link to more locations. What if the duty locations says “More Locations (538)”?! That means that there are 538 other locations where the position is being sought! When you see a number like this, take a look at the Opening and Closing date to see if the position is open for a full-year. If so, this may be an open inventory announcement (as explained in #5 below) where an actual job start date and location are uncertain. If there is a few-week to few-month open period than it may be a listing of many of the same seasonal jobs across the county. In the natural resources fields, there tend to be more seasonal job announcement posted in January through the early spring. A higher volume of jobs will translate to more opportunity for you. If you are willing to relocate within Colorado or the country your chances of landing a job will be much improved.
4. **Position Information:** This is the length of the position - full-time, part-time, temporary, seasonal, term, and/or permanent. Please refer to pages 10-12 for further description.
5. **Open Period:** This shows when the job opened and when it closes, or the deadline for when you need to submit an application. There are two main types of job announcements:
 - Job announcements with specific closing dates: These can be opened and closed in as little as five days or as long as several months.
 - Open inventory announcements: These announcements may show a date range of one year or have an "early cut-off date" listed in the Open Period. These announcements are continually being recruited for, or they anticipate a future need for candidates. The names of qualified applicants are stored in a database. Then, when a supervisor requests a person meeting the job's requirements, HR conducts a search of the database. Timing for filling jobs covered by this kind of announcement is unknown, so be prepared to wait.^{vii}

In either case, pay close attention to the closing date and time. If the closing date is “Monday 4/25/2016” than you must submit your application by 11:59 p.m. Central Standard Time (that is 10:59pm Colorado time) that day. Federal agencies DO NOT take late applications so make sure you give yourself plenty of time to prepare and submit a good application.

6. **Salary Range:** The position may have an annual salary or hourly pay listed here. If there is a range listed here (e.g., \$34,742 - \$45,164 / Per Year) look at the lower range as your most likely starting point.
7. **Series & Grade:** Here is an example of what you may see here – GS-0457-05/05. So what does all this mean?
 - **Series:** Here, the series is “0457” (GS-0457-05/05). This is referring to the occupational series that we discussed above where common positions are linked together through a 4-digit code (view codes and their descriptions at: <http://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/occupationalhandbook.pdf>). Most positions are just announced with one occupational series code. However, you may see something like “GS-0810/0819/0893/1301-14/14.”

WHAT? Here, the position can be filled by a Civil Engineer (GS-0810), Environmental Engineer (GS-0819), or Chemical Engineer (GS-0893) or Physical Scientist (GS-1301).

- **Grade:** At most agencies, professional jobs are organized into one of 15 grades in a system called the General Schedule (GS). Each GS grade represents a particular level of difficulty and responsibility. Each job's grade is listed by the letters GS, followed by numbers, such as GS-1 (the lowest grade) to GS-15 (the highest grade).

For each Grade, there are general minimum qualification requirements that you can look at to see at which grade you would qualify. While these standards are not intended to provide detailed information about specific qualification requirements for individual positions at a particular agency, they do provide some general guidance when searching for positions. To complicate matters, these general minimum qualification requirements vary by position type, including: Professional and Scientific Positions; Administrative and Management Positions; Technical and Medical Support Positions; Clerical and Administrative Support Positions; and Competitive Service Student Trainee Positions. See a complete listing of the Group Coverage Qualification Standards for these position groups at <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards?url=Group-Standards>. Our Soil Conservationist example and many other natural resource jobs (e.g., ecologist, forester, education program, etc), will be found under the Professional and Scientific Positions Group. For that group, here are the general guidelines that you can follow when deciding at what grade you qualify:

- » **GS-05:** Entry-level positions, straight out of college. Typically require a four-year course of study above high school.
- » **GS-07:** Bachelor's degree and 1 year of relevant experience. Or one full academic year of graduate-level education.
- » **GS-09:** 2 years of progressively higher level graduate education leading to a Master's or equivalent graduate degree.
- » **GS-11:** Three full academic years of graduate-level education or a Ph.D.
- » **GS-12 – GS-15:** Reserved for those with special skills, including research positions. Experience is the primary factor for qualification.

In our example, the grade of the position is listed as “05/05” (GS-0457-05/05). For other job listings you may see two or more grades listed (e.g., GS-0462-05/07). When a position is listed with multiple grades, it means that the hiring organization is flexible in the qualifications for the position so they will accept someone with less education and experience (at the 05 grade) or someone with more education and more experience (at the 06 or 07 grade). If you apply for a position with a grade range, as part of your application, you will need to state which grade you are applying for (the 05 grade or the 07 grade). We will discuss this further in the next section.

One more note on grades and qualifications. Typically, for professional jobs such

as a geologist, biologist, or hydrologist the educational requirements are strictly enforced. However, for administrative positions (those with the title of ANALYST or SPECIALIST, for example) experience often can be substituted for education. For more technical positions (with titles such as ASSISTANT or TECHNICIAN), sometimes a two-year or four-year degree may be required, but for most the primary qualification requirement is experience.^{viii}

8. **Promotion Potential:** This is more important than you might think. The promotion potential is the ability to move up a grade from this position once you've proven yourself without having to go through the competitive process again. If a job limits you to that grade only, you have to stay at that grade unless you go through the competitive process to get a new job. While this shouldn't be a deal-breaker, it is desirable to look for a position with good promotion potential (a GS-12 for example).
9. **Supervisory Status:** This tells you whether the position involves overseeing other employees.
10. **Who May Apply:** What you are likely to see here is "United States Citizens," or "All U.S. Citizens - No previous Federal Service is required." For positions listed for the Pathways Program, it will state that you need to meet the particular program's eligibility criteria (see page 69). If you are not a current federal employee and the job states that the job is open only to "Status" or "Current permanent federal employees" than you will not qualify to apply for this position if you are not a current permanent federal employee. The exception to this is if you are eligible for non-competitive consideration (page 41) under a Special Hiring Authority (page 67). If you have a disability, for example, than you *can apply* to job announcements opened to "status" or current federal employees.

If you scroll down a bit more you will see the Job Overview section, which includes a Job Summary and a description of its Duties:

Print Share Save Apply

Job Overview

Summary

USDA's Natural Resources Conservation Service (NRCS) helps America's farmers and ranchers conserve the Nation's soil, water, air and other natural resources. We need people who want to apply their education and experience to make sure we all enjoy the benefits of productive soil, clean water, clean air, and abundant wildlife that come from a healthy environment. "Helping People Help the Land"
<http://www.nrcs.usda.gov/>

There are two vacancies in the following location: Brighton, Co. This is a GS-05 position with development through the GS-07 level to the full performance level of the GS-09. The incumbent will receive formal, informal, and/or on-the-job training in the specialty area, assignments will become progressively more difficult in nature.

Duties

- Assists in gathering and assembling preliminary data for all resource concerns for use in developing complete basic farm conservation plans.
- Conducts engineering surveys, lays out conservation practices, and prepares drawings for conservation practices common to the area.

How to Apply +
Required Documents +

11. Job Summary: This may include something about the agency’s mission, who you will report to, travel requirements, if the position is also being listed under a different job announcement number (for current federal employees only, for example), relocation expenses, more detailed information about the location, opportunities for teleworking, trainings, etc.

12. Duties: This is one of the most important sections of the job announcement. Read through this section **CAREFULLY** and more than once. As you read, think about two things: (1) if this is something that you can see yourself doing on a daily basis, and (2) if your resume (education and experience) shows that you are a good fit for this position.

If you scroll further down, the next section you will come to is the Job Requirements, which includes a list of key requirements for the position as well as qualifications.

13. Key Requirements: Typically this states that you must be a US Citizen/National to apply. It might also state if you will be subject to a background check. The position might also require certain tests, licenses, or training certifications, which will be bulleted here. Remember that these are “KEY” requirements so if you don’t have **ALL** of these than don’t waste your time applying for the position.

Job Requirements

Key Requirements

- US Citizenship is required.
- Selective Service Registration is required for males born after 12/31/1959.
- A 1-year probationary period is required.

Qualifications

All applicants must meet all qualifications such as the education requirement and the specialized experience requirements listed below by the closing date of the announcement.

Basic Requirements:

A. Degree: Soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering. The study must have included 30 semester hours in a natural resource or agricultural field, including at least 12 semester hours in a combination of soils and crops or plant science. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science.

OR

B. Combination of education and experience: at least 30 semester hours in one or more of the disciplines as shown on A above, including at least 12 semester hours in a combination of soils and crops or plant science, plus appropriate experience or additional education. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science.

14. Qualifications: THIS IS THE MOST IMPORTANT SECTION OF THE JOB ANNOUNCEMENT. In this section, the qualifications for the position are listed for each grade. In many of the job announcements, qualifications are listed as either experience OR education OR a combination of experience and education.

If you are using experience to qualify, you must show on your resume that you have a full year (that means 40 hrs/wk for 52 wks) of the experience listed. This is what is meant by “one year of specialized work experience equivalent to the [next lower GS grade] level.” If you are qualifying by education, note that you will have to submit your transcripts showing the required semester hours in the required courses.

If you don't meet a majority of the qualifications listed than it's a better use of your time to move onto other possible job openings.

15. Additional Information: Below the main position announcement, you will see one or two additional gray boxes. If you click on the + symbol on the right side of the box that says Additional Information, you will see information on What to Expect Next, who to contact for assistance or questions, benefits information, and Other Information such as conditions of employment, work schedule and minimum age requirements.

16. Additional Duty Location Info: For job listings with multiple job locations, you will see any additional gray box. Again, if you click on the + symbol, you will see a list of all of the locations where that position is being hired.

17. How to Apply: If you scroll back towards the top of the job announcement, on the right side of the screen just below the blue 'Apply' button, you will see another gray box that says 'How to Apply'. Again, click on the + symbol to expand this section. Here you will see a list of what you need to apply for the position, additional information about the closing date and time of the job announcement, and how to begin the online application process.

18. How You Will Be Evaluated: If you scroll further down the right sidebar under the 'How to Apply' section, you will see information on how you will be evaluated. Some job announcements explain this procedure well while others do not so we'll explain it for you here. For all competitive positions posted on USAJOBS, you will be required to submit a resume AND an occupational questionnaire. This occupational questionnaire ensures that you meet core eligibility and minimum qualifications and asks you to self-rate yourself on a number of skills related to the job. This questionnaire is the first thing that you will be evaluated on relative to the other candidates. Because of the importance of this questionnaire, if there is a link provided to preview the questions we recommend that you do so. In some vacancy announcements this questionnaire is referred to as the “application questionnaire”, “supplemental questionnaire” or as “agency questions.” Read through each question and practice rating yourself on a scale from 1-5. If you rate yourself mostly 5s than don't hesitate in applying – this is the position for you! If you rate some 3s, mostly 4s and a few 5s, also don't be discouraged. Your application will be rated against the competition and since you don't know who that will be, give it your best shot! On the following page are the agency assessment questions for our example position listing.

Application Form Preview

Core Eligibility Questions Minimum Qualification Questions **Assessment Questions**

[Print Friendly Version](#)

All Grades

* Denotes a mandatory question

Questions for all series

- From the descriptions below, choose the response that best describes your highest level of experience collecting data to inventory natural resources and their condition. *
 - I have independently gathered and compiled planning data on rural and/or urban sites, including physical features such as soil limitations, erosion, surface drainage, sedimentation, and hydrological information.
 - I have partnered with other natural resource agencies/groups to gather additional resource information (e.g., wetlands, riparian areas, T&E habitats, water quality, wildlife, Heritage data).
 - I have utilized software and evaluation tools (e.g., RUSLE2, WIN-PST) and hardware (e.g., GPS) to gather data.
 - I have assisted in the collection of field data on rural and/or urban sites, including physical features such as soil limitations, erosion, surface drainage, sedimentation, and hydrological information.
 - None of the above.
- From the descriptions below, choose the response that best describes your highest level of experience interpreting data and using analysis results. *
 - I have partnered with other natural resource agencies to evaluate additional resource information (e.g., water quality, wildlife, Heritage data).
 - I have conducted data analyses with minimal supervision in support of project objectives.
 - I have worked with more experienced technicians to perform field analyses to address resource concerns.
 - I have assisted team members regarding how basic data analyses would affect resource concerns.
 - None of the above.
- Identify and collect on-site and off-site data to inventory natural resources and their present condition. *
 - I have not had education, training or experience in performing this task.
 - I have had education or training in performing this task, but have not yet performed it on the job.
 - I have performed this task on the job, with close supervision from supervisor or senior employee.
 - I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee.
 - I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.
- I have prepared and/or maintained conservation plans in the following settings: *
 - Home gardens
 - Family-owned farms
 - Commercial farms
 - Scientific/research farms
 - None of the above

19. Required Documents: The next gray box you will see below the blue ‘Apply’ button is Required Documents. As you may have guessed, this section contains of list of what you need to apply for the position.

20. Agency Contact Info: If you scroll all the way to the very bottom of the job announcement you will see the agency’s contact information. Because the self-assessment questionnaire is rated first by a computer, it generally doesn’t work to schmooze this contact person. You should only call if you have a direct question about the job announcement or qualification requirements not answered in the job description. Beyond this, your calls could actually hinder your referral.

Should I Call?

You may wonder if it is okay to call about the vacancy announcement or your application. The answer is yes – but there is a right way and a wrong way to go about it.

THE RIGHT WAY	THE WRONG WAY
If you have specific questions about the vacancy announcement not answered in the job description	To go over the vacancy announcement and your resume in detail
To briefly introduce yourself	To gush over your qualifications
To ask if your application was rated among the best-qualified or how high your application rated at least three weeks after the job closes	To ask if your application was rated among the best-qualified or how high your application rated three days after the job closes
To politely ask for feedback if your application wasn’t rated in the highest category	To demand why you weren’t the top candidate
If you don’t get an answer, simply call back later since it’s likely you will again be waiting for a response	If you don’t get an answer, leave repeated messages

Don’t forget that through your USAJOBS account, you can check the status of your application at any time.

How to Apply for a Job

Federal applications typically are composed three parts:

1: The Federal Resume

FIRST AND LAST NAME
ADDRESS
TOWN, STATE AND ZIP CODE
EMAIL ADDRESS
PHONE NUMBER

Citizenship: (Yes or No, Work Visa)
Special Hiring Authority: (Veteran preference or Person with Disability - Schedule A)
Federal Experience: (Yes or No and Indicate Military, Federal or State Gov)
Clearance: (Indicate what level and if it's still active)

OBJECTIVE: To obtain a full time position in public service with (Indicate the Federal Agency and sub Agency) as a (Indicate the position including announcement Number if there is one)

SKILLS SUMMARY: (Has 3 elements: An introductory paragraph, list of skills directly related to the position, and your skills you have acquired throughout your career, that you want to highlight)

(1st Element: The introductory paragraph - Must be specific and highly detailed for each job series and position you're applying to. You need to outline all the specific skills you have that are directly related to the position you are seeking including Key Words identified in the positions description.)

Focused and highly motivated management professional with 12 + years of extensive experience in Strategic Workforce Planning, EEO, OHR and Diversity Mgt. Utilizing my background in Disability, Accommodations, Business Operations, Project Management, and Statistical Analysis to develop comprehensive programs based on the employment needs and mission of the agency. Deploying data based solutions and maximizing our EEO. I'm an innovative and energetic team player, relationship builder, and highly effective

- Choose from a previously saved resume OR
- Create/upload a new resume

2. Supporting Documents

SAMPLE SCHEDULE A DOCUMENTATION
(Must be on official letterhead and must include a signature)

DATE:
FROM:

To Whom it May Concern:

This letter serves as certification that (name of patient/applicant) is an individual with a severe physical, intellectual, or psychiatric disability that qualifies him/her for consideration under 5 CFR 213.3102 (a), Schedule A hiring authority, appointment for Persons with Disabilities.

I may be contacted at (authorized representative):

(Printed Name) (Signature)

Organization Address, city, state/Phone

Note: Proof of a disability is required for excepted service appointments - noncompetitive placement - under Schedule A, 5 CFR (213.3102)(a). Proof of disability is the term used to define any number of documents which attest to the fact that the candidate does indeed have a disability. A statement of job readiness, formerly a requirement under this statute, is no longer needed. The above statements meet the requirements for placement under Schedule A.

- Proof of military service
- College transcripts
- Cover letter
- Proof of federal status
- Proof of non-competitive eligibility

3. Occupational Questionnaire

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Vacancy Questions Preview

Grade: GS

1 I qualify at the GS-05 because:

- I have one year of occupational experience equivalent to GS-4 in the federal service that has provided me with the knowledge, skills and ability to do the work of the position and to be related to the work of the position advertised in the vacancy announcement.
- I have completed a total 4-year course of study leading to a bachelor's degree with major study in any field. This education was obtained in an accredited business, technical or postsecondary school, junior college, college or university. One year of study is 30 semester hours, 10 quarter hours or 20 hours of instruction per week for 30 weeks in a business, occupational or technical school.
- I have a combination of experience and education described above, for example, three years of education and six months of specialized experience. NOTE: only education in excess of the first GS semester hours of study (i.e., beyond the second year, is creditable toward meeting the occupational experience requirements).
- I do not have the experience or education described above.

Grade: All Grades

1 I meet the experience that best describes your ability to relate information about relevant agency surface resources:

- I possess professional education and research materials - such as multimedia programs, posters, articles, and other media - for a number of environmental or cultural subjects.
- I participate in the development of education and other materials for environmental or cultural subjects but have not led their production.
- I have no experience or training in the development of educational materials.

2 I meet the experience that best describes the skills that you receive(s) early in a team setting:

- I have not typically had, or job conditions did not allow, frequent or regular interactions with other employees and/or supervisors within a team setting.
- I have occasionally interacted with and related information to co-workers and supervisors within a team setting.
- I have frequently interacted with and related information to co-workers and supervisors within a team setting.
- I have frequently interacted with and related information to co-workers and supervisors within a team setting. I evaluate such as ability to plan and work assignments resulting from unexpected events. I have evaluated priorities and objectives and provided the team with advice and guidance.
- I have frequently interacted with and related information to co-workers and supervisors within a team setting. In situations such as ability to plan and work assignments resulting from unexpected events, I have evaluated priorities and objectives, provided the team with advice and guidance, and made changes affecting the program. I have also related work/other either the team by handling leading difficult or uncomfortable situations.

- Select which grade(s) you are applying
- Confirms you meet minimum qualifications
- Self-assessment questions

When you have found a job that looks right for you, click on the blue “Apply” button near the top right of the position announcement.

The screenshot shows the USAJOBS website interface. At the top, there is a search bar with fields for 'Keyword: Job Title, Skills, Agency...' and 'Location: City, State, ZIP Code,...', a 'Search' button, and a link to 'Advanced Search'. Below the search bar is a link to 'Back to Search results'. The main heading is 'Soil Conservationist' under the 'NATURAL RESOURCES CONSERVATION SERVICE'. There is a link for 'Agency Contact Information' and a note that there are '2 vacancies - Brighton, CO'. The job details are organized into three columns: 'Work Schedule is Full-Time - Permanent', 'Opened Tuesday 4/19/2016 (0 day(s) ago)', and 'Closes Monday 4/25/2016 (6 day(s) away)'; 'Salary Range \$34,742.00 to \$45,164.00 / Per Year', 'Series & Grade GS-0457-05/05', and 'Promotion Potential 09'; and 'Supervisory Status No', 'Who May Apply US Citizens and Nationals; no prior Federal experience is required.', 'Control Number 436381700', and 'Job Announcement Number NRCS-16-0736-DE-MF'. At the bottom of the job details, there are links for 'Print', 'Share', and 'Save', and a prominent blue 'Apply' button highlighted with a red box and a red arrow pointing to it. Below the job details is a 'Job Overview' section with a 'Summary' subsection. The summary text describes the USDA's Natural Resources Conservation Service (NRCS) and its mission, with a link to 'http://www.nrcs.usda.gov/'. To the right of the 'Job Overview' section are two expandable sections: 'How to Apply' and 'Required Documents', both with a plus sign icon.

If you aren't already signed into your account, USAJOBS will ask you for your username and password. If you haven't already created an account, you will need to do so at this time.

After logging into your account, you will be directed through the following steps:

Step 1: Set up your profile

If you did not set up your profile when you created your USAJOBS account you will need to do that now (see 'Creating an Account' on page 42). This will include entering contact information, hiring eligibility, demographic information, notification settings and other information such as how much travel you are willing to do and what type of work (part-time, full-time, etc) you are willing to accept.

Step 2: Create a Resume

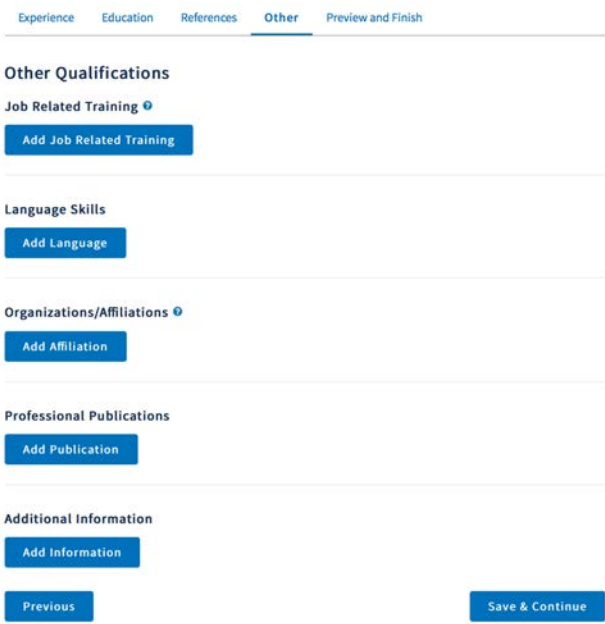
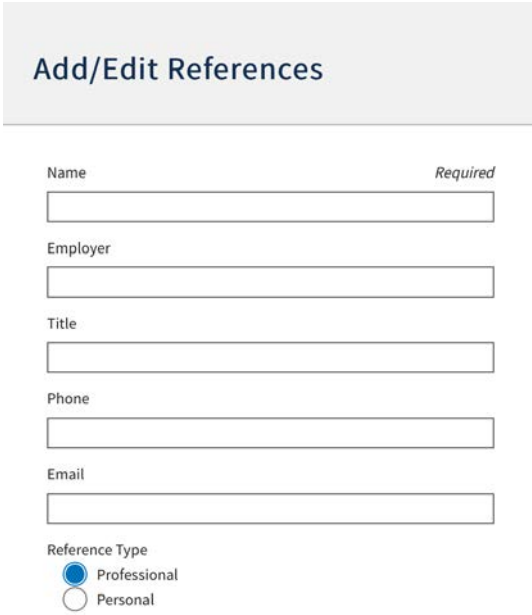
To apply for a position you will need to either (a) choose from a previously saved resume or (b) create/upload a new resume. When we met with federal HR managers from a variety of agencies, tailoring your resume to the job you are applying for was the one thing that EVERYBODY mentioned as the single most important factor in applying for a position. Yes, it will be more work! But to give yourself the best chance of getting an interview, you will need to edit your resume to match the job announcement (more on this below). If you've chosen to

create a new resume, you must now decide on whether to use the USAJOBS ResumeBuilder or upload a resume. Some agencies do not accept uploaded resumes so you will need to submit a resume created by ResumeBuilder. If you do have a choice, we still would recommend using the USAJOBS ResumeBuilder. The main reason being that the ResumeBuilder will guide you through the resume writing process, ensuring that you have all the required information included in your application.

Before creating your resume, please read the next section on creating a successful resume (pages 60-63).

Here is how ResumeBuilder will guide you through the process:

<p>Work Experience</p> <p>List each relevant job your have held. You must include your employer, location, position title, start and end date, average hours worked per week, responsibilities and accomplishments. Each component is essential to your resume meeting the minimum qualifications.</p>	<p style="text-align: center;">Add/Edit Work Experience</p> <p>Work Experience <small>All fields are required unless otherwise noted</small></p> <p>Employer Name <input type="text"/> Formal Job Title <input type="text"/></p> <p>Employer Address 1 <input type="text"/> Start Date <input type="text"/> --Select-- <input type="text"/> --Select-- <input type="text"/></p> <p>Employer Address 2 <input type="text"/> End Date <input type="text"/> --Select-- <input type="text"/> --Select-- <input type="text"/></p> <p>Country <input type="text"/> United States <input type="text"/> Salary <input type="text"/> USD <input type="text"/> Per Year <input type="text"/> <small>Optional</small></p> <p>Postal Code <input type="text"/> Average Hours per week <input type="text"/></p> <p>City/Town <input type="text"/> May we contact your supervisor? <small>Optional</small></p> <p>State/Territory/Province <input type="text"/> --Select-- <input type="text"/> <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Contact me first</p> <p>Is this a Federal Civilian position? <small>Optional</small></p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Duties, Accomplishments and Related Skills (5000 characters remaining) Expand this area</p> <p><input type="text"/></p>
<p>Education</p> <p>Include information about all schools attended and coursework completed. Only list degrees from accredited schools or programs that meet the Office of Personnel Management's standards.</p>	<p style="text-align: center;">Add/Edit Education Experience</p> <p>Education <small>All fields are required unless otherwise noted</small></p> <p><small>READ THIS - important notice before listing your education! Only list degrees from accredited schools or other education programs that meet the provision of the Office of Personnel Management's Operating Manual.</small></p> <p>School or Program Name <input type="text"/> Major <input type="text"/> <small>Optional</small></p> <p>Country <input type="text"/> United States <input type="text"/> Minor <input type="text"/> <small>Optional</small></p> <p>Postal Code <input type="text"/> GPA <input type="text"/> <small>Optional</small> of GPA Max. <input type="text"/> <small>Optional</small></p> <p>City/Town <input type="text"/> Total Credits Earned <input type="text"/> <small>Optional</small></p> <p>State/Territory/Province <input type="text"/> --Select-- <input type="text"/> System for Awarded Credits <small>Optional</small></p> <p>Degree/Level Attained <input type="text"/> --Select-- <input type="text"/> <input type="radio"/> Semester Hours <input type="radio"/> Quarter Hours <input type="radio"/> Continuing Education Units</p> <p>Degree/Level Clarifications</p> <p>Completion date <small>Optional</small></p> <p><input type="text"/> --Select-- <input type="text"/> --Select-- <input type="text"/></p> <p>Relevant Coursework, Licensures and Certifications (2000 characters remaining) <small>Optional</small></p> <p><input type="text"/></p>

<p>Other</p> <p>Provide as much relevant information as possible in any of these optional sections.</p>	
<p>References</p> <p>In addition to the supervisors you may have listed under the Work Experience section, you may add other colleagues, classmates and mentors who can vouch for you.</p>	

After creating your resume or selecting the resume you wish to include in your application, click on the "Save & Continue" button located at the bottom of the page.

Step 3: Document Upload

The next step will be Documents. If the job requires you to submit your college transcripts, a cover letter, or proof of non-competitive status, disability or veteran's status, you can upload those here. Once you have uploaded the necessary files, click on those files to select them and then click on the "Save & Continue" button at the bottom of the page.

Step 4: Application Review

The next step will be for you to review your application package and check a box at the bottom that certifies this. After clicking on "Save & Continue" you will be able to include any additional personal information pertinent to the position.

USAJOBS TIP

Before you can start employment, many federal jobs require a background check. Be prepared for this by keeping a record of all of your past addresses.

At this point, your application on USAJOBS will be saved and you will continue your application, including answering the occupational questionnaire, on a different website.

Step 5: Continue Application with Agency - The Occupational Questionnaire

The next step in your application process is the agency occupational questionnaire. Because most positions advertised on USAJOBS receive hundreds of applications, HR personnel cannot review every one individually. Instead, the occupational questionnaire was developed as a way for a computer program to quickly make an initial screen of the applicants and identify the best qualified candidates.

Depending on the agency with which you are applying, you will be routed to either a central database, such as Application Manager or Hiring Management (run by Monster), or to the agency's own website to complete your questionnaire. The occupational questionnaire format will vary depending on the agency and type of job for which you are applying. In most cases, you will be able to preview the questionnaire in the position announcement. Based on the position and agency to which you are applying you will likely see the following tabs or sections of questions:

Minimum Qualifications: Select the statement or statements that apply to you. Make sure that you really do qualify!

Application Preference: Select the lowest grade (or multiple grades) you are willing to accept, your location preferences, etc. The more general you can be here, the better.

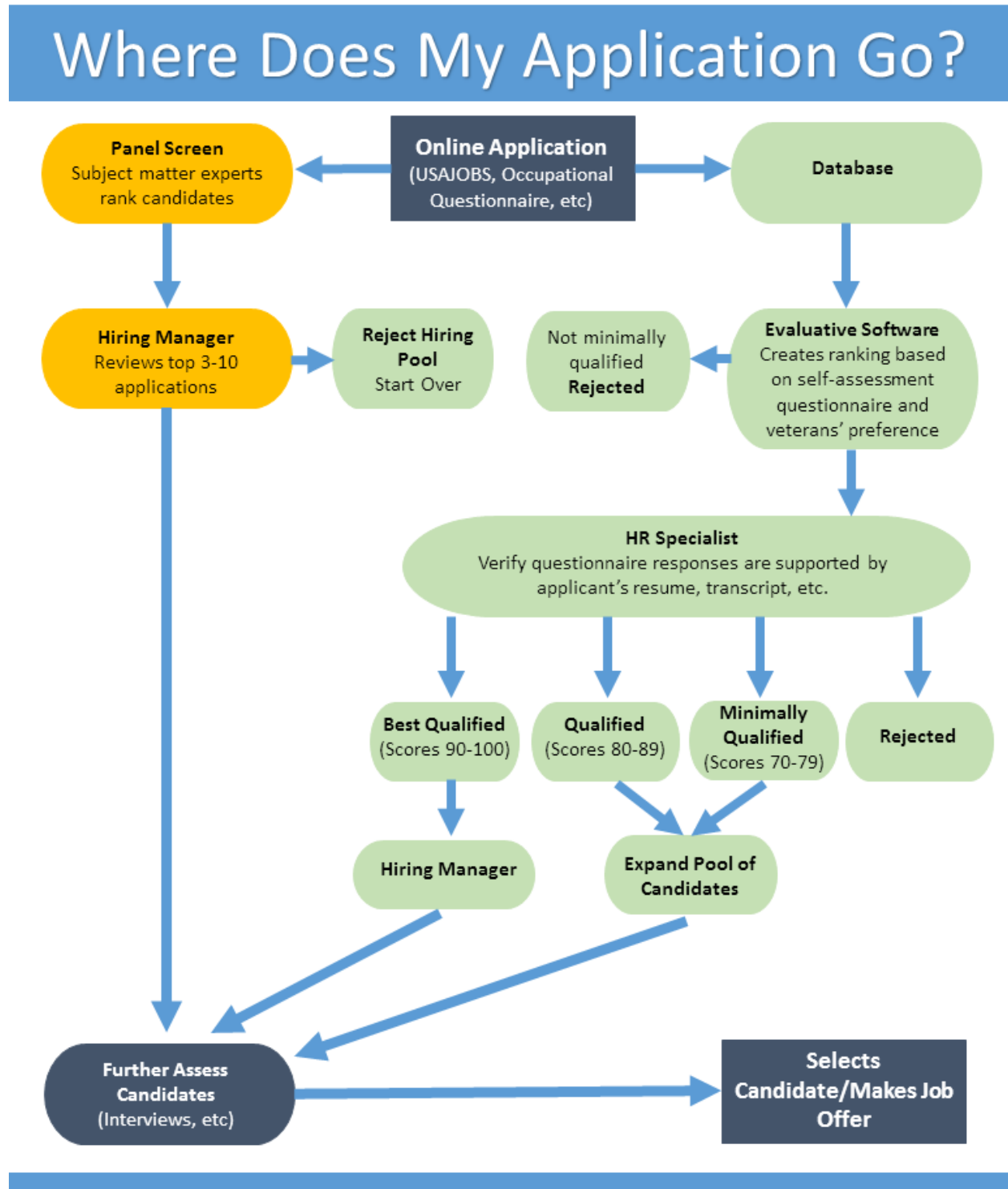
Short-Answer Questions about Your Credentials: These questions are generally formatted as yes/no, check box, or tiered response questions that ask for self-ratings on your skills related to the job duties of the position.

Much more on this will be described later in this section (see pages 63-65).

Once all required questions have been completed, you will be able to click the 'Submit My Answers' or 'Submit Now' button. **THIS IS THE FINAL STEP IN SUBMITTING YOUR APPLICATION.** Clicking on this button will submit your resume from USAJOBS, any documents you uploaded to USAJOBS and your occupational questionnaire. After you submit your application, return to your USAJOBS account to confirm the agency received your application. Agencies will confirm receipt of your application by updating your status to "Received." You may also receive an email confirmation of your submission from the agency application system.

Hiring Timeline: What Happens to My Application After I Hit “Submit”?

Currently, the Federal Government is working towards an 80-day hiring rule in which the agency must complete the hiring process within 80 days. Below is the path your application may take as the agency completes its hiring process.



What Makes a Successful Candidate?

There's no sugar-coating it – for every position listing you think is perfect for you, dozens of other job seekers are out there who think it is perfect for them as well. There is extreme competition for each position available at the Federal Government. That's why we are going to give you two things to think about before putting in the time to apply for a position.

- 1. Are you really qualified?** Go back and preview the occupational questionnaire on the position announcement once more. Carefully read through each question and ask yourself if you can legitimately rate yourself in either the best or second best category. If so, you are already a good candidate. If not, you may re-think applying for this position.
- 2. Are you willing to put in the work to apply?** Applying for a federal job is not quick or easy. If you are starting from scratch on USAJOBS, pulling together all of the information you will need for the ResumeBuilder (even if you already have an updated resume), and supporting documentation can take hours to days. You need to be ready to put in the work and have the time it takes to apply for a federal job.

This information is not to discourage you in any way. Many people feel that if they apply for 50 jobs on USAJOBS, they are more likely to get one. Rather, we are here to tell you that it is more about quality than quantity. You will have more success if you focus your time on applying to a few listings that you are closely qualified for and have the time to put into creating an outstanding application.

Advice From The Experts

Putting together a federal application is so specific that there have been multiple books written just on that subject. Two especially helpful ones are Lily Whiteman's "How to Land a Top-Paying Federal Job" (2012) and Kathryn Troutman's "Ten Steps to a Federal Job" (2011). Here is some general advice they give in their books about what you want to convey through your application:

"Prove that you are a zero-risk applicant who will solve problems, not create them. Hiring managers want someone who can hit the ground running with minimal supervision and training." – Whiteman

"The hiring supervisor will be looking for accomplishments that demonstrate your skills and performance levels and give an indication of what your future performance will be in the job." – Troutman

If you have time to read through these books, we would certainly recommend it. If not, we have included some of the key information from these books and other resources on the following pages.

The Resume

In all of the resources we reviewed in writing this Guide and in all of our interviews with HR staff, the most common thing we heard was that applicants must tailor their resume to the job that they are applying for. What does this mean? It means that you can't take a resume that you used to apply for an outreach assistant position at a non-profit and use it to apply for a biological science technician at the US Fish and Wildlife Service. If you do, there are certain to be gaps between the experience stated on your resume and the qualifications of the job allowing other competing candidates to score above you. You can certainly use pieces from your old resume and use it as a menu to select information from, but unfortunately you still have work ahead of you. Additionally, government resumes are typically much longer than traditional resumes - sometimes six-to-seven or even ten pages in length!

The second most common thing we heard was to read and follow all directions carefully! There is no way of getting around this - you need to do everything they tell you, provide every document they require, and check every box, to even have a complete application that gets reviewed. You may be the perfect fit for the position but if you don't submit all required pieces of the application or mistakenly check the wrong box, your application will be rejected. The hiring agency likely will not notify you if your application is problematic or give you a second chance in submitting your materials so you need to be confident that you've done it right from the get-go.

Step 1: Create Your Resume

Whether you already have a current resume or not, here is a good place to start your federal resume. List all of your past jobs, education, classes, and volunteer positions on a piece of paper. Then, under each list all of the projects or responsibilities you had. For each project/responsibility, list the role you played, the budget, partners, challenges you faced and accomplishments made. To help you, look through old files, talk to current and former coworkers, and collect documents that may remind you of the variety of work you have done.

Next, you will want to match your skills and achievements to those listed in the job description. If you haven't already done so, print the job announcement, specifically the Duties and the Qualification Requirements sections as well as the preview of the occupational questionnaire. Go through these sections and highlight all of the keywords. Keywords are things like "conducting or assisting in field site assessments," "entering and retrieving data," or "creating and editing written correspondence." Alternatively, you can use a website such as Wordle or TagCrowd to create a word cloud of the job duties and qualifications, which will help identify the most important keywords for you.

RESUME TIP

Put some weight behind your skills and accomplishments by adding numbers to their descriptions. Which of the following statements do you think would sound better to a hiring manager?

"Conducted fundraising activities"

OR

"Raised \$100,000 in grant funding over two years to support programming activities"

Make a list of the keywords that you found in the position listing and questionnaire. Next to that list, make a list of the keywords from your current resume or the list you created above. Next, match your skills to those listed in the position. If you can, use the exact keywords listed in the position description to describe your past skills and avoid using abbreviations. Human resource specialists and computer systems will be looking for these keywords in your resume so make it easy for them to find your qualifications. For example, perhaps your old resume says something like “updated content on organization website.” This would best match the qualification keyword above relating to “creating and editing written correspondence.” So, in your federal resume you could revise your old statement to read something like “created and edited written correspondence for online distribution.”

Step 2: Format Your Resume

As mentioned before, when applying for a federal job through USAJOBS you may either be required to use the USAJOBS ResumeBuilder or have the choice to upload a resume. Even if you are able to upload a PDF or Word document of your resume, taking the extra time to transfer your information into ResumeBuilder will pay off. This is because ResumeBuilder asks for more information than you probably thought to include in your original resume. Things like your past supervisors, the number of hours you worked per week, the number of weeks you worked at a particular job, training certificates, and second languages may seem of less significance to you or be difficult to incorporate into a resume created in a word processing program. However, one or more of these details may be the deciding factor for the hiring manager. We can't say it enough – you must be thorough in your application!

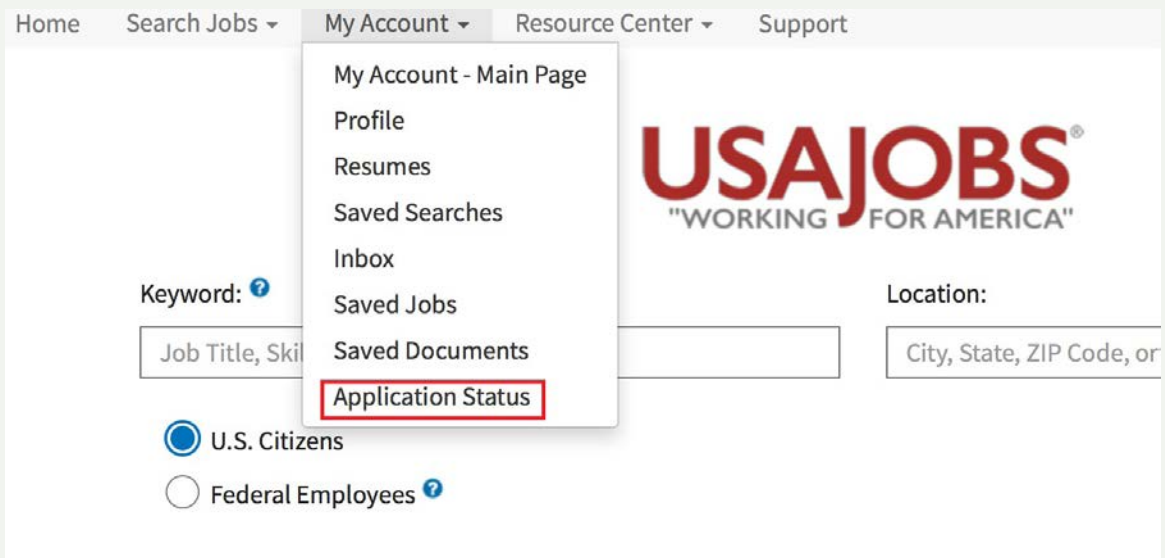
We suggest creating your federal resume in a word processing program so that you can use the spell-check and other functionality of the program as well as save your work for future applications. Then, simply cut and paste the various sections into the ResumeBuilder.

Step 3: Edit Your Resume

If possible, allow your resume to sit for a few days after you are finished. Then, come back to it with fresh eyes and make sure that you have included as many keywords from both the duties section of the vacancy announcement and the occupational questionnaire as possible. It is best to include both the proper name and generic descriptions of products, software and equipment since you may not know which the computer or HR specialist will recognize. Your application likely will be screened first by a computer system based on your answers to the occupational questionnaire. If you grade high enough, an HR specialist will then look to see that the information in your resume supports your answers on the occupational questionnaire. If it doesn't, than your resume may be thrown out! So, if you are planning to answer “I have performed this task or used this competency numerous times and am highly proficient at applying it to work situations” to the question of whether you have “assisted in and performed surveys of wildlife habitat features and populations” than you better well have that you “assisted in and performed surveys of wildlife habitat features and populations” somewhere clearly stated in your resume. We cannot stress this point enough – your resume must support your answers to the occupational questionnaire.

What Else You Should Know

- **Follow Directions!** Read the instructions on the “How to Apply” tab of the announcement on USAJOBS carefully. If your application is in any way problematic, the hiring agency probably won’t notify you of the problem or give you a second chance so make sure you submit all required materials the right way the first time. If you have any questions, remember that a contact person is listed for each vacancy announcement that is able to answer your questions. It’s best to phone this person before you submit your application rather than waiting until those feelings of doubt sink in after you submit an application.
- Make sure you give yourself plenty of time to submit your application. A federal resume can take several hours to complete. Additionally, it can sometimes take time to get copies of your college transcripts or the special preferences letters you need to apply so make sure you factor this in.
- Even if using USAJOBS's ResumeBuilder, type your information first into a Word Document first and then copy and paste the information into ResumeBuilder. This allows you to save a copy of your resume and spell check it before submitting it online.
- Print a copy of the vacancy announcement in case you need or want to look back at it for information or agency contact information since it will be taken offline after the closing date passes.
- One benefit of USAJOBS is that you can check the status of your federal applications online at any time. Simply sign into your account in USAJOBS, go the “My Account” heading and down to the “Application Status” link. Here you can track where the application review process is at and get information about whether you were considered an eligible candidate or referred to a hiring manager.



Finally, have a friend, family member or colleague look over your resume and application before you hit submit for any spelling errors or unclear sentences you may have missed.

Resume-Writing Resources

If you just aren't sure how to write a federal resume, than there is plenty more help on the Internet. Doing a quick search of "federal resume example" will yield pages upon pages of results. Here are a few we have found particularly helpful:

- **Go Government:** http://gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php
- **The Resume Place:** <http://www.resume-place.com/services/federal-resume-samples>

The Occupational Questionnaire

The occupational questionnaire was incorporated into the federal hiring process in 2011 as a standardized way for agencies to quickly screen applicants by the job qualifications. Questions may be asked in a variety of formats – yes/no, true/false, check the answer that best applies, check all that apply, and essay questions. Because many ask you to rate yourself on a numerical scale, there isn't a way to explain your answers – to argue that even though you don't have any experience with telemetry, for example, that you do with other methods of tracking wildlife. This is what makes this part of the occupational questionnaire tricky and frustrating.

In addition to being difficult to complete, the occupational questionnaire is also one of the most important pieces of your application packet. Why? Because computer software typically conducts the first cut of the applicant pool based on the scores from this questionnaire. This is why you must be diligent in answering these questions, giving yourself as much credit as possible while still being honest. If the HR person reviews your application and sees that your questionnaire answers are not supported by your resume, your application will likely be rejected.

If you're confused about how to answer these questions for yourself than you aren't alone. Let's go through some of the questions that you might encounter.

1. Please check the lowest grade you are willing to accept – Even if you believe you qualify as a GS-07, if the job is listed as a GS-05/07 than you may want to check the GS-05 box here as well so that you will be eligible for both grades, giving you a better chance against competing candidates.
2. For each task listed below, select the statement from A through E that best describes your level of experience, education, and/or training. If you leave any question blank your rating will be negatively impacted. ATTENTION: For each question below, you must document your skill level in your resume. This means, for example, that if you rate yourself at the expert level (E) for a skill or task, you must document when you have supervised or trained others doing that skill or task. If you rate yourself at the independent level (D), you must show that you did the task as a regular and recurring

Spotlight On: Office of Personnel Management

The U.S. Office of Personnel Management (OPM) acts as the Federal Government's human resources agency. Among other things, they manage federal job announcement postings at USAJOBS.gov, develop the job classification codes and pay grades, create self-assessment questions for job postings, and set policy on government-wide hiring procedures. On their website, you can find information about federal employment trends, salary ranges, benefits, etc. The OPM also created the USAJOBS ResumeBuilder in an effort to create a standard resume that could be used across government agencies.

part of a job. We will verify that you have documented your skills in your resume and your score will be lowered for skills that are not documented.

- A. I have not had education, training or experience in performing this task, but I am willing to learn.
 - B. I have been trained in the classroom or closely supervised while performing this task in the field.
 - C. I have limited experience in performing this task in a field environment.
 - D. I have considerable experience in performing this task in a field environment.
 - E. I have extensive experience performing this task in a field environment. I have performed this task as a regular and recurring part of a job in a field environment.
-
1. Collect observational field data on raptors using optics to monitor territories or nest sites.
 2. Identifying terrestrial wildlife (mammals or herpetofauna) of the western United States by sight, tracks or scat.
 3. Record complete and accurate biological field data on standard datasheets or field notebooks.
 4. Use computers to input data into an established Microsoft Access database or Microsoft Excel spreadsheet (or similar programs).
 5. Collect resource data with land-based GPS hand units.
 6. Write brief narratives summarizing wildlife monitoring activities for a non-scientific audience.

These questions are the most difficult to answer. As you can see, each skill it asks you to assess yourself on is very specific. The best advice we can give here is to be generous yet truthful in your responses. Read through each question and give yourself the highest rating you honestly can based on your combined education and experience. Then, make sure that your answers are supported in your resume.

The Cover Letter

Contrary to private businesses or non-profit organizations where a cover letter is usually the first part of your application that is reviewed, for federal jobs, the cover letter may be the last thing that's looked at.

As you may know, cover letters can be a great compliment to your resume, allowing you to more fully explain any gaps in your resume, highlight special skills or accomplishments and demonstrate your writing style. Their benefits are also their drawback because cover letters in themselves can take days to write well. Knowing all of this – should you include a cover letter in your application?

The answer is a definite YES if the vacancy announcement requires one. Even if it doesn't, you probably want to consider writing and including one with your application. You have already put a ton of work into your application – in making your resume shine, completing the occupational questionnaire, and gathering transcripts and other required documents. If you've come this far, we say, go all the way! Expect that you have such a good application that you are going to get routed to the hiring manager for sure. When you are, they will likely welcome a well-written cover letter to help propel you into an interview slot.

Networking

Even through the federal job application process is rigid and tries to take personal relationships out of the evaluation process, networking can still help you get a federal job. For many of us, the term “networking” seems daunting and maybe a little out of our comfort zone. You may think that this is one area you can skip. Don't skip out on these opportunities! Even if you are shy, push yourself to get connected with the natural resource community. Networking can even be fun! You will be surprised who you will meet and where your conversations will take you. So be bold! Here are some ways to get started.

Get Educated - The first thing you want to do is to get educated about the agencies you are interested in – find out about their mission, the work they do and the types of people that work there. Go beyond their website and search for news related to that agency or its work. Next, see if you can make a contact there and ask for an informal interview. This will help you further learn about the agency, understand the roles of the staff, get an honest perspective on the availability of jobs, and how to get the training or education you need to get there. During your informal interview, you may also be introduced to others in the office, furthering your network. Show them that you are passionate about their work by highlighting bits of information you learned from their website and news stories that particularly interested you. Although the agency may

not be hiring at the time, these personnel connections will help you be informed of future job openings as they develop.

Volunteer/Intern - Another great way to build connections is through volunteering with an agency that interests you. Volunteer positions help you make new contacts and acquire skills. They can also serve to avoid holes in your work history.^{ix} You can find many of these volunteer opportunities by going to www.serve.gov and www.volunteer.gov/gov, which is America's Natural and Cultural Resources Volunteer Portal. If you are interested in a more science-based or lab job, look into the Volunteer for Science program.

Many federal agencies also conduct summer and year-round unpaid internship programs for high school students, undergrads, grad students, and recent grads.^x Call the agency's main office to see what may available for you.

Join a Professional Society or Organization - Have you heard of the Ecological Society of America? How about the Wildlife Society, Geological Society of America, Society for Conservation Biology or Society of American Foresters? These are just a few examples of professional societies that current staff in your field may belong to. Joining a professional society often has an annual cost but if you can afford it, there are significant benefits including meeting people in your field, networking events, mentorship, a jobs board, and professional development opportunities. Joining a professional organization also helps connect you to the community in your field and looks good on your resume.

Attend a Job Fair - Some agencies use job fairs to fill high-priority jobs or internships by fast-tracking the application process. They may even make on-the-spot offers. Find a fair by conducting an online search using the name of each of your target agencies along with keywords such as "job fairs" and "career fairs" and the name of your location.^{xi} If you are a current student, visit your department's career office to see if your school or program hosts any annual or semi-annual job fairs.

Consider the Network you Already Have - Whether they are friends, family or former classmates, you already have hundreds of contacts that may be able to help you find a job. A great place to start is your school's career center or alumni network. Even if you have long since graduated, their staff will provide you with support. Finally, networks such as the Corps Network exist for alumni who have been a part of their youth organizations and programs.

Other Ideas For Creating Your Network

- Think about your immediate network – your family and friends. Then, brainstorm with them about their networks.
- Use social media – Use Facebook, Linked-In and Twitter to make contacts and show your enthusiasm for what you want to do.
- Stay in contact with the people you meet at conferences, by email, phone, through informational interviews, etc.
- Don't overlook networking with the agency's support staff, including secretaries and assistants. Sometimes they have more influence than you think.
- Don't tire your contacts out! Think of networking as a give-and-take.

SPECIAL PROGRAMS: VETERANS, APPLICANTS WITH DISABILITIES, THE PATHWAYS PROGRAM, AMERICORPS AND OTHERS

Veterans

If you are a veteran, you have a great chance of working for the Federal Government! Nearly 30% of federal employees are veterans, which is more than triple the percentage in the private sector. ^{xiii} The Federal Government truly values the service of our nation's veterans and encourages their employment with the Federal Government in several ways. Although these programs will help veterans get a job with the Federal Government they don't guarantee them a job.

Veterans' Preference

What is Veterans' Preference? Veterans' preference applies to virtually all new job announcements in both the competitive and excepted service (see page 41). As described above, most agencies use a numerical rating and ranking system to determine the best qualified applicants for a position. An additional 5 points (non-disabled veterans) or 10 points (disabled veterans) are added to the numerical score of eligible veterans.

Who is Eligible? Only veterans discharged or released from active duty in the armed forces under honorable conditions are eligible for veterans' preference. You must provide acceptable documentation of your preference or appointment eligibility. For all eligible veterans that will include a copy of your DD-214, "Certificate of Release or Discharge from Active Duty," which shows dates of service and discharge under honorable conditions. If you are claiming a 10 point preference, you will need to submit a Standard Form (SF-15) "Application for 10-point Veterans' Preference."

Special Hiring Authority for Veterans – In addition to veterans' preference for competitive position announcements, the Federal Government has several special ways of hiring veterans.

Some programs allow veterans to compete for jobs that are only open to current federal employees. These include the following programs:

- The Veterans Employment Opportunities Act of 1998 (VEOA). VEOA only allows vets to compete for positions that would otherwise be unavailable to them but doesn't let them use veterans' preference.
- Reinstatement eligibility. For former feds with veterans' preference, reinstatement eligibility never expires unlike other types of former feds where it lasts for only three years after their federal job ends.

Other programs allow veterans to be selected for a job without competing with other applicants. These programs include:

- Veterans' Employment Recruitment Act (VRA): Enables veterans to be noncompetitively hired into two-year temporary jobs at or below the GS-11 level.

- **Thirty Percent or More Disabled Program:** Enables veterans who have a service-connected disability of 30 percent or more to be noncompetitively hired into temporary jobs that may be converted at any time into permanent positions.
- **Schedule A Appointing Authority:** Although this program is for people with disabilities, veterans who have a severe physical, psychological, or intellectual disability may also be eligible. Agencies can use this authority to appoint you to any grade level and for any job (time-limited or permanent) for which you qualify. Veterans' preference applies when agencies hire individuals under this authority. After two years of satisfactory service, the agency may convert you, without competition, to the competitive service.

Resources

- For more information on preference eligibility and to get a copy of the forms mentioned above visit: <http://www.fedshirevets.gov/job/vetpref/index.aspx>
- To determine whether you have veterans' preference go to: www.fedshirevets.gov/job/vetpref.
- Information about veterans' preference including a webcast is posted at: www.opm.gov/veterans.
- For more information on the special hiring authorities for veterans mentioned above go to: <http://www.fedshirevets.gov/job/shav/index.aspx>
- For more information on federal programs for job-seeking veterans, visit: www.dol.gov/vets and www.vetsuccess.gov.
- The Office of Personnel Management runs the Veterans Outreach Offices in Fort Carson. This office provides various services, including help finding federal openings and preparing applications.

Applicants with Disabilities

Similar to veterans, the Federal Government is also the largest employer of people with disabilities (7% of federal employees are disabled).^{xiii} As with veterans' preference, people with disabilities are also given preference for many federal jobs through the Schedule A Appointing Authority.

What is Schedule A? The Schedule A hiring authority (Schedule A) is one of the paths that can greatly benefit youth and adults with disabilities who have an interest in beginning a career with the Federal Government. Schedule A can be a fast track way for federal agencies to bring in talented individuals with disabilities.^{xiv}

Schedule A allows individuals to apply for a federal job through a noncompetitive hiring process.

This means that if you meet the eligibility status of the job and the minimum qualifications for a position, you may be hired for the position without competing with the general public.

Who is Eligible? To be considered for a Schedule A appointment, you must have a severe physical disability, psychiatric disability, and/or have a mental disability. You must have proof of your disability and a certification of your job readiness.

How do I Apply for a Federal Job Using Schedule A? To apply for a position, begin with a search of position listings on USAJOBS. When you find a position you are interested in, contact the Selective Placement Program Coordinator (SPPC) at the agency with which you wish to work using the online directory - <http://www.opm.gov/policy-data-oversight/disability-employment/selective-placement-program-coordinator-directory/>. These Selective Placement Program Coordinators advise hiring managers about candidates available for placement in jobs under special hiring authorities. They will also help direct you through the hiring process, including creating your resume, gathering the required documentation, and deciding whether to submit your application through USAJOBS or directly to the agency.

Resources:

- The Office of Personnel Management’s “Disability Site” www.opm.gov/disability
- The U.S. Department of Labor’s Office of Disability Employment Policy www.dol.gov/odep
- The Federal Government’s one-stop website for people with disabilities, their families, employers, veterans and service members, workforce professionals, and many others. www.disability.gov.
- The Workforce Recruitment Program (<http://www.dol.gov/odep/wrp>), co-sponsored by the Department of Labor’s Office of Disability Employment Policy and the Department of Defense, connects postsecondary students and recent graduates with disabilities to positions in the Federal Government.

Pathways Program^{xv}

“The Pathways Programs offer clear paths to Federal internships for students from high school through post-graduate school and to careers for recent graduates, and provide meaningful training and career development opportunities for individuals who are at the beginning of their Federal service.” – USAJOBS.gov

Several years ago, the Federal Government recognized its lack of recruitment and hiring of graduates and recent graduates. To combat this issue and encourage the contribution of a younger generation to the county, the Pathways Program was signed into law by President Obama in December 2010 and took effect in July 2012. Today, the Pathways Program is touted as one of

the best ways for youth to get their foot in the door for a career in federal government.

The Pathways Program is composed of three programs: (1) the Internship Program for current students, (2) the Recent Graduates Program for people who have recently graduated from qualifying educational institutions or programs (two years from the date the graduate completed an academic course of study), and (3) the Presidential Management Fellows (PMF) Program for people who obtained an advanced degree (e.g., graduate or professional degree) within the preceding two years. Unfortunately if you are not currently in school or have graduated from an educational institute in the past two years you are not eligible for the Pathways Program.

Internship Program

The Internship Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore federal careers while still in school and while getting paid. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service. The information below can also be found at: <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#intern>.

Eligibility

- Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.
- You can find and apply for the Pathways Program Internship positions by conducting an advanced search on [USAJOBS.gov](https://www.usajobs.gov) for “Intern.”

Program Administration

- The Internship Program is primarily administered by each hiring agency.
- Agencies may hire Interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement.
- Interns may work either part- or full-time.
- Intern’s job will be related to the Intern’s academic career goals or field of study.

Program Completion and Conversion

- Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program.
- To be eligible for conversion, Interns must:

- » Complete at least 640 hours of work experience acquired through the Internship Program
- » Complete their degree or certificate requirements
- » Meet the qualification standards for the position to which the Intern will be converted
- » Meet agency-specific requirements, and
- » Perform their job successfully.
- » Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.

Recent Graduates Program

Below is a short summary of what you need to know about the Recent Graduates Program. This information can also be found at: <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#intern=&url=graduates>.

Eligibility

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.
- You can find and apply for the Pathways Program Recent Graduate positions by conducting an advanced search on [USAJOBS.gov](https://www.usajobs.gov) for “Recent Graduate.”

Program Administration

- The Recent Graduates Program is administered primarily by each hiring agency.

Training and Development

- Orientation program for Recent Graduates hired for the program.
- Mentorship throughout the program.
- Individual Development Plan to create and track Recent Graduates’ career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the program.
- Positions offer opportunity for career advancement.

After Program Completion

- Recent Graduates may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years).
- To be eligible for conversion, Recent Graduates must have:
 - » Successfully completed at least 1-year of continuous service in addition to all requirements of the Program.
 - » Demonstrated successful job performance.
 - » Met the qualifications for the position to which the Recent Graduate will be converted.

Presidential Management Fellows Program

Created more than three decades ago, the Presidential Management Fellows (PMF) Program attracts and selects from among the best candidates and is designed to develop a cadre of potential federal government leaders. Below are some key provisions of the PMF Program. This information can also be found at: <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#intern=&url=pmf>

Eligibility

- Individuals who have completed within the past two years, a qualifying advanced degree (e.g., masters or professional degree).
- An individual may apply for the PMF Program more than once as long as he or she meets the eligibility criteria. However, if an individual becomes a Finalist and subsequently applies for the PMF Program during the next open announcement, the individual will forfeit his or her status as a Finalist.

Program Administration

- The PMF Program is centrally administered by the PMF Program Office within the Office of Personnel Management.
- The Office of Personnel Management announces the opportunity to apply for the PMF Program (usually in the late summer or early fall).
- Applicants go through a rigorous assessment process to determine Finalists.
- OPM selects Finalists based on an evaluation of each candidate's experience and accomplishments according to his or her application and results of the assessments.
- OPM publishes and provides agencies with the list of Finalists.
- Agencies provide the Office of Personnel Management with information about their PMF opportunities and can post PMF appointment opportunities for those who are

Finalists on the PMF website year-round. In addition, a job fair is typically held for Finalists each year.

- Finalists who obtain an appointment as a PMF serve in a two-year excepted service position.

Training and Development

- The PMF Program Office provides newly hired PMFs an opportunity to participate in its Orientation and Training Program.
- Senior-level mentorship throughout the program.
- Individual Development Plan to create and track a PMF's career planning, professional development, and training activities.
- Developmental opportunities in the occupation or functional discipline the PMF would most likely be placed.
- At least 80 hours of formal, interactive training each year of the program, for a total of 160 hours.
- PMFs are placed on a performance plan and must obtain a successful rating each year.

After Program Completion

- After successful Program completion and job performance, the PMF may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years) in the competitive service.

To learn more about the program go to <http://pathtopmf.com>.

AmeriCorps

AmeriCorps NCCC (National Civilian Community Corps)

AmeriCorps NCCC is a full-time, team-based residential service program for individuals ages 18-24. NCCC members are organized into 10- to 12-member teams and serve in local communities in all 50 states and US territories. The mission of AmeriCorps NCCC is to strengthen communities and develop leaders through team-based national and community service. Based out of five regional campuses in Maryland, Mississippi, Iowa, Colorado, and California, teams complete four-to-six different, two-to-three month projects during their 10 months of service, doing projects proposed by community sponsors who identify needs within their communities and request NCCC assistance. Assistance projects include preparedness, response and recovery to natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development.

Project sponsors include national, nonprofit organizations; municipal and state governments; federal agencies and programs; city, state, and national parks; Native American communities; and schools throughout the United States. The NCCC program offers a monthly stipend as well as college credit for participation.

For more information go to: <http://www.nationalservice.gov/programs/americorps/americorps-nccc>

AmeriCorps VISTA

What is VISTA?

VISTA stands for Volunteers in Service to America. It is an AmeriCorps program specifically aimed at alleviating poverty. VISTAs serve in various nonprofits across the country on the front lines of poverty doing various capacity building projects. VISTAs participate in indirect service – behind the scenes activities like programmatic capacity building, fund development, or other support provided by the VISTA to the organization they work with – as opposed to the hands-on provision of other services.

What is Non-Competitive Eligibility for VISTAs?

Former VISTAs who have successfully completed their VISTA service attain a status commonly referred to as “non-competitive eligibility” (NCE) status for one year following their completion of VISTA service. As set forth in federal law, such individuals “shall be eligible for appointment in the federal competitive service in the same manner as Peace Corps Volunteers as prescribed in Executive Order No. 11103 (April 10, 1963).” Section 415(d), Title IV, of the Domestic Volunteer Service Act of 1973.

What that means is that VISTAs who successfully complete at least one full year of VISTA service are accorded, for a one year period after completion of VISTA service, a status that makes them eligible (1) for appointment by a federal agency into the federal competitive service and (2) to compete for certain federal employment jobs that only federal employees are eligible to compete for. This one year NCE status is a benefit only available starting from the date of completion of service, and expires after one year following a VISTA’s successful completion of a year of VISTA service. VISTAs who have completed less than one year of service (including training time) will not receive NCE status.

Having current NCE eligibility status does not mean that a former VISTA is entitled to federal employment. However, although non-competitive eligibility does not require, it does permit an agency to hire a former VISTA who meets the minimum qualifications for the position without going through all of the formalities of the competitive process. The decision whether to hire a former VISTA under non-competitive eligibility status is within the discretion of the hiring agency. Therefore, to alleviate any confusion it is advised that a former VISTA who is currently in the one-year NCE status period, makes it as clear as possible to the hiring agency where they are seeking employment, the time remaining in which the former VISTA retains that NCE status.

Who is Eligible?

AmeriCorps VISTA is open to all U.S. citizens, nationals, or lawful permanent resident aliens age 18 and older. VISTAs that successfully complete at least one full year of VISTA service are accorded, for a one year period after completion of VISTA service.

How Can I Apply For/Find Out More about the VISTA Program?

For more information - Visit the Corporation for National and Community Service VISTA site - <http://www.nationalservice.gov/programs/ameriCorps/ameriCorps-vista>. To find VISTA opportunities go to <https://my.americorps.gov/mp/listing/publicRequestSearch.do>

Other Federal Programs and National Internship Programs for Youth

YouthGo

Youth in the Great Outdoors is an initiative of the US Department of Agriculture and US Department of the Interior that reconnects young people from all walks of life with our natural and cultural heritage while building pathways to careers in resource stewardship. YouthGo is not a separate program but rather connects youth to jobs, internship opportunities and resources.

Read more at: <https://youthgo.gov>

Public Land Corps (ages 16-25)

The Public Land Corps (PLC) Act of 1993, as amended in 2005, provides authority for the Federal Government to utilize and expose youth to public service by hiring young adults to perform needed conservation activities and assist the Federal Government with natural and cultural resources. The PLC allows qualified youth to apply and be considered for posted vacancy announcements without competing under internal merit staff procedures. These candidates will be considered with other noncompetitive candidates. Eligibility for this noncompetitive authority is only good for 120 days after completion of PLC service.

For more information please contact your servicing Human Resources Office, or the Department of the Interior - Office of Youth and Natural Resources at (202) 208-4417 or US Forest Service at www.fs.fed.us/working-with-us.

Youth Conservation Corps (ages 15-18)

The Youth Conservation Corps Act of 1970 (YCC), establishes permanent programs within the Department of Interior and Department of Agriculture for teens who are between the ages of 15 and 18 to perform specific tasks on lands and waters administered under the jurisdiction of these departments. YCC programs are conducted for 8-10 weeks during the summer. Environmental awareness is an integral aspect of the YCC program, with projects embracing both work and environmental learning goals. The participants spend most of their time in the outdoors. All participants are expected to gain an understanding and appreciation of the nation's environment and heritage equal to one full academic year of study.

For more information please contact your servicing Human Resources Office or the Department of the Interior, Office of Youth and Natural Resources, at (202) 208-4417.

US Forest Service Resource Assistants Program

The Resource Assistants Program (RAP) is an internship opportunity with the US Forest Service through a partnership organization. The Public Land Corps Act of 1993 – as amended in 2005 - established the program to offer a rigorous learning and immersive work experience that provides exposure to the Forest Service and developmental and training opportunities in natural and cultural resource management. Applicants must be at least 17 years old, a US citizen or permanent resident and have completed the required minimum of 960 hours of relevant work contributing to the Forest Service mission to be eligible for non-competitive hiring status. Preference is given to currently enrolled students at, or recent graduates from, an institution of higher education. Enrollees will receive a Certificate of Completion and be eligible for non-competitive hiring for two years.

For more information go to: <http://www.fs.fed.us/working-with-us/opportunities-for-young-people>

US Fish and Wildlife Service Directorate Resource Assistant Fellowship Program

The Directorate Resource Assistant Fellows Program (DFP) is a new fellowship program at the US Fish and Wildlife Service. The DFP is designed to provide a fellowship opportunity for undergraduate and graduate students to participate full time for at least 11 weeks on projects that meet the qualification of a rigorous internship program.

Participation in the DFP will offer the selected Fellows an opportunity to demonstrate to supervisors and managers their potential for success in an administrative or professional career field in the Service. Management may directly hire a DFP Fellow who has successfully completed the fellowship program and requirements for his or her degree program.

Read more at: <http://www.fws.gov/workforwildlife>

Department of Energy Student Programs

The Department of Energy offers a few different programs for youth including the Student Internship Program, Student Stipend-Based Internship Program, DOE Scholars Program, DOE Office of General Council Program, the Minority Educational Institution Student Partnership Program and Mickey Leland Energy Fellowship.

For more information about the programs and eligibility requirements visit <http://www.energy.gov/student-programs-and-internships>.

National Park Service Historic Preservation Internship Training Program

This internship program offers undergraduate and graduate students the opportunity to gain practical experience in cultural resource management programs at the National Park Service

headquarters, field offices, and parks, and at other federal agencies.

Read more at: <http://www.nps.gov/tps/education/internships.htm>

The Latino Heritage Internship Program

The Latino Heritage Internship Program is administered jointly by the National Park Service, Environment for the Americas, and the Hispanic Access Foundation. The goal of the program is to train young Latinos in cultural and natural resource management while raising awareness and utilization of national parks and cultural resources by Latino communities. Internship sites exist throughout the country and include opportunities at Colorado National Monument and at the Intermountain Regional Office in Colorado. Applicants must be 18-35 and currently enrolled in or recently graduated (two years) from a higher education program.

Read more at: <http://www.latinoheritageintern.com/>

The Student Conservation Association Career Discovery Internship Program

Founded in 2008, the Career Discovery Internship Program (CDIP) was created by the Student Conservation Association and the US Fish and Wildlife Service to help prepare the next generation of wildlife professionals and managers by introducing culturally and ethnically diverse college freshman and sophomores to conservation careers with USFWS. Conservation interns are paid a living wage and, in some cases, are also provided with room and board for the duration of their service.

Read more at: <http://www.thesca.org/serve>

The Nature Conservancy Leadership in Environmental Action for the Future (LEAF) Program

The LEAF Program provides paid summer internships for high school students in nature preserves across the nation. Since 1995 the LEAF program has expanded from one to 27 participating states offering urban youth both career development and hands-on environmental stewardship experience.

Read more at: <http://www.nature.org/about-us/careers/leaf>

Beyond USAJOBS

USAJOBS is not the only website that lists government jobs. GovLoop is another private website that offers a search of not only federal government jobs but those in state and local government. It also offers a variety of resources for both current and aspiring government employees. Search jobs at www.govloop.com.

Agency websites may also announce job openings and include additional information not listed on USAJOBS.

Case Studies: Meet the People Who Work in Natural Resources



Mark DeGregorio

Education Program Manager
Rocky Mountain National Park

Mark earned a forestry degree from Colorado State University. During summers he held natural resource positions including timber thinning and trail crew leader and wilderness ranger for the US Forest Service. After graduation, Mark had an opportunity to substitute teach science, loved it, and earned a teacher's license. He discovered effective methods to connect science to the environment. He taught high school in Creede, Colorado, then middle school in the Poudre School District. He continued working summers for the Forest Service as a wilderness ranger, then helitack firefighter. Mark became the Poudre School District's environmental education specialist, and directed the sixth-grade residential Eco-Week Program, which served 23 elementary schools.

Since 1992, Mark has managed Rocky Mountain National Park's education program. Mark combined his early fieldwork and classroom experiences to meet the needs of learners, educators, and natural resource managers. Mark's program, Heart of the Rockies, employs ranger-led experiences for diverse audiences, providing many youth and some adults their first contact with nature, and perhaps their first opportunity in a national park. Heart of the Rockies has served over 160,000 children. Staff conducts field studies for nearly 10,000 students, from 70 schools annually, and over 2,000 youth and adults from 60 organizations. Mark's biggest fulfillment is seeing children light up when discovering nature for the first time.



Laura Lacerte

Park Ranger II/Environment Education Specialist
Highlands Ranch Metro district

My name is Laura Lacerte and I am a Park Ranger and Environmental Education Specialist for Highlands Ranch Metro District. As a Park Ranger in Highlands Ranch, our main duty is patrolling the parks, trails and open spaces owned by the Metro District. I am also in charge of the environmental education programs for kids up to adults.

While attending Colorado State University in Fort Collins, I began working seasonally at Lake Pueblo State Park during my breaks. After graduation, I continued seasonal work with Lake Pueblo. I gained a lot of valuable experience from these seasonal positions. My first full-time position was with the City of Aurora, where I worked as an Interpretive Park Ranger at the Morrison Nature Center at Star K Ranch. I have been with Highlands Ranch for seven years.

At times, it was difficult to find a permanent, full-time job with a natural resource agency. When you put in enough seasonal time with an agency, it definitely makes it easier for them to hire you when they know you and your work ethic.

I enjoy teaching programs the most! I want to get folks excited about nature and wildlife. I want people to walk away from a program and think differently.

CHAPTER 4: GETTING A STATE OR LOCAL GOVERNMENT JOB

IN THIS CHAPTER:

- Who's Who: A Look at Natural Resource Agencies in Colorado
- Navigating the State Application Process
- Local Government Units: Natural Resource Departments and Positions
- Navigating the Local Application Process
- How to Stand Out!



There are three main levels of government in the United States – federal, state and local. As discussed in the previous chapter, the Federal Government makes decisions and enacts laws that govern the entire country. Here in Colorado, our next highest level of government is the State of Colorado. Much like the Federal Government, Colorado has its own constitution of laws and consists of multiple agencies that oversee the various natural resources throughout the state. Below the state government are local governments.

Colorado's local governments include 64 counties and numerous cities/towns within each county. Two counties in Colorado – the City and County of Denver and the City and County of Broomfield – are unique in that they have consolidated city and county governments. Some responsibilities typically are handled at the county level, such as schools and open space, while cities generally oversee parks and recreation services, police and fire departments, emergency medical services, public transportation, and public works (streets, sewers, snow removal, signage). Depending on the size of the county or city, a single employee or multiple departments may oversee natural resource management. Although each level of government has its own jurisdiction and responsibilities, because natural resources cross boundaries and borders, many natural resource agencies work closely with one another.

Each level of government has its own benefits and opportunities for careers in the environment, outdoors and natural resources. We have already discussed federal opportunities for careers in natural resources in Chapter Three; here we will highlight a number of state, county, and city government agencies in Colorado which offer a variety of careers in the field.

Whereas working for the Federal Government can seem intriguing, working at the state or local level also has its benefits. Some people prefer working in places with which they are more familiar and on issues that more directly affect themselves and their families. Additionally, as a state or local government employee you probably will have greater flexibility in your job duties and environment and better access and interaction with leadership at the agency.



Who's Who: A Look at Natural Resource Agencies in Colorado

Just like the Federal Government, Colorado's state government is composed of many different departments that govern everything from education to public safety. A complete list of Colorado's state agencies can be found online.^{xvi} Also like the Federal Government, a number of these departments focus specifically on management of Colorado's natural resources. On the following pages we give a brief snapshot of each agency and its focus. Take a look through and see which inspire you! More information, including office addresses and contact information can be found in Appendix II.

Colorado Department of Agriculture

Mission:

Strengthen and advance Colorado's agriculture industry; promote a safe, high quality, and sustainable food supply; and protect consumers, the environment, and natural resources.



COLORADO
Department of Agriculture

Agency Description and Organization:

Colorado agriculture contributes \$40 billion to the state's economy and provides nearly 173,000 jobs annually. A separate state agency devoted to agriculture did not exist until 1933 when the Division of Agriculture was created. Before this date many agricultural functions were disbursed among state and local level government agencies. Today, the Colorado Department of Agriculture (CDA) is made up of the Commissioner's Office and seven divisions:

- The Animal Industry Division
- The Brands Division
- The Colorado State Fair
- The Commissioner's Office
- The Conservation Services Division
- The Inspection & Consumer Services Division
- The Markets Division
- The Plant Industry Division

Office Locations:

Denver, Pueblo

Examples of Jobs:

Program Administrator, Program Coordinator, Information Officer, Field Programs Director

Learn more at: <http://www.colorado.gov/ag>

What Staff Think is Unique about CDA:

- We have a strong affiliation with the Cattleman's Association and other producers.
- Our agency is highly regulatory but we try to work with people first on a cooperative basis.
- The Colorado Department of Agriculture emphasizes and promotes education about agriculture to youth and adults.

Colorado Department of Natural Resources

Mission:

The Colorado Department of Natural Resources was created with a mission to develop, preserve and enhance the state's natural resources for the benefit and enjoyment of current and future citizens and visitors.



Agency Description and Organization:

The Colorado Department of Natural Resources is governed by an Executive Director and composed of eight divisions. Because each division is unique and offers more specific job opportunities, each is discussed below in greater detail.

Colorado Oil and Gas Conservation Commission

Mission:

The mission of the Colorado Oil and Gas Conservation Commission (COGCC) is to foster the responsible development of Colorado's oil and gas natural resources. Responsible development results in:



- The efficient exploration and production of oil and gas resources in a manner consistent with the protection of public health, safety and welfare
- The prevention of waste
- The protection of mineral owners' correlative rights
- The prevention and mitigation of adverse environmental impacts

Agency Description and Organization:

The COGCC seeks to serve, solicit participation from, and maintain working relationships with all those having an interest in Colorado's oil and gas natural resources.

Office Locations:

Denver, Rifle, Loveland, Steamboat Springs, and more

Examples of Jobs:

Environmental Manager, Reclamation Specialist, Environmental Data Analyst, Engineer, GIS Analyst, Records Administration

Learn more at: <https://cogcc.state.co.us>

Colorado Parks and Wildlife

Mission:

To perpetuate the wildlife resources of the state, to provide a quality state parks system, and to provide enjoyable and sustainable outdoor recreation opportunities that educate and inspire current and future generations to serve as active stewards of Colorado's natural resources.



Agency Description and Organization:

Colorado Parks and Wildlife (CPW) was created in 2011 by the merger of Colorado State Parks and the Colorado Division of Wildlife. Colorado Parks and Wildlife manages 42 state parks, all of Colorado's wildlife, more than 300 state wildlife areas, the state's trail program and a host of recreational programs.

Colorado Parks and Wildlife issues hunting and fishing licenses, conducts research to improve wildlife management activities, protects high priority wildlife habitat through acquisitions and partnerships, provides technical assistance to private and other public landowners concerning wildlife and habitat management and develops programs to understand, protect and recover threatened and endangered species.

Office Locations:

Denver, Littleton, Brush, Fort Collins, Grand Junction, Meeker, Glenwood Springs, Steamboat Springs, Colorado Springs, Lamar, Pueblo, Salida, Durango, Gunnison, Monte Vista, Montrose

Examples of Jobs:

Interpreter-Volunteer Coordinator, Visitor Services Technician, Maintenance Technician, State Park Ranger, Invasive Species Technician, Trails Coordinator, District Wildlife Manager, Hatchery Technician, Wildlife Technician, Biologist, Wildlife Researcher

Learn more at: <http://cpw.state.co.us>

What Staff Think is Unique about CPW:

- Colorado Parks and Wildlife is proud to not receive any tax money from the citizens of Colorado. Instead, it is funded primarily through the sale of hunting and fishing licenses. Because of this, Colorado Parks and Wildlife has a strong appreciation for outdoorsmen.
- Our agency is a balance between customer service, science and resource management.
- A main directive of Colorado Parks and Wildlife is educating all demographics of youth about the importance of our outdoor resources and outdoor recreation opportunities.

State Land Board

Mission and General Description: The State Board of Land Commissioners (also known as the State Land Board and the SLB) was established in 1876 to manage more than three million acres of land and four million acres of mineral rights that the Federal Government gave to Colorado to generate revenue for public education and some of the state's institutions.



Office Locations:

Denver, Craig, Eaton, Sterling, Alamosa, Pueblo, Lamar

Examples of Jobs:

Accounting Technician, Field Technician, Recreation Manager

Learn more at: <http://trustlands.state.co.us>

Colorado Water Conservation Board

Mission:

To conserve, develop, protect and manage Colorado's water for present and future generations.



Agency Description and Organization:

The Colorado Water Conservation Board (CWCB) was created nearly 75 years ago to provide policy direction on water issues. The CWCB is Colorado's most comprehensive water information resource. The agency maintains expertise in a broad range of programs and provides technical assistance to further the utilization of Colorado's waters. The CWCB's responsibilities range from protecting Colorado's streams and lakes to water conservation, flood mitigation, watershed protection, stream restoration, drought planning, water supply planning and water project financing. The CWCB also works to protect the state's water apportionments in collaboration with other western states and federal agencies.

Office Locations:

Denver

Examples of Jobs:

Hydrologist, Geomorphologist, Water Resources Engineer, Water Conservation Coordinator, Stream Restoration Coordinator, Flood Mapping Coordinator, Accountant

Learn more at: <http://cwcb.state.co.us>

Colorado Geological Survey

Mission:

The mission of the Colorado Geological Survey is building vibrant economies and sustainable communities, free from geologic hazards, for people to live, work and play through good science, collaboration, and sound management of mineral, energy and water resources.



Agency Description and Organization:

The Colorado Geological Survey (CGS) goals are to help reduce the impact of geologic hazards on the citizens of Colorado, to promote the responsible economic development of mineral and energy resources, to provide avalanche safety training and forecasting, to provide geologic insight into water resources, and to provide geologic advice and information to a variety of constituencies. By providing sound information and new knowledge, the Colorado Geological Survey contributes to economic growth and improvement in the quality of life for Colorado's citizens.

Office Locations:

Denver

Examples of Jobs:

GIS Analyst, Geologist

Learn more at: <http://coloradogeologicalsurvey.org/>

Division of Forestry

Although the Colorado Division of Forestry is one of the divisions of the Colorado Department of Natural Resources, it is staffed and run by the Colorado State Forest Service, a program of Colorado State University. Therefore, it will be discussed in detail below under a separate title.

Division of Reclamation, Mining and Safety

Agency Description and Organization:

The Colorado Division of Reclamation, Mining and Safety is responsible for mineral and energy development, policy, regulation, and planning. The division is comprised of the Office of Mined Land Reclamation and the Office of Active and Inactive Mines. A diverse team of earth scientists, engineers, geologists, and hydrologists work together at the Division of Reclamation, Mining and Safety to ensure that mining operations are planned, executed and the land reclaimed to appropriate environmental standards. Environmental Protection Specialists at the Division of Reclamation, Mining and Safety specialize in many areas including geology,



COLORADO
Division of Reclamation,
Mining and Safety
Department of Natural Resources

biology, wildlife management, range and soil science, mining engineering, hydrology and mine safety.

Office Locations:

Denver, Durango, Grand Junction, Gunnison, Leadville, Ridgeway, Telluride

Examples of Jobs:

Geologist, Mining Engineer, Hydrologist, Mining Safety Specialist

Learn more at: <http://mining.state.co.us>

Colorado Division of Water Resources

Mission:



COLORADO
Division of Water Resources
Department of Natural Resources

- To provide competent and dependable distribution of water in accordance with statutes, decrees and interstate compacts.
- To ensure public safety through safe dams and properly permitted and constructed water wells.
- To maintain and provide accurate and timely information concerning water.
- To promote stewardship of all human, fiscal and natural resources.
- To serve the public through the generation of creative solutions to problems.
- To help the public understand complex water issues.
- To promote stability in the use of the state's limited water resources.
- To apply modern technology to its greatest advantage.

Agency Description and Organization:

The Colorado Division of Water Resources (DWR), also known as the Office of the State Engineer, administers water rights, issues water well permits, represents Colorado in interstate water compact proceedings, monitors streamflow and water use, approves construction and repair of dams and performs dam safety inspections, issues licenses for well drillers and assures the safe and proper construction of water wells, and maintains numerous databases of Colorado water information.

Office Locations:

Denver, Greeley, Alamosa, Montrose, Glenwood Springs, Steamboat Springs

Examples of Jobs:

Well Inspector, Records Technician

Learn more at: <http://water.state.co.us>

Colorado State Forest Service

Mission:

The mission of the Colorado State Forest Service is to achieve stewardship of Colorado's diverse forest environments for the benefit of present and future generations.



Agency Description and Organization:

In 1955, the Colorado General Assembly established the Colorado State Forest Service (CSFS) as a division of the Colorado State College of Agriculture and Mechanic Arts, now known as Colorado State University.

While its focus has changed throughout the decades in response to emerging forestry issues, its commitment to providing timely, relevant forestry information and education to Colorado citizens has not.

Together with other natural resource organizations, the Colorado State Forest Service strives to provide comprehensive support for the care of our natural environment. This exchange of technical assistance and information among cooperating organizations ensures the commitment to a common goal – future forests providing benefits to future generations.

Office Locations:

Headquartered in Fort Collins with 16 other district offices throughout the state.

Examples of Jobs:

Seasonal Forester, Stewardship Forester, Forestry Technician, Outreach Coordinator

Learn more at: <http://csfs.colostate.edu>

Colorado Department of Public Health and Environment

Mission:

The mission of the Colorado Department of Public Health and Environment is to protect and improve the health of Colorado's people and the quality of its environment.



Colorado Department
of Public Health
and Environment

Agency Description and Organization:

The Colorado Department of Public Health and Environment (CDPHE) employs approximately 1,380 employees that oversee public health related to the following:

- Air Quality
- Water Quality
- Department Regulation
- Food and Product Safety

- Hazardous Waste, Solid Waste and Radiation
- Hospitals, Nursing Homes and Other Health Facilities

The Colorado Department of Public Health and Environment focuses on evidence-based practices in the public health and environmental fields, and it plays a critical role in providing education to our citizens so they can make informed choices. In addition to maintaining and enhancing the department's core programs, the staff continues to identify and respond to emerging issues that could affect Colorado's public health and environment.

Office Locations:

The vast majority of employees work at the offices in Denver. Satellite offices are located in Grand Junction, Pueblo, Buena Vista, Steamboat Springs and Fort Collins.

Examples of Jobs:

Air Quality Control Specialist, GIS Analyst

Learn more at: www.cdphe.state.co.us

What Staff Think is Unique about CDPHE:

- The Colorado Department of Public Health and Environment is a highly regulatory and scientific agency.
- The agency headquarters are in a great location and the agency also offers great benefits to its employees.

Navigating the State Application Process

Types of State Jobs

There are five main types of positions with the State of Colorado – **unpaid internships** (or sometimes called volunteer positions), **paid internships**, **seasonal positions**, **temporary positions** and **permanent positions**. Additionally, each of these types of positions can be either full-time (40+ hrs/wk) or part-time (<40 hrs/wk). For each agency, the number and proportion of these types of positions vary (see the table on pages 90-91). At almost every agency, volunteer opportunities are available. Unfortunately for many of Colorado's state agencies, paid internships are limited.

All of Colorado's state agencies listed above have a combination of seasonal, temporary and permanent positions available. Some agencies, such as the Colorado Department of Agriculture and Colorado Parks and Wildlife, have mostly seasonal and temporary job openings while others, such as the Colorado Department of Public Health and Environment, hire almost only permanent positions. Although nearly everyone aspires for a permanent position at some point in his/her career, seasonal positions are the best way to get you there. In fact, when we met with state human resource staff, many of them noted internship and seasonal positions as important, if

not required, as part of their review of applicants. Even if you have an advanced degree, if you want to get your foot in the door at a particular agency, strongly consider applying for a seasonal position. Seasonal positions are also a great way for current students to get some experience in the field and begin building their real-world knowledge since many seasonal positions only require an interest, not a college degree. In fact, for some seasonal positions there are no minimum requirements.

Another benefit of seasonal positions is that they help you refine your career path. Say you have always wanted to be a park ranger but during a seasonal position as a “limited commissioned ranger” at Steamboat Lake Park you find that you don’t like having to confront the public and enforce regulations. This might help you shift your career path to one that’s focused more on public education or wildlife management.

Finally, seasonal positions allow you to interact with the people and agencies where you eventually want that permanent position so it is a great way to build relationships, demonstrate your skills and be in-the-know when a permanent position does become available.

Internships, Seasonal and Temporary Jobs

Searching for a Job

To find unpaid and paid internships it is best to contact the agency with whom you are interested by either calling or emailing the office manager or the person whose job you are most interested in. Many of the agency websites list their staff and office locations so you can find the person or regional office that interests you. Some agencies list specific internships on their website. For example, on the Colorado Parks and Wildlife website (cpw.state.co.us/aboutus/Pages/Jobs.aspx) you can find available internships posted alongside their open permanent and temporary positions. Another great place to find internship opportunities is through your school’s career center or guidance office. Typically, colleges and universities have relationships with a variety of employers and can help you either find an existing internship opportunity or in some cases, create a new internship position.

Seasonal and temporary positions are not always listed on the agency’s website. Sometimes they may be posted on a physical job board at an office location, advertised through local colleges or universities, or simply discovered by word-of-mouth. There are no state regulations governing how and where seasonal and temporary positions are advertised. Because of this, you may want to ask the agency if you can give a copy of your resume to someone at your local office to keep for future openings.

Understanding the Position Listing

Most seasonal or temporary job announcements are written in a Word document and posted as a single page of information. Although each listing will vary, you are likely to see the following information: position title, location, pay/salary, start and end employment dates, closing date for applications, position duties and responsibilities, minimum requirements, preferred background and experience, and information about how to apply including what application materials you must include and where to send them. Most position announcements also include a contact person’s name and email.

Colorado State Agency Application Information

AGENCY	TYPE OF POSITION	HOW TO FIND POSITIONS	HOW TO APPLY	APPLICATION MATERIALS		
				RESUME/ ONLINE APPLICATION	SUPPLEMENTAL QUESTIONNAIRE?	COVER LETTER?
DNR - Colorado Parks and Wildlife	Internships - Paid	Colorado Parks and Wildlife Jobs Page – http://cpw.state.co.us/aboutus/Pages/Jobs.aspx	Email application materials to hiring manager	Email Resume	No	Depends on hiring manager
	Seasonal	Colorado Parks and Wildlife Jobs Page – http://cpw.state.co.us/aboutus/Pages/Jobs.aspx and by word-of-mouth	Email application materials to hiring manager	Email resume	Depends on hiring manager	Depends on hiring manager
	Permanent	Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs	Create account and apply online	Online Application	Yes	Depends on hiring manager
DNR – Colorado Oil and Gas Conservation Commission	Seasonal and Permanent	Colorado Oil and Gas Conservation Commission website - http://cogcc.state.co.us/about.html#/jobs Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs	Create account and apply online	Online Application	Yes	Yes
DNR – Colorado Water Conservation Board	Internships – Unpaid	No specific unpaid Internship (volunteer) opportunities listed	Email resume and cover letter to cwcbnews@state.co.us	Email Resume	No	Yes
	Internships – Paid	Contact the Colorado Water Institute	Email resume and cover letter to cwcbnews@state.co.us	Email Resume	No	Yes
	Seasonal and Permanent	Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs	Create account and apply online	Online Application	Depends on hiring manager	Depends on hiring manager
DNR – Colorado State Land Board	Seasonal and Permanent	Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs	Create account and apply online	Online Application	Depends on hiring manager	Depends on hiring manager
DNR – Colorado Geological Survey	Internships – Unpaid	Contact the Colorado Geological Survey at cgspubs@state.co.us	Email resume and cover letter to cgspubs@state.co.us	Email Resume	No	Depends on hiring manager
	Seasonal and Permanent	Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs	Create account and apply online	Online Application	Depends on hiring manager	Depends on hiring manager

Colorado State Agency Application Information (continued)

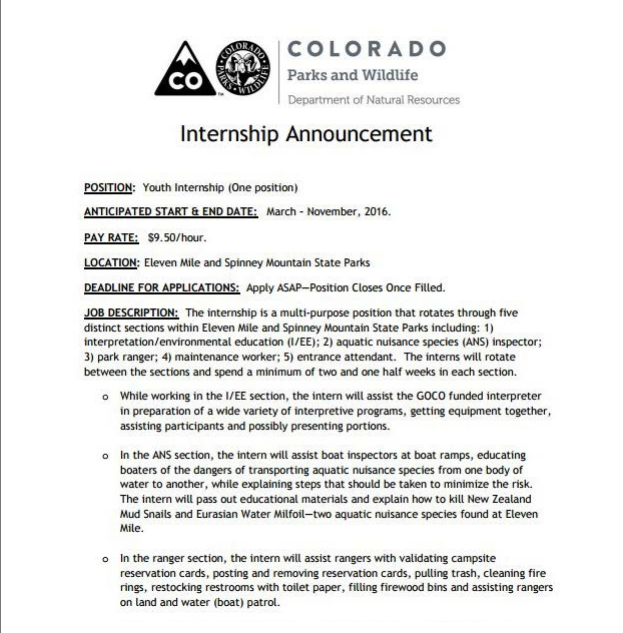
AGENCY	TYPE OF POSITION	HOW TO FIND POSITIONS	HOW TO APPLY	APPLICATION MATERIALS		
				RESUME/ ONLINE APPLICATION	SUPPLEMENTAL QUESTIONNAIRE?	COVER LETTER?
DNR – Colorado Division of Reclamation, Mining and Safety	Seasonal and Permanent	Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs	Create account and apply online	Online Application	Depends on hiring manager	Depends on hiring manager
DNR – Division of Water Resources	Seasonal and Permanent	Division of Water Resources Website - http://water.state.co.us/Home/Pages/DWRJobs.aspx Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs	Create account and apply online	Online Application	No	Depends on hiring manager
Colorado State Forest Service	Internships	None available				
	Seasonal	Colorado State Forest Service Employment Page – http://csfs.colostate.edu/employment/	Email application materials to hiring manager	Resume	No	Yes
	Permanent	Colorado State Forest Service Employment Page – http://csfs.colostate.edu/employment/	Email application materials to hiring manager	Resume	No	Yes
Colorado Public Health and the Environment	Internships: Environmental Protection Interns - Paid	Contact HR Department or Staff	Email a Proposal	Online application	Yes	Depends on hiring manager
	Seasonal	Limited				
	Permanent	Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs	Create account and apply online	Depends on hiring manager	Depends on hiring manager	Depends on hiring manager
Colorado Department of Agriculture	Internships	Only available through the marketing department				
	Seasonal	Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs Word-of-Mouth	Depends – Either create account and apply online or email hiring manager	Depends on hiring manager	Depends on hiring manager	Depends on hiring manager
	Permanent	Colorado Division of Human Resources, Department of Personnel and Administration - www.colorado.gov/jobs Newspapers	Create account and apply online	Online application	Yes	No

Applying for a Job

For most internship, seasonal and temporary positions, you will only need to submit either your resume or an application. In some cases you will also need to submit a cover letter, supplemental questionnaire, references and/or transcripts. This information should be included in the position announcement. If a cover letter is required for the position think of it as a chance to further advocate exactly why you are the best candidate for the position.

As for all positions, you want to make sure that your resume or application is tailored to the position for which you are applying. Use the position announcement to help guide you in what to include. Highlight any keywords under the Job Duties and Qualifications sections and make sure to include examples of how you demonstrate those qualifications in your resume.

For most internship, seasonal and temporary positions, the job announcement will list a person whom to email your resume (and/or cover letter, supplemental questionnaire or other application materials).



COLORADO
Parks and Wildlife
Department of Natural Resources

Internship Announcement

POSITION: Youth Internship (One position)
ANTICIPATED START & END DATE: March - November, 2016.
PAY RATE: \$9.50/hour.
LOCATION: Eleven Mile and Spinney Mountain State Parks
DEADLINE FOR APPLICATIONS: Apply ASAP—Position Closes Once Filled.

JOB DESCRIPTION: The internship is a multi-purpose position that rotates through five distinct sections within Eleven Mile and Spinney Mountain State Parks including: 1) Interpretation/environmental education (I/EE); 2) aquatic nuisance species (ANS) inspector; 3) park ranger; 4) maintenance worker; 5) entrance attendant. The interns will rotate between the sections and spend a minimum of two and one half weeks in each section.

- While working in the I/EE section, the intern will assist the GOCO funded interpreter in preparation of a wide variety of interpretive programs, getting equipment together, assisting participants and possibly presenting portions.
- In the ANS section, the intern will assist boat inspectors at boat ramps, educating boaters of the dangers of transporting aquatic nuisance species from one body of water to another, while explaining steps that should be taken to minimize the risk. The intern will pass out educational materials and explain how to kill New Zealand Mud Snails and Eurasian Water Milfoil—two aquatic nuisance species found at Eleven Mile.
- In the ranger section, the intern will assist rangers with validating campsite reservation cards, posting and removing reservation cards, pulling trash, cleaning fire rings, restocking restrooms with toilet paper, filling firewood bins and assisting rangers on land and water (boat) patrol.

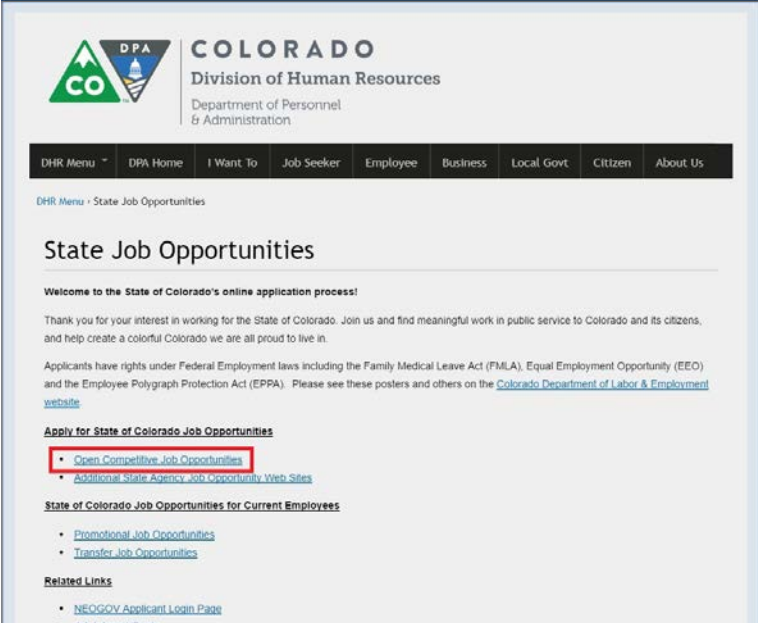
Permanent and Some Seasonal Positions: Using the Colorado.Gov/Jobs Website

A majority of Colorado’s permanent state jobs and some seasonal and temporary jobs are posted on a common website - www.colorado.gov/jobs. Below you will find information on how to search and apply for positions through this website.

Searching for a Job

1. Go to www.colorado.gov/jobs
2. To search for open jobs, click on the link “Open Competitive Job Opportunities” under the heading “Apply for State of Colorado Job Opportunities.”

Scroll down to see a listing of the current job openings.



COLORADO
Division of Human Resources
Department of Personnel & Administration

DHR Menu | DPA Home | I Want To | Job Seeker | Employee | Business | Local Govt. | Citizen | About Us

DHR Menu > State Job Opportunities

State Job Opportunities

Welcome to the State of Colorado's online application process!

Thank you for your interest in working for the State of Colorado. Join us and find meaningful work in public service to Colorado and its citizens, and help create a colorful Colorado we are all proud to live in.

Applicants have rights under Federal Employment laws including the Family Medical Leave Act (FMLA), Equal Employment Opportunity (EEO) and the Employee Polygraph Protection Act (EPPA). Please see these posters and others on the [Colorado Department of Labor & Employment website](#).

Apply for State of Colorado Job Opportunities

- **Open Competitive Job Opportunities**
- [Additional state Agency Job Opportunity Web Sites](#)

State of Colorado Job Opportunities for Current Employees

- [Promotional Job Opportunities](#)
- [Transfer Job Opportunities](#)

Related Links

- [NEOGOV Applicant Login Page](#)
- [Job Interest Cards](#)

You can either search by: (1) entering specific keywords, (2) sorting the position listings by posting date, job title or salary and/or (3) filtering the listings by location, department, job category, and/or annual salary. Without using any filters, you are likely to see upwards of 250 job listings across all fields and agencies in Colorado. If you don't want to scroll through all of the postings, we recommend using one of the search functions. It may seem easiest to enter a few keywords into the search box. However, we recommend leaving this section blank and focusing on the other search functions so that you are able to find a greater number and variety of job listings that might suit you.

Start by playing around with the filter function. If you are constrained by location, searching the job listings by the Location filter is a good place to start. Under the Job Category filter, scroll down and check job categories that might interest you. Some of these may include:

- Agriculture
- Environmental Services
- Land Use
- Natural Resources
- Science
- Parks and Recreation
- Forestry
- Water Agency
- Wetlands
- Wildlife

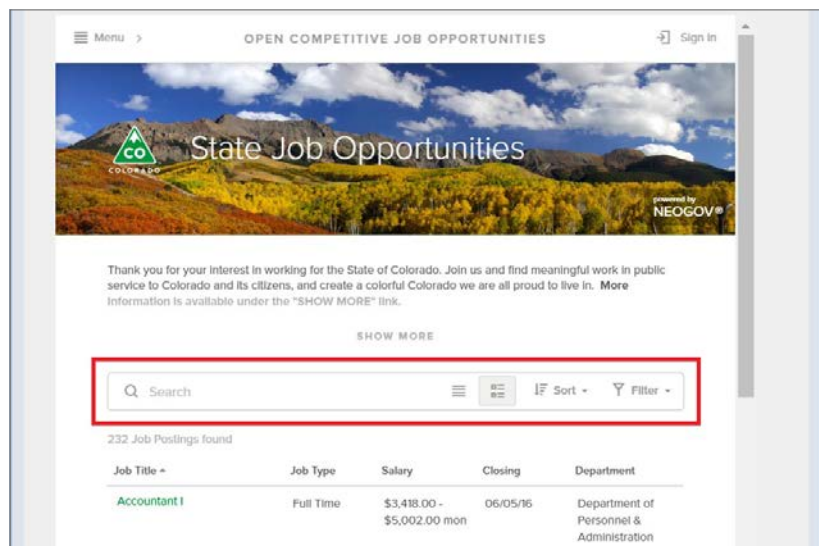
However, don't forget about other jobs, such as administrative assistant, grants administration, and IT and computers, that might help support natural resource work.

You can also filter by department. So, if you are interested in working for a specific agency, then go directly to the Department filter and check the box next to that agency. Some agencies you may want to filter by include:

- Department of Agriculture
- Department of Public Health and Environment
- Department of Natural Resources
- Colorado State University

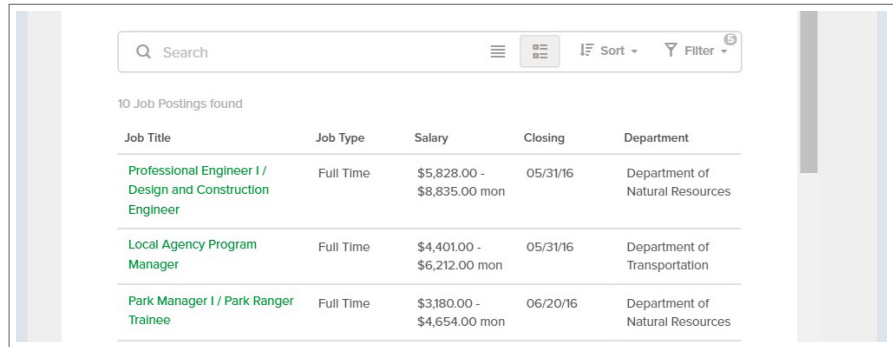
You will see that many community colleges and higher education institutions are also listed here. Sometimes they have trainee or professional positions in natural resource fields so keep that in mind during your search.

Start by checking the most number of boxes



in the different filter functions that you think are applicable and then narrow them down based on the search results. After setting the job filters, if you still have too many results, you may want to sort the listings by job posting date.

3. Preview your search results. As you change the search settings in the side bars, you will see the search results change on the main page. The results will be in the form of a table with the position, job type, salary, closing date and department listed. To view more details about a particular position, click on its title and a pop-out box will appear.



Job Title	Job Type	Salary	Closing	Department
Professional Engineer I / Design and Construction Engineer	Full Time	\$5,828.00 - \$8,835.00 mon	05/31/16	Department of Natural Resources
Local Agency Program Manager	Full Time	\$4,401.00 - \$6,212.00 mon	05/31/16	Department of Transportation
Park Manager I / Park Ranger Trainee	Full Time	\$3,180.00 - \$4,654.00 mon	06/20/16	Department of Natural Resources

Understanding the Position Listing

For every job opening, you will see the same set of information:

- Job Title – Make sure to not judge the job entirely by its job title. Sometimes the job title is used as a marketing tool to get people interested in the job and doesn't necessarily embody the full scope of duties of the position.
- Salary – A salary range is typically listed here but note that most people start at the lower end of the salary range.
- Location – This is usually a general location in Colorado where the job or agency is located.
- Job Type – This will tell you whether the job is part-time or full-time.
- Department – The Colorado State Job Department who is advertising the job opening.
- Job Number – This is a reference number typically used internally but sometimes referenced to in correspondence about the job.
- Closing – Make sure that you note when the position will close and give yourself plenty of time to put together your application materials. See the Description information below to find out more information about the closing date. This might even help your chances by reducing the applicant pool.

If you scroll further down in the pop-out box, you will see three headings: Description, Benefits and Questions. Description will likely be highlighted and if you scroll down you will see more information about the job including:

- Department Information – This will further describe the department with whom the job

Administrative Assistant II (20 hrs wk) - Water Resources/Division 2 Area Office - Pueblo

Salary
① \$15.40 - \$21.91 Hourly

Location
① Pueblo, CO

Job Type
Part Time


Department
Department of Natural Resources

Job Number
PEA - 514 - 5/24/2016

Closing
6/1/2016 5:00 PM Mountain

DESCRIPTION BENEFITS QUESTIONS

Department Information



COLORADO
Department of Natural Resources

NOTE: This job announcement will remain open until the closing date OR until 50 applications received, whichever comes first.

OPEN TO STATE OF COLORADO RESIDENTS ONLY

[Apply](#)

is listed and any other important information an applicant should take note of. In some cases, the job may list a closing date but specify that the job will close when a certain number of applications have been received. If you see a statement like that and you are very interested in the position than it's probably time to drop everything and get that application in as soon as possible! Here, you are also likely to see whether a job is open to all US citizens or just to residents of Colorado. Next, you will see the mission statement of the department and information about the particular division of the department that is listing the job.

- **Description of Job** - This section of the job listing will give you a breakdown of the job duties so make sure to read these carefully and make sure this is a job that you would enjoy doing.
- **Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights** - As with federal job listings, **THIS IS THE MOST IMPORTANT PART OF THE JOB ANNOUNCEMENT**. As discussed in Chapter Three, print this part of the application, highlight keywords and check to make sure that you meet the minimum qualifications of the job before proceeding. Read over the preferred qualifications and ask yourself if you will be a competitive candidate for this position. In some cases, substitutions for the qualifications may be accepted.

- Supplemental Information – This section includes information on what you need to apply and how the applications will be collected, assessed and how a candidate will be selected.
- Department Contact Information – Some job announcements list a contact person who you can call in case of questions about the job listing.

If you scroll back up to the top of the pop-out box and click on the Benefits heading, there will be a link with detailed information about the benefits that jobs with the State of Colorado offer.

Finally, click on the Questions heading at the top of the job announcement. In this section, you will be able to preview the questions that will be asked when you apply for the position. Typically, this part of the application consists of a series of yes/no, multiple choice and open ended questions. In some cases, you may need only answer a few questions about your state of residency, if you are a veteran or if you have ever been an employee of the state. In other cases, you may need to provide a detailed response about your experience related to various qualifications.

Applying for a Job

Once you've found a job you're interested in, click on the "Apply" button in the position announcement. You will now need to create a new account or sign into an existing account. Once signed in, you will be guided through completing the following application sections:

- General Information - Includes contact information (if this is your first time using the website), personal information including your Driver's License Number, and preferences including the minimum compensation you are willing to accept and work objective.

Receive New Job Search Results By Email

The Colorado Government Jobs website, where most of Colorado's permanent state jobs are listed, also allows you to sign up to receive an email alert when a new job is posted that fits criteria that you select. On this website, this functionality is called a "Job Interest Card." This is a great feature that you should take advantage of! Many jobs openings receive so many applications that some close in a matter of days. So, instead of trying to remember to conduct your search every 3-5 days, you can just set the function to email you new job listings as they are posted so you are sure not to miss any that may be a good fit for you.

To begin, go to www.colorado.gov/jobs and click on the "Open Competitive Job Opportunities" link under the heading "Apply for State of Colorado Job Opportunities." Within the Open Competitive Job Opportunities box, click on the Menu button located on the left side of the box. Scroll down to the line that says "Job Categories/Job Interest Cards." Look through the job categories and check as many boxes as you see that could be applicable. You can always change these later so be liberal at first in checking as many as you see fit. When you are finished, click on the green "Subscribe" button on the right side of the screen. Then complete the required personal information (name, email) and hit "Submit." That's it! When a new job is listed that fits your criteria, you will receive an email in your inbox.

- Work Experience - Enter details - including your position title, start and end date, hours worked per week and duties - from each of your relevant past jobs. To add additional work experience, click on the "Add work experience" link at the top of the window.
- Education - Enter schools attended, degrees earned and if you graduated.
- Additional Information - Include language proficiency, specific skills, licenses, volunteer experience, and more.
- References - Add people who you know will give you a glowing review if contacted.
- Attachments - Upload a cover letter, transcripts or other required or optional documents.

Job Opportunities

Please use the opportunities menu below to find open competitive, promotional and transfer opportunities, subscribe to job interest cards and more!

Trouble seeing the page below? [Click on this text to open the page in a full browser window.](#)

Trouble seeing the menu? [Click on this text to refresh the open competitive opportunities window.](#)

Tip: Use the "Search" for specific keywords, or use the "Filter" to narrow down by location, department, job category.

To view the full, official job announcement which includes contact information and class title, select the job you wish to view, then click on the "Print" icon.

Support
×

Park Manager I / Park Ranger Trainee

Job Details

Work
▼

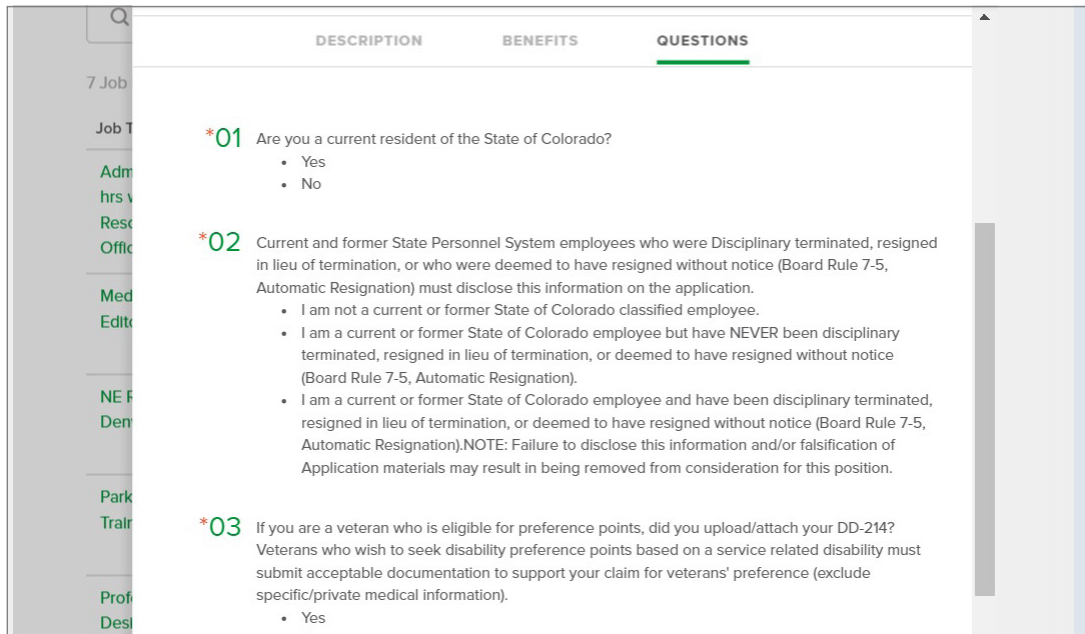
Work Experience

➕ Add work experience

Company/Agency Name *

Address

- Agency Questions and Supplemental Questions - Agency questions may include whether you are a current State employee, a Colorado resident, a veteran, etc. Supplemental Questions may be as easy as checking to make sure you submitted your transcripts or that you are applying for the correct job, or more difficult ones that ask you to self-rate yourself on a number of qualifications related to the position. Similar to the Federal Occupational Questionnaire, give yourself the highest rating that you can justify for self-rated skill-based questions (see the example on the following page).
- Application Review – Here is your last opportunity to re-read through everything to make sure there are no spelling or grammatical errors and that all of your information is correct.
- Submit – Don't forget to submit your application!



Create your application in Word or update a copy of your most recent resume so that you can use the spell and grammar check functions and then cut and paste back into the online application form. This is also a good way to have a back-up of your work.

Hiring Timeline

While most permanent and temporary positions are listed as they become available, seasonal positions usually are posted in the months of January through May for summer work. So if you are looking for a seasonal position, make sure to look at state job websites more frequently during these months.

For most interns, seasonal and temporary hires, the supervisor of the position will review the applications. He/she will initially check your resume and other application materials for minimum qualifications (if there are any) and completeness. Next, the hiring manager will compare your application against the job duties and your competitors' applications and select a number of finalists to interview. For other interns, seasonal and temporary hires, the hiring manager may hire you without a competitive job search. Because of these variances, hiring can take anywhere from a few days to a few months.

For permanent positions, online and paper applications are compiled by human resources (HR) staff at the agency and reviewed for minimum qualifications. At this point, either the HR staff or the hiring manager further reviews each qualified application, looking further at the resume and cover letter, if required. Generally the top six candidates are given an interview.

For any type of position, if you get an interview, be prepared for anything! Some agencies such as the Colorado State Forest Service often conduct phone-interviews while others like the Colorado Department of Public Health and Environment sometimes conduct speed-interviews. Colorado Parks and Wildlife could require you to take a test, complete an activity or even roll-play. Be as best prepared as you can.

Interview Tips

Here are some of the best tips for interviewing for a position that we found.¹

Interview Tips:

1. Do some research on the business before the interview.
2. Practice interviewing.
3. Go alone. Do not take children or friends.
4. Greet the employer with a handshake.
5. Make frequent eye contact.
6. Smile, be polite, and try to relax.
7. Listen carefully to the questions asked. Ask the interviewer to restate a question if you are confused.
8. Answer questions as directly as possible.
9. Be upbeat and make positive statements.
10. If you've worked before, talk about what you learned from it.
11. Use examples of how your skills and abilities would fit the job.
12. Bring a "Fact Sheet" with telephone numbers and addresses of your references and former employers, just in case you are asked to complete an application.

Questions to Expect (What the Employer May Ask You):

1. Tell me about yourself.
2. What do you know about the type of work we do? (This is your chance to tell what you know from the research you completed ahead of time.)
3. What is your weakness? (Always make this a positive answer. For example, "My spelling is not always perfect, so I always use a spell checker.")
4. What are your strengths? (Describe your skills in a way that will show you as a desirable employee for the company.)
5. Why did you leave your last job? (Answer with a positive statement. Try not to say: "I was fired," "quit," "had no babysitter," or "couldn't get along with coworkers or supervisor". However, you can say: "new job," "contract ended," "seasonal," "career change," "returned to school," "to raise a family," or "relocated.")
6. Why have you been unemployed for such a long time? (Tell the truth. Emphasize that you were looking for a good company where you can settle and make a contribution.)
7. Why should we hire you? (Make a positive statement, such as "I would like the opportunity to work with you and believe that I can do the work.")
8. Do you have references? (It is most important that you contact your references ahead of time and have their name, current address, and telephone numbers.)

Interview Tips (continued)

9. At the end of the formal interview the employer will ask if you have any questions. The following are examples of acceptable questions to ask.
 - Who would supervise me?
 - When are you going to make a hiring decision?
 - What are the opportunities for advancement?
 - What kind of training is provided or available?

Thank You Notes

After your interview, be sure to write a thank you note to all interviewers within two or three days. This is very important because a thank you note gives you one more chance to remind the employer about the special skills that you can bring to the company. It is a good idea to request interviewers' business cards before leaving the interview. This will help when writing your thank you note to correctly spell the interviewer's name and job title.

Helpful Videos:

- <http://youtu.be/TGqVRMOd3OI>
- <http://youtu.be/qSylCmes5dw>

¹http://www.worksmart.ca.gov/tips_interview.html

Local Government Units: Natural Resource Positions and Departments

Because each county and city in Colorado handles management of its natural resources differently, it is impossible to outline all agencies and processes here. Instead, we have highlighted a few examples to give you an idea of what types of positions you may find at your local government agencies. Look to see what county and city you live in and those around you. It is likely that those counties and cities have a similar job posting, application and review process so use the information below to help you in your job search and application. Local agencies are just that – local – so you have easier access to stop by their office and inquire about the agency, potential openings and volunteer opportunities.

Douglas County: Open Space

Agency Description:

Within Douglas County, there are three main departments that manage natural resources:



1. Parks Department
2. Open Space Department
3. Public Works Department

Where are Jobs Posted?

On Douglas County's website – <http://www.douglas.co.us> - and www.governmentjobs.com.

Examples of Jobs:

Park Ranger, Range/Land Management Specialist, Natural Resource Specialist, Historic Preservation Specialist, Park Manager, Environmental Resource Specialist, Administrative Specialist, Director

Learn more at: <http://www.douglas.co.us>

What Staff Think is Unique about Douglas County Open Space:

- There is broad based community support for open space – it is a community priority.
- Because Douglas County Open Space is a small agency department, we work closely with citizens and elected officials, and must multi-task and be able to juggle multiple tasks at the same time.

City and County of Denver: Denver Parks and Recreation

Agency Description:

Within the City and County of Denver, there are three main departments that oversee natural resource management:

1. Department of Environmental Health – conducts education, community engagement, and enforcement to ensure healthy people, healthy pets, and a sustainable environment.
2. Department of Public Works – services include trash and recycling programs, Denver's bicycle program, and sewage and stormwater management.
3. Denver Parks and Recreation - boasts one of the most expansive and diverse park systems in the Rocky Mountain West offering more than 350 urban parks and parkways, seven golf courses, one of the largest skate parks in the region, 14,000 acres of mountain parks, the Buffalo Bill Museum and bison herd, and a Ropes Challenge Course. They also provide and manage 27 neighborhood recreation centers with 13 indoor and 16 outdoor pools that offer hundreds of affordable programs throughout the year to the community.



Where are Jobs Posted?

DenverGov.org/jobs and cpra-web.org/.

Job Search Tips:

If you search jobs at DenverGov.org/jobs, you will see a similar job search page to the Colorado Jobs website where you can search by keyword, sort by job posting date and/or salary, and filter

job listings by location, department, and/or job category. For more information on how to search using these functions see pages 93-94. Most jobs with Denver Parks and Recreation are seasonal. Additionally, most seasonal positions are on-call, which means that a person works between 20-39 hours per week based on need.

Examples of Jobs:

Urban Forester, Golf Course Seasonal Laborer, Lifeguard/Swim Instructor, Natural Areas Maintenance Technician, Park Seasonal Laborer, Recreation Aid

Learn more at: <http://www.denvergov.org/parksandrecreation>.

What Staff Think is Unique about Denver Parks and Recreation:

- There is a broad range of career opportunities at Denver Parks and Recreation – from foresters and park rangers to golf course managers, recreation center staff and youth program managers.
- Denver Parks and Recreation works with many partners across the country.

City of Fort Collins: Natural Areas

Agency Description:

The City of Fort Collins Natural Areas Department manages 41 sites and over 36,000 acres locally and regionally. The Natural Areas Department's mission is to conserve and enhance lands with existing or potential natural area values, lands that serve as community separators, agricultural lands, and lands with scenic values. Conservation of natural habitats and features is the highest priority while providing education and recreation for the Fort Collins community.



Where are Jobs Posted?

All positions are posted at www.fcgov.com/jobs.

Examples of Jobs:

Education Assistant, Service Learning Educator, Community Programs Educator, Maintenance Helper (Natural Resource Positions)

Learn more at: <http://www.fcgov.com/naturalareas>.

What Staff Think is Unique about Fort Collins Natural Areas:

- There is a diversity of staff at the City of Fort Collins Natural Areas, including many highly educated outdoorsmen and women who consider themselves ambassadors of the natural areas.
- The department is highly progressive and always looking for ways to do things better and adapt to changing conditions. There is a strong commitment to quality and innovation.

Navigating the Local Job Application Process

Types of Positions

Unlike federal and state government agencies, which list the positions under common categories (see pages 10-12), local governments vary in how they label different types of positions. For example, Douglas County uses full-time regular (which means permanent), part-time regular, full-time temporary and part-time temporary as its nomenclature. Denver Parks and Recreation, on-the-other-hand, uses limited regular (which means that the position will be continued based on funding), unlimited regular (which essentially means a full-time permanent position), and seasonal. If the position type is not described in the position announcement, be sure to call the contact person listed to clarify any questions you have.

As with federal and state jobs, seasonal positions are typically posted in January-March to be filled by April-May for 3-, 6-, or 9-month jobs. Although most of these jobs do not become permanent jobs since they are only needed for the busy summer season, they remain a great way for entry-level candidates to get their foot in the door and learn more about what the agency does. Additionally, it may help a candidate hear about a permanent position within the agency or increase his/her qualifications for a permanent position.

Searching for Jobs

Typically all county and city job openings are listed on the agency's own website. Because all jobs with the city or county are typically listed together, it may be somewhat difficult to determine which jobs are natural resource positions. If there is no column on the search page for agency or category, you may need to click on job titles that sound applicable to see if they are in a department and area you are looking for.

Many county and cities also offer “job interest cards,” which allow a job seeker to enter information including their name, email address and what types of jobs (e.g., full-time, part-time) and particular jobs he/she is interested in (e.g., park maintenance, camp counselor). Once you have filled out a job interest card, each time the agency adds a new open position that meets your criteria, you will receive an email with the information. This is a great way to stay on top of new openings since some may be posted for as little as five days if enough applications are received in that time.

Understanding the Position Listing

Although each listing will vary, you are likely to see the following information for each position listing: position title, location, pay/salary, start and end employment dates, closing date for applications, position duties and responsibilities, minimum requirements, preferred background and experience, and information about how to apply including what application materials you must include and where to send your application if the hiring is not done through an online system. For more information about each of these categories, see the above sections on Understanding the Position Listing for State Jobs (page 94) and Understanding the Position

Listing for Federal Jobs (pages 46-52).

Applying for a Position

Once you have found a position, you will be directed to submit your application one of two ways:

- 1. Online Application:** If you are provided a link to an online application form, copy and paste your information from your resume and add any additional details requested or required. In some cases, a supplemental questionnaire may also be part of the application. If this is the case, **MAKE SURE THAT THE INFORMATION IN YOUR RESUME SUPPORTS YOUR ANSWERS ON YOUR QUESTIONNAIRE.** You may also be asked to upload copies of your college transcripts so be prepared with a digital copy.
- 2. By Email/Mail:** The position description may ask a job seeker to email his/her application materials, including a resume and/or cover letter, references or transcripts. Gather these together, ensure the formatting is clear and consistent, and then save each document as a separate PDF file with your first and last name as well as the document name (for example – “JOHN DOE RESUME.pdf”).

Hiring Timeline

For smaller local government agencies or departments, the hiring manager or a team of his/her staff may be the entity who conducts the entire screening of the applicant pool – from determining those that meet minimum qualifications to selecting the best-qualified candidates to interview. At larger counties and cities with a Human Resources Department, applications are typically screened first by an HR employee who looks to make sure that the applicant meets the minimum qualifications and has all of the required documents. The hiring manager for the position may then ask for all qualified candidates or just those who meet some-to-all of the preferred qualifications. For permanent positions, interviews are typically conducted with 3-5 candidates. Interviews are not always conducted for seasonal or internship positions.

Stand Out!

For any job, whether it is at the federal, state or local level, you want to make your resume stand out! Here are some key ways to ensure that your resume gets noticed:

- Match your resume experience and skills to the job posting. This means reading through the position description, highlighting any keywords from the duties and qualifications sections, and making sure your resume explicitly includes evidence that you have successfully done those duties in your past work experience or education. Make the link between key qualifications in the position listing and skills and experience listed on your resume a no-brainer.

- Ensure that your application is complete and error-free. Read through the application directions carefully and make sure you have included all of the required materials. Some state and local jobs close when only 30 applications have been received or after as few as five days so make sure you are ready by already having a copy of your transcripts, references and other supplemental materials on hand ahead of time so that you can focus on your resume and cover letter when you spot that perfect job listing.
- Show your passion. In our interviews with state and local HR personnel, they stressed highlighting your outdoor experience, whether it be hunting, fishing, camping, or bird-watching, and showing your love for the outdoors in your resume and cover letter.
- Networking really does help! Many of the state and local HR personnel we met with said they would encourage you to go in person and meet someone from the field in which you want to work. Talk to them about their job and why you are interested in their work. Give them a copy of your resume and ask them to let you know if anything comes available. Additionally, some agencies such as Denver Parks and Recreation have a hiring recruiter, who is a great person to utilize in your job search and application process. Volunteering is another way to meet people in your field and for them to get to know you and your skills. There are many volunteer and job-shadowing opportunities across Colorado's state and local agencies so take advantage of these. If you are a current student or recent graduate, don't forget to use your department's career center or the connections of your professors. In many cases, the natural resource programs at Colorado's community colleges and universities work closely with state and local agencies so they may be able to help you make that initial contact.

For more specific tips on crafting your resume, completing the supplemental questionnaire and writing your cover letter, please refer to Chapter Three.

Case Studies: Meet the People Who Work in Natural Resources



Diana Selby

Assistant District Forester
Colorado State Forest Service

I am an Assistant District Forester for the Colorado State Forest Service, Fort Collins District. I manage several grant programs and assist both forested and urban communities with tree and forest topics by providing technical advice.

From high school through post graduate school, I worked summer jobs for the Youth in Natural Resources program, Science Motivation Program, National Park Service and United States Forest Service. I obtained a Bachelor's of Science in Biology from Fort Lewis College and used work-study aid to work in the biology department as an undergraduate. I held seasonal jobs several years before I earned a Master's of Science in Forestry from Colorado State University. I then accepted a position with the Colorado State Forest Service, Franktown District. I later moved to the Fort Collins District and was promoted to Assistant District Forester.

My greatest challenge was to compete for a full-time career in locations that I desired.

My current job allows me to work with a variety of different people. There is a lot of flexibility and autonomy on how I accomplish my tasks. I like that each day is different and that I have opportunities to take on different projects and learn new skills.



John Finlay Eifert

Range Management & Noxious Weed Program Lead
Dakota Prairie Grasslands, USDA Forest Service

My role is to manage and eradicate noxious weeds in the district as well as to work with permit holders on the successful management and development of grazing plans in the district. I also am a BAER (Burned Area Emergency Response) team Leader for the Dakota Prairie Grasslands.

My path started at Colorado State University with a degree in Rangeland Ecology. While at CSU I worked for the Restoration Ecology Lab as an undergraduate researcher for 3 years. After graduation I began work as a seasonal intern with the BLM as an AIM (Assessment Inventory & Monitoring) Technician.

Challenges faced along the way in my case were very few. The biggest challenge was managing time and having patience to navigate the complexities of applying, interviewing and getting a federal job. This knowledge proved to be invaluable in eventually gaining permanent federal employment.

What is most fulfilling about my job is that I have an integral part in caring for the land and helping to better manage our beautiful resource for future generations to enjoy and utilize.

APPENDIX I: CITATIONS

- i. Whiteman, Lily Madeleine How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More! Amacom, 2012.
- ii. NRCS. "Careers in Soil Science" accessed at http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/edu/?cid=nrcs142p2_054277 on March 11, 2014.
- iii. College in Colorado. "Water and Sewage Treatment Plant Operator: What They Do" accessed at https://secure.collegeincolorado.org/Career_Planning/Career_Profile/Career_Profile.aspx?id=skl7ITFjvE7fS9iGjZRjIwXAP3DPAXXAP3DPAX&InslInfo=true on March 6, 2014.
- iv. Red Rocks Community College. Water Quality Management Technology. Accessed at <http://www.rccc.edu/water-quality-management> on March 6, 2014.
- v. Whiteman, Lily Madeleine. How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More! Amacom, 2012.
- vi. GPO, United States Government Manual, 21 (2009-2010) available at [http://usgovernmentmanual.gov/\(S\(e3x35jw1md05xunpijc1do1w\)\)/Home.aspx](http://usgovernmentmanual.gov/(S(e3x35jw1md05xunpijc1do1w))/Home.aspx).
- vii. Troutman, Katherine. Ten Steps to a Federal Job. Resume Place, 2011.
- viii. Troutman, Katherine. Ten Steps to a Federal Job. Resume Place, 2011.
- ix. Whiteman, Lily Madeleine. How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More! Amacom, 2012.
- x. Whiteman, Lily Madeleine. How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More! Amacom, 2012.
- xi. Whiteman, Lily Madeleine. How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More! Amacom, 2012.
- xii. Whiteman, Lily Madeleine. How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More! Amacom, 2012.
- xiii. Whiteman, Lily Madeleine. How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Networking, Interviews, Salaries, Promotions, and More! Amacom, 2012.
- xiv. www.dol.gov
- xv. www.USAJOBS.gov; www.opm.gov
- xvi. <http://www.colorado.gov/government/government/state-agencies.html>

**APPENDIX II:
DIRECTORY OF AGENCIES
AND FIELD OFFICES**

AGENCY	OFFICE		
Bureau of Land Management	OFFICE	ADDRESS	PHONE
	Front Range District Office	3028 East Main Street, Cañon City, CO 81212	719-269-8500
	Royal Gorge Field Office (BLM/USFS)	3028 East Main Street, Cañon City, CO 81212	719-269-8500
	Arkansas Headwaters Recreation Area (BLM/State Parks)	307 West Sackett, Salida, CO 81201	719-539-7289
	San Luis Valley Field Office	46525 State Highway 114, Saguache, CO 81149	719-655-2547
	BLM information and permits available at	13308 W. Hwy. 160, Del Norte, CO 81132	719-657-3321
	BLM information and permits available at	15571 County Rd T5, La Jara, CO 81140	719-274-8971
	BLM information and permits available at	1803 West Hwy 160, Monte Vista, CO 81144	719-852-5941
	Northwest District Office	2815 H Road, Grand Junction, CO 81506	970-244-3000
	Colorado River Valley Field Office	2300 River Frontage Road, Silt, CO 81652	970-876-9000
	Grand Junction Field Office	2815 H Road, Grand Junction, CO 81506	970-244-3000
	Kremmling Field Office	2103 E. Park Avenue/P.O. Box 68, Kremmling, CO 80459	970-724-3000
	Little Snake Field Office	455 Emerson Street, Craig, CO 81625	970-826-5000
	McInnis Canyons National Conservation Area	2815 H Road, Grand Junction, CO 81506	970-244-3000
	White River Field Office	220 East Market St., Meeker, CO 81641	970-878-3800
	Southwest District Office	2465 South Townsend Avenue, Montrose, CO 81401	970-240-5300
	Anasazi Heritage Center / Canyons of the Ancients National Monument	27501 Highway 184, Dolores, CO 81323	970-882-5600
	Gunnison Gorge National Conservation Area	2465 South Townsend, Montrose, CO 81401	970-240-5300
	Gunnison Field Office	650 South 11th Street, Gunnison, CO 81230	970-642-4940
	Tres Rios Field Office	29211 Hwy. 184, Dolores, CO 81323	970-882-7296
Uncompahgre Field Office	2465 South Townsend Avenue, Montrose, CO 81401	970-240-5300	
Environmental Protection Agency	OFFICE	ADDRESS	PHONE
	Region 8 (CO, MT, ND, SD, UT, WY) Environmental Protection Agency	1595 Wynkoop St., Denver, CO 80202-1129	303-312-6312
	U.S. EPA National Enforcement Investigations Center	Box 25227, Building 25, Denver Federal Center, Denver, CO 80225	303-462-9000
National Park Service	OFFICE	ADDRESS	PHONE
	Intermountain Region	12795 Alameda Parkway, Denver, CO 80225	303-969-2500

AGENCY	OFFICE		
	OFFICE	ADDRESS	PHONE
National Center for Atmospheric Research	Mesa Laboratory and Visitor Center	1850 Table Mesa Drive, Boulder, CO 80305	303-479-1000
National Oceanic and Atmospheric Administration	David Skaggs Research Center	325 Broadway, Boulder, CO 80305	303-497-6000
Natural Resources Conservation Service	Colorado State Office	Denver Federal Center, Bldg. 56, Rm. 2604, Denver, CO 80225	720-544-2810
US Geological Survey	USGS Colorado Water Science Center	Denver Federal Center, MS-415, Building 53, Lakewood, CO 80225	303-236-6901 303-236-4912
	Durango Field Office	103 Sheppard Drive, Suite 110, Durango, CO 81303	970-247-4140
	Southeast Colorado Office: Pueblo	201 East 9th. Street, Pueblo, CO 81003	719-544-7155
	Western Colorado Office: Grand Junction	445 W Gunnison Ave, Grand Junction, CO 81501	303-236-3593
US Fish and Wildlife Service	Colorado Ecological Services Field Office	Mailing Address: Denver Federal Center, P.O. Box 25486 Denver, Colorado 80225-0486 Location Address: 134 Union Boulevard, Suite 670, Lakewood, CO 80228-1807	303-236-4773
	National Black-Footed Ferret Conservation Center	Mailing Address: PO Box 190, Wellington, CO 80549-0190 Location Address: 19180 North East Frontage Road, Carr, CO 80612-9719	970 897-2730
	Upper Colorado River Endangered Fish Recovery Program	Mailing Address: Denver Federal Center, P.O. Box 25486 Denver, CO 80225-0286 Location Address: Lake Plaza South 44 Union Boulevard, Suite 120 Lakewood, CO 80228-1807	303 969-7322
	Western Colorado Ecological Services Field Office	764 Horizon Drive, Building B, Grand Junction, CO 81506-3946	970 243-2778
	Colorado Fish and Wildlife Conservation Office	Mailing Address: Denver Federal Center, P.O. Box 25486 Denver, CO 80225-0486 Location Address: Lake Plaza North, 134 Union Boulevard, Suite 675 Lakewood, CO 80228	303 236-4216
	Colorado River Fishery Project-Grand Junction	764 Horizon Drive, Building B, Grand Junction, CO 81506-3946	970 245-9319

AGENCY	OFFICE		
US Fish and Wildlife Service	OFFICE	ADDRESS	PHONE
	National Eagle and Wildlife Property Repository	6550 Gateway Road Rocky Mountain Arsenal - Building 128 Commerce City, CO 80022-1748	303 287-2110
	Alamosa National Wildlife Refuge	9383 El Rancho Lane, Alamosa, CO 81101-9003	719-589-4021
	Hotchkiss National Fish Hatchery	8077 Hatchery Road, Hotchkiss, CO 81419-9240	970-872-3170
	Leadville National Fish Hatchery	2846 Highway 300, Leadville, CO 80461-9751	719-486-0189
	Arapaho National Wildlife Refuge	953 Jackson County Road 32, Walden, CO 80480-9700	970-723-8202
	Baca National Wildlife Refuge	Mailing Address: C/O Alamosa Nwr 9383 El Rancho Lane Alamosa, CO 81101-9003 Location Address: 17425 Road 66t, Moffat, CO 81143-9602	719-256-5527
	Browns Park National Wildlife Refuge	1318 Highway 318, Maybell, CO 81640-9707	970-365-3613
	Monte Vista National Wildlife Refuge	Mailing Address: C/O Alamosa Nwr 9383 El Rancho Lane Alamosa, CO 81101-9003 Location Address: 6120 S Highway 15, Monte Vista, CO 81144	719-589-4021
	Rocky Flats National Wildlife Refuge	Mailing Address: 6550 Gateway Road, Building 121, Commerce City, CO 80022-4327 Location Address: 10808 Colorado Highway 93, Golden, CO 80403	303-289-0232
Rocky Mountain Arsenal National Wildlife Refuge	6550 Gateway Road, Building 121, Commerce City, CO 80022-4327	303-289-0232	
Sangre de Cristo Conservation Area	Mailing Address: C/O San Luis Valley Nwr Complex 9383 El Rancho Lane, Alamosa, CO 81101 Location Address: C/O San Luis Valley Nwr Complex 8249 Emperius Road, Alamosa, CO 81101	719-589-4021	
Two Ponds National Wildlife Refuge	Mailing Address: 6550 Gateway Road, Building 121, Commerce City, CO 80022-4327 Location Address: 9210 West 80th Avenue, Arvada, CO 80005-3903	303 289-0232	

AGENCY	OFFICE		
US Fish and Wildlife Service	OFFICE	ADDRESS	PHONE
	San Luis Valley National Wildlife Refuge Complex	Mailing Address: 9383 El Rancho Lane, Alamosa, CO 81101-9003 Location Address: 8249 Emperius Road, Alamosa, CO 81101-9003	719 589-4021
	Resident Agent in Charge-Littleton, Colorado	9297 S. Wadsworth Blvd., Littleton, CO 80128-5599	720 981-2777
	Special Investigations Branch	Mailing Address: C/O Rocky Mountain Arsenal NWR, 5650 Havana Street, Building 121 Commerce City, CO 80022-4358 Location Address: National Eagle And Wildlife Property Repository 5650 Havana Street, Building 121 Commerce City, CO 80022-4358	303 287-2110
	Special Agent-Grand Junction, Colorado	2536 Rimrock Ave, Suite 400, Box 352 Grand Junction, CO 81505	970 257-0795
	Wildlife Inspector-Denver International Airport	Denver International Airport P.O. Box 492098 Denver, CO 80249-2098	303 342-7430
US Forest Service	OFFICE	ADDRESS	PHONE
	Rocky Mountain Regional Office	740 Simms St., Golden, CO 80401	303-275-5350
	<i>Arapahoe and Roosevelt National Forests</i>		
	Administrative Office	2150 Centre Ave., Bldg. E, Fort Collins, CO 80526-8119	970-295-6600
	Boulder Ranger District (RD)	2140 Yarmouth Ave., Boulder, CO 80301	303-541-2500
	Clear Creek RD	101 Highway 103, PO Box 3307, Idaho Springs, CO 80452-3307	303-567-3000
	Canyon Lakes RD	2150 Centre Ave., Bldg. E, Fort Collins, CO 80526-8119	970-295-6700
	Pawnee National Grassland	660 'O' St., Greeley, CO 80631	970-346-5000
	Sulphur RD	9 Ten Mile Dr., PO Box 10, Granby, CO 80446-0010	970-887-4100
	<i>Grand Mesa, Uncompahgre & Gunnison (GMUG) National Forests</i>		
	Administrative Office	2250 Highway 50, Delta, CO 81416-8723	970-874-6600
	Grand Valley RD	2777 Crossroads Blvd., Suite 1, Grand Junction, CO 81506	970-242-8211
	Gunnison RD	216 N. Colorado, Gunnison, CO 81230	970-641-0471
	Norwood RD	1150 Forest St., PO Box 388, Norwood, CO 81423-0388	970-327-4261
Ouray RD	2505 S. Townsend, Montrose, CO 81401	970-240-5300	

AGENCY	OFFICE		
US Forest Service	OFFICE	ADDRESS	PHONE
	Paonia RD	403 N. Rio Grande Ave., PO Box 1030, Paonia, CO 81428-1030	970-527-4131
	<i>Routt National Forest</i>		
	Administrative Office	2468 Jackson St., Laramie, WY 82070-6535	307-745-2300
	Hahns Peak/Bears Ears RD	925 Weiss Dr., Steamboat Springs, CO 80487-9315	970-870-2299
	Parks RD	100 Main St., PO Box 158, Walden, CO 80480-0158	970-723-2700
	Yampa RD	300 Roselawn Ave., PO Box 7, Yampa, CO 80483-0007	970-638-4516
	<i>Pike & San Isabel National Forests and Cimarron & Comanche National Grasslands</i>		
	Administrative Office	2840 Kachina Dr., Pueblo, CO 81008	719-553-1400
	Comanche National Grassland & RD: Carrizo Unit	27204 Hwy 287, Box 127, Springfield, CO 81073	719-523-6591
	Comanche National Grassland & RD: Timpas Unit	1420 E. Third St., La Junta, CO 81050	719-384-2181
	Leadville RD	810 Front St., Leadville, CO 80461	719-486-0749
	Pikes Peak RD	601 South Weber, Colorado Springs, CO 80903	719-636-1602
	Salida RD	5575 Cleora Rd., Salida, CO 81201	719-539-3591
	San Carlos RD	3028 E. Main St., Canon City, CO 81212	719-269-8500
	South Park RD	320 Hwy 285, PO Box 219, Fairplay, CO 80440-0219	719-836-2031
	South Platte RD	19316 Goddard Ranch Ct., Morrison, CO 80465	303-275-5610
	<i>Rio Grande National Forest</i>		
	Administrative Office	1803 W. Highway 160, Monte Vista, CO 81144	719-852-5941
	Conejos Peak RD	15571 County Rd. T-5, La Jara, CO 81140	719-274-8971
	Divide RD	304 S. Main St., PO Box 270, Creede, CO 81130-0270	719-658-2556
	Divide RD - Satellite Office	13308 W. Highway 160, Del Norte, CO 81132	719-657-3321
	Saguache RD	46525 State Hwy 114, Saguache, CO 81149	719-655-2547
	<i>San Juan National Forest (SJ Public Lands Center)</i>		
	Administrative Office	15 Burnett Ct., Durango, CO 81301	970-247-4874
	Columbine RD/BLM Field Office	367 Pearl St., PO Box 439, Bayfield, CO 81122-0439	970-884-2512

AGENCY	OFFICE		
	OFFICE	ADDRESS	PHONE
US Forest Service	Dolores Public Lands Office	29211 Highway 184, Dolores, CO 81323-0210	970-882-7296
	Pagosa RD/BLM Field Office	180 Pagosa St., PO Box 310, Pagosa Springs, CO 81147-0310	970-264-2268
	<i>White River National Forest</i>		
	Administrative Office	900 Grand Ave., Glenwood Springs, CO 81601	970-945-2521
	Aspen RD	806 W. Hallam, Aspen, CO 81611	970-925-3445
	Blanco RD	220 E. Market St., Meeker, CO 81641	970-878-4039
	Dillon RD	680 Blue River Parkway, PO Box 620, Silverthorne, CO 80498-0620	970-468-5400
	Eagle-Holy Cross RD – Eagle Office	125 W. 5th St., PO Box 720, Eagle, CO 81631-0720	970-328-6388
	Eagle-Holy Cross RD – Minturn Office	24747 US Hwy 24, PO Box 190, Minturn, CO 81645-0190	970-827-5715
	Rifle RD	0094 County Road 244, Rifle, CO 81650	970-625-2371
	Sopris RD	620 Main St., PO Box 309, Carbondale, CO 81623-0309	970-963-2266
	Colorado Department of Agriculture	OFFICE	ADDRESS
Main Office (includes Commissioner’s Office, Animal Industry Division, Conservation Services Division, Markets Division, & Plant Industry Division)		700 Kipling St., Suite 4000, Lakewood, CO 80215-8000	303-239-4100
Brand Inspection Division		4701 Marion St, Suite 201, Denver, CO 80216-2139	303-294-0895
Colorado State Fair		1001 Buelah Ave., Pueblo, CO 81004	719-561- 8484 or 800-444-3247
Inspection & Consumer Services Division	2331W. 31st Ave., Denver, CO 80211-3859	303-477-0076	
Colorado Department of Natural Resources	OFFICE	ADDRESS	PHONE
	Executive Director’s Office	1313 Sherman Street, Room 718, Denver, CO 80203	303-866-3311
Colorado Division of Reclamation, Mining and Safety	OFFICE	ADDRESS	PHONE
	Main Office - Denver Office	1313 Sherman Street, Room 215, Denver, CO 80203	303-866-3567
	Durango Field Office	691 CR 233, Suite A-2, Durango, CO 81301	970-247-5469
	Grand Junction Field Office	101 South 3rd, Suite 301, Grand Junction, CO 81501	970-241-1117
Edgar Mine Office		303-567-2911	

AGENCY	OFFICE		
Colorado Division of Water Resources	OFFICE	ADDRESS	PHONE
	Colorado Division of Water Resources	1313 Sherman St., Ste. 821, Denver, CO	303-866-3581
	Division 1 Main Office (Greeley)	810 9th Street, Suite 200 Greeley, CO 80631	970-352-8712
	Sterling Office (Water Districts 1 & 64)	111 Main Street Sterling, CO 80751	970-522-5390
	Division 2 Main Office (Pueblo)	310 E. Abriendo Ave, Suite B Pueblo, CO 81004	719-542-3368
	Colorado Springs Office (Water District 10)	4255 Sinton Road Colorado Springs, CO 80907	719-227-5291
Colorado Division of Water Resources	OFFICE	ADDRESS	PHONE
	La Junta Office (Groundwater & Water District 17)	301 Colorado Avenue, Suite 303 (physical) P.O. Box 767 (mailing) La Junta, CO 81050	719-384-1000
	Division 3 Main Office (Alamosa)	PO Box 269 (mailing) Alamosa, CO 81101	719-589-6683
	Monte Vista Office (Water District 20)	2nd and Washington (physical) P.O. Box 106 (mailing) Monte Vista, CO 81144	719-852-4351
	Antonito Office (Water District 22)	120 Main Street (physical) PO Box 271 (mailing) Antonito, CO 81120	719-376-5918
	Saguache Office (Water Districts 25, 26 & 27)	P.O. Box 376 210 4th Street Saguache, CO 81149	
	Division 4 Main Office (Montrose)	2730 Commercial Way (physical) P.O. Box 456 with Zip: 81402 (mailing) Montrose, CO 81401	970-249-6622
	Cedaredge Office (Water District 40)	125 South Grand Mesa Drive Cedaredge, CO 81413	970-856-3527
	Division 5 Main Office (Glenwood Springs)	202 Center Drive (physical) P.O. Box 396 with Zip: 81602 (mailing) Glenwood Springs, CO 81601	970-945-5665
	Grand Junction Office (Water District 72)	2754 Compass Drive # 185 Grand Junction, CO 81506	970-245-5884
	Division 6: Main Office (Steamboat Springs)	505 Anglers Drive, Suite 101 (physical) P.O. Box 773450 with Zip: 80477 (mailing) Steamboat Springs, CO 80487	970-879-0272
	Craig Office (Water District 44)	437 Yampa Ave. Craig, CO 81625	970-826-0810
	Division 7 Main Office (Durango)	160 Rockpoint Drive, Suite E Durango, CO 81301	970-247-1845
	Cortez Office (Water Districts 32, 34, 69, & 71)	60 Cactus Street Cortez, CO 81321	970-565-0694
Pagosa Springs Office (Water District 29, 77 & 78)	P.O. Box 3604 Pagosa Springs, CO 81147	970-731-2931	
Colorado Geological Survey	OFFICE	ADDRESS	PHONE
	Mailing Address	1500 Illinois St., Golden, CO 80401	303-384-2655
	Walk in-Customer Address	100 Jefferson County Parkway, Golden, CO 80401	800-945-0451

AGENCY	OFFICE		
Colorado Oil and Gas Conservation Commission	OFFICE	ADDRESS	PHONE
	Where to find facilities: http://cogcc.state.co.us/		
Colorado Parks and Wildlife	REGION	ADDRESS	PHONE
	Northeast Region – Denver Office	6060 Broadway, Denver, CO 80216	303-291-7227
	Northeast Region – Littleton Office	13787 Highway 85, Littleton, CO 80215	303-791-1920
	Northeast Region – Brush Office	122 E. Edison, Brush, CO 80723	970-842-6300
	Northeast Region – Fort Collins Office	317 W. Prospect, Ft. Collins, CO 80526	970-472-4300
	Northwest Region – Grand Junction Office	711 Independent Avenue, Grand Junction, CO 81505	970-255-6100
	Northwest Region – Meeker Office	P.O. Box 1181, 73485 Hwy 64, Meeker, CO 81641	970-878-6090
	Northwest Region – Glenwood Springs Office	0088 Wildlife Way, Glenwood Springs, CO 81601	970-947-2920
	Northwest Region – Hot Sulphur Springs Office	346 Grand County Road 362, Hot Sulphur Springs, CO 80451	970-725-6200
	Northwest Region – Steamboat Springs Office	P.O. Box 775777 925 Weiss Drive, Steamboat Springs, CO 80487	970-870-2197
	Southeast Region – Colorado Springs Office	4255 Sinton Road, Colorado Springs, CO 80907	719-227-5200
	Southeast Region – Lamar Office	2500 S. Main Street, Lamar, CO 81052	719-336-6600
	Southeast Region – Salida Office	7405 Hwy 50, Salida, CO 81201	719-530-5520
	Southeast Region – Pueblo Office	600 Reservoir Road, Pueblo, CO 81005	719-561-5300
	Southwest Region – Durango Office	151 East 16th Street, Durango, CO 81301	970-247-0855
	Southwest Region – Administrative Office	415 Turner Drive, Durango, CO 81303	970-247-0855
	Southwest Region – Gunnison Office	300 West New York Avenue, Gunnison, CO 81203	970-641-7060
	Southwest Region – Monte Vista Office	0722 South Road 1 East, Monte Vista, CO 81144	719-587-6900
Southwest Region – Montrose Office	2300 South Townsend Avenue, Montrose, CO 81401	970-252-6000	
Colorado State Land Board	OFFICE	ADDRESS	PHONE
	Mailing & physical address	1127 Sherman Street, Suite 300, Denver, CO 80203	303-866-3454
Colorado Department of Public Health and Environment	OFFICE	ADDRESS	PHONE
		4300 Cherry Creek S Dr, Denver, CO 80246	303-692-2000

AGENCY	OFFICE		
Colorado State Forest Service	OFFICE	ADDRESS	PHONE
	Alamosa	P.O. Box 1137, 129-A Santa Fe, Alamosa, CO 81101-1137	719-587-0915 719-587-0917
	Boulder	5625 Ute Highway	303-823-5774
	Cañon City	515 McDaniel Boulevard, Industrial Park, Cañon City, CO 81212-4164	719-275-6865 719-275-7002
	Durango	FLC 7233, 1000 Rim Drive Fort Lewis College Campus Durango, CO 81301-3908	970-247-5250
	Fort Collins	Foothills Campus, Bldg. 1050, Campus Delivery 5060 Colorado State University Fort Collins, CO 80523-5060	970-491-8660
	Fort Morgan	P.O Box 368, Fort Morgan, CO 80701-3638	970-867-5610
	Franktown	PO Box 485, 2068 N. State Hwy. 83, Franktown, CO 80116-0485	303-660-9625
	Golden	1504 Quaker Street, Golden, CO 80401-2956	303-279-9757 303-279-2011
	Granby	PO Box 69, 201 E. Jasper Ave., Granby, CO 80446-0069	970-887-3121
	Grand Junction	State Services Building, 222 South 6th Street, Room 416 Grand Junction, CO 81501-2771	970-248-7325
	Gunnison	PO Box 1390 Mountain Meadows Research Center 106 Maintenance Drive, Gunnison, CO 81230	970-641-6852
	La Junta	1904 San Juan Ave., Otero Community College Campus, La Junta, CO 81050	719-383-5780
	La Veta	PO Box 81, Moore and Poplar Streets, La Veta, CO 81055-0081	719-742-3588
	Montrose	102 Par Place, Suite 1, Montrose, CO 81401-4196	970-249-9051
	Salida	7980 West Highway 50, Salida, CO 81201-9571	719-539-2579
Steamboat Springs	PO Box 773657, 2201 Curve Plaza, Suite 105A, Steamboat Springs, CO 80487	970-879-0475	
Woodland Park	PO Box 9024, 113 South Boundary, Woodland Park, CO 80866-9024	719-687-2951 719-687-2921	

The Careers in Natural Resources Initiative is a collaborative initiative co-led by the Colorado Alliance for Environmental Education and the Colorado Youth Corps Association. The Careers in Natural Resources Initiative aims to work collaboratively to create more pathways to enable ALL young adults to be educated, prepared, and qualified to enter and maintain professional, sustainable natural resource careers.

About CAEE



The Colorado Alliance for Environmental Education (CAEE) is a network of over 800 environmental education (EE) providers who work together to ensure everyone in Colorado can make everyday decisions that consider the health of the environment and communities. CAEE aims to ensure the quality of environmental education opportunities by offering resources and meaningful support to individuals and organizations that provide these services and advocates for increased access to environmental learning opportunities across the state. CAEE, a 501(c)3, has been a leader in promoting quality and access to EE in Colorado since 1989. CAEE's programs serve schools, nonprofits, agencies, universities, businesses, and leaders and decision makers.

About CYCA



The Colorado Youth Corps Association is a statewide coalition of 9 accredited conservation corps that train and employ more than 1,700 youth, young adults, and veterans on conservation projects. Corps address a spectrum of stewardship needs including trail construction and maintenance, wildland firefighting and mitigation, invasive species treatment, green energy projects, and much more. CYCA also manages the largest AmeriCorps grant in Colorado, providing Education Awards that enable hundreds of members access higher education or pay down student debt. CYCA co-founded the Careers in Natural Resources Initiative in 2012 to support all Coloradans from any background or education level successfully begin a natural resources career.

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Colorado Youth Corps Association, 1640 Grant St, Suite 210, Denver, CO 80203, 303-863-0600, www.cyca.org

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