

Sequence of this Presentation

- Background Information
- Your three target audiences

Software

Personnel Staffing Specialist

Hiring and Selecting Official (or team)



- The E-Interview (Vacancy Announcement)
- Your three-layer cake with frosting

History: employment, volunteering, education, training, awards

Answering the interview questions from the announcement

What else you have beyond the announcement

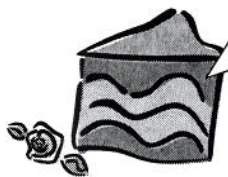
Attitude and Reasons to Select YOU



- Frequently Asked Questions (FAQs)

RESUMIX Layer Cake

"make it sweet for them!"



3rd Layer:

"What else do you have?" Other skills and accomplishments they can have -
if they select you ...

Federal Vacancy Announcements: Types and your resulting applications

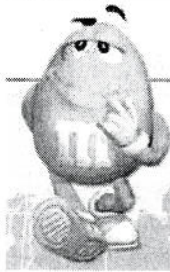
Stupid (yet fun) Question: How many sides does a circle have? **Two!**



Outside

Duties and Qualifications
stated in the
announcements

(the peanut - 2nd layer)



What other relevant
accomplishments, knowledge,
skills and abilities do you have
for them *not stated* in the
announcement?

What else do you have
for them?

(the chocolate- 3rd layer)



M & M
Peanut Candy

The Peanut

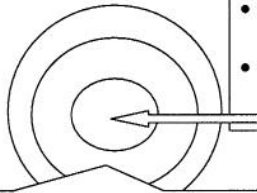
What
chocolate
did you want
to wrap
around the
peanut to
*sweeten the
deal?*

The Peanut
The hard
core, stated
skills

The Security Guard
Vacancy Announcement's
Duties and Qualifications blocks

**What is an
example of
value-added,
relevant
skills?**

**What other
skills are you
good at that
make you a
wise choice
for them?**



The Bull's Eye

- protecting property
- standing guard
- insuring traffic is registered

Your accomplishments *beyond* the duty
description and qualifications ...

- accurate reports and duty logs
- using radios and phones
- wearing uniforms and equipment
- safe driving of various vehicles
- inspecting buildings, doors, windows
- first aid and CPR

Research

**Fully Automated System
for Classification
FASCLASS**

<http://cpol.army.mil>

- References & Tools
- CPOL Top Pages
- **FASCLASS**
- Upper left of screen under the words FASCLASS,
select SEARCH
- Use CAREER SERIES, GRADE and
INSTALLATION to search for position descriptions

**Job
Location
Money**

CPOL Home Page
References & Tools

The U.S. Army has employed civilians since 1776 to support of men and women in uniform. The Department of Defense is America's leading employer, because not only our successful "Contract" Soldiers, with over 110,000 civilian employees, the Army is the Department of Defense's largest federal employer.

Employment Opportunities Around the World

The Army Initiatives

Employment References & Tools Employee Portal

CPOL Top Pages
Tools
FASCLASS

CPOL Top Pages
Benefits & Entitlements
Career Management
Civilian Plans & Strategies
Emergency HR Guidance
General Information
Labor Relations
Management - Employee Relations
Mobilization/Deployment
Modernization
Non-appropriated Fund - NAF
Non-Army Guidance
PERCHSS
Position Classification
Recruitment & Staffing
SAVING
Senior Executive Service - SES
Training & Leadership Development
Library Home

Welcome to the Personnel Man...

Employment Information

FASCLASS PD # GO

FASCLASS CPOL

Search Position Data Search Interest PB Restricted Access Help


FASCLASS
FULLY AUTOMATED SYSTEM FOR CLASSIFICATION

ARMY OF THE UNITED STATES
DEPARTMENT OF THE ARMY

PAC NC SC SW NE WEST KOR EUR

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to reveal the sub-menu item choices. Click on the desired menu choice.

Search by Position Data

To search for a position description, fill in all applicable fields then click the Search button.
 Click the  icon, to bring up a list of valid values. To search on text in the duties section, click [Advanced Search](#)

CCPO ID: PD#:

Position Title:

LN Position Title:

Pay Plan: Series: Grade:

LN Pay Plan: LN Grade:

Citation:

Career Program: Region:

Installation:

Position Duties:

Sorted By: JobNumber

*Job
Location
Money*

Sorted by: **Job Number** Records Found: 43

JOBNUM	TITLE	PAY PLAN	LN PP	SERIES	GRADE	LN GRD	REGION
BG00FA7	CONTRACT SPECIALIST	GS		1102	12		North Central
BG00J21	CONTRACT SPECIALIST	GS		1102	12		North Central
BG00L12	LEAD CONTRACT SPECIALIST	GS		1102	12		North Central
BG00Q36	PROCUREMENT ANALYST	GS		1102	12		North Central
BG00Q36	CONTRACT SPECIALIST	GS		1102	12		North Central
BG01W06	PROCUREMENT ANALYST	GS		1102	12		North Central
BG04543	CONTRACT PRICE/COST ANALYST	GS		1102	12		North Central
BG05149	CONTRACT SPECIALIST	GS		1102	12		North Central
BG06216	PROCUREMENT ANALYST	GS		1102	12		North Central
BG113448	CONTRACT SPECIALIST	GS		1102	12		North Central

You are viewing records 1 through 10 View 10 records per page

sequence#: VARIES

LEAD CONTRACT SPECIALIST

GS-1102-12

Installation: ROCK ISLAND ARSENAL, IL

Major Command: VARIES
Region: NORTH CENTRAL

Citation 1: OPM PCS CONTRACTING SERIES, GS-1102, DEC 83
Citation 2: OPM GEG / GENERAL SCHEDULE LEADER GUIDE, APR 98

PD Library PD: NO
COREDOC PD: NO

Classified By: JIMMY MORGAN
Classified Date: 08/23/2000

FLSA: EXEMPT
Career Program: 14
Functional Code:
Competitive Area: VARIES
Competitive Level: VARIES

Drug Test Required: VARIES
Financial Disclosure Required: YES
Requires Access to Firearms: VARIES
Position Sensitivity: VARIES
Emergency Essential: VARIES

DCIPS PD: NO
Acquisition Position: YES
Interdisciplinary: NO
Target Grade/FPL: 12
Career Ladder PD: NO

PD Status: VERIFIED

Duties:

This position may have a specific leadership training requirement. Prior to use, a training survey(s) must be filled out.

1. Serves as a Team Leader responsible for the overall efficiency of a procurement team organized along functional lines. Team Leader duties include: developing plans of action and establishing priorities for completion of the work; assigning work necessary to complete the plan of action; monitoring work and revising the plan of action as necessary to improve efficiency; assigning additional work as needed to ensure that the team achieves its goals; and, approving leave. In addition, the incumbent will provide input for the development of performance standard elements relating to the technical aspects of team members jobs; provide input to the supervisor on matters pertaining to individual team members performance; bring to the supervisor's attention matters that may require disciplinary action and recommend minor disciplinary actions; and, ensure that the supervisor is kept fully informed on any potential problems and is aware of employee complaints. 30%



FASCLASS Position Description states:

1. Serves as a Team Leader responsible for the overall efficiency of a procurement team organized along functional lines. Team Leader duties include: developing plans of action and establishing priorities for completion of the work; assigning work necessary to complete the plan of action; monitoring work and revising the plan of action as necessary to improve efficiency; assigning additional work as needed to ensure that the team achieves its goals; and, approving leave. In addition, the incumbent will provide input for the development of performance standard elements relating to the technical aspects of team members jobs; provide input to the supervisor on matters pertaining to individual team members performance; bring to the supervisor's attention matters that may require disciplinary action and recommend minor disciplinary actions; and, ensure that the supervisor is kept fully informed on any potential problems and is aware of employee complaints. 30%

2. Directs all pre-solicitation activities. Reviews procurement work directives and procurement data packages and assigns them to the appropriate specialist for action. Resolves problems encountered in the scope of work or specification with the customer. Insures proper certification as to availability of funds. Reviews and approves acquisition milestones to process the procurement from pre-solicitation through contract award and final delivery as proposed by the assigned specialist. Makes the final determination of contract type. Reviews and signs Procurement Plans and Acquisition Strategies. Develops and prepares completed Justification and Approval (J&A) documents as necessary for review/approval by the Principal Assistant Responsible for Contracting (PARC), Competition Advocate, Head of Contracting Activity (HCA), and Secretary of the Army level. Approves draft solicitation documents and authorizes the release of the synopsis to the Commerce Business Daily. Approves the final solicitation package and authorizes release to the Commerce Business Daily. 20%

You write your PARS

Served as a temporary Team Leader for over 12 months and successfully managed the overall efficiency of the procurement team of 5 people organized along functional lines. **Developed** plans of action and **established** priorities for those 12 months, resulting in our team receiving a letter of appreciation.

Equipment Installer WG-5301-05

Notional use of FASCLASS job description to **guide you** in developing your **success statements** for work you actually accomplished

MAJOR DUTIES

This position is the initial level in a formal training plan that develops to the intermediate WG-07, target position is WG-08. Installs, modifies, and removes equipment and electrical components on/from portable shelters.

1. Receives specific instructions from supervisor or higher graded Installer in order to locate and repair broken, worn, damaged, or poorly operating wiring, fixtures, controls, and equipment with test lamps or ammeters in portable shelters.
(Approx. 35%)

2. Assists higher graded Installer in the installation, modification, and removal of shelves, countertops, environmental control units, drill presses, vises, grinders, lathes, lights, etc., as required in the portable shelter.
(Approx. 25%)

3.
9#
gr
st
(A)
4.
(A)
Over the last year I received and exactly followed specific instructions in writing and verbally. Located and quickly repaired broken, worn, damaged and poorly operating wiring, fixtures and equipment, resulting in vehicles, shelters and equipment ready to use. My best example is ____ etc.

Research Fully Automated System for Classification FASCLASS

<http://cpol.army.mil>

- Tools
- **FASCLASS**
- Upper left of screen under the words FASCLASS, select SEARCH
- Use CAREER SERIES, GRADE and INSTALLATION to search for position descriptions

**Job
Location
Money**

Classification Instructions
from the
Office of Personnel Management
(OPM)
[http:// www. opm. gov](http://www.opm.gov)

[OPM.gov Home](#) | [Subject Index](#) |

U.S. OFFICE OF PERSONNEL MANAGEMENT
Ensuring the Federal Government has an effective civilian workforce

Use the SUBJECT INDEX Button
in the upper right

In the SUBJECT INDEX, go to the “C’s”
Select CLASSIFICATION

- Civil Service Rule X
- Claims for Compensation and Leave, Decisions on
- Classification Appeals
- Classification (Federal Classification Systems)
- Closure Procedures, for federal employees in the Washington, DC area
- Code of Federal Regulations
 - National Archives and Records Administration Web Site
 - Title 5, Administrative Personnel



U.S. OFFICE OF PERSONNEL MANAGEMENT
Ensuring the Federal Government has an effective civilian workforce

OPM.gov Home | About OPM | Important Links | Contact Us | Help

Advanced Search [Go]

Federal Classification and Job Grading Systems

Welcome to the Federal Classification and Job Grading Systems website. This website provides Federal classification and job grading information that is used to determine the pay plan, series, title, and grade for most work in the Federal Government.

Within these pages you will find:

- General information about the classification of Federal positions,
- Occupational information, and
- Grading criteria for the General Schedule and Federal Wage Classification

▶ Main
 ▶ White Collar Positions
 ↳ Position Classification Standards
 ↳ Functional Guides
 ▶ Trades, Craft, and Labor Positions
 ↳ Job Grading Standards
 ↳ Functional Standards
 ▶ Draft Standards

0341	Administrative Officer Series	103 491
0342	Support Services Administration Series	1155 430
0343	Management and Program Analysis Series	679 141
0344	Management and Program Clerical and Assistance Series	1171 430
0346	Logistics Management Series	1107 430

3700 - METAL PROCESSING GROUP		
Series	Occupation	Standard
3703	Welding	102 156
3711	Electroplating	102 157

White Collar (GS) POSN. CLASS. STDS.

Blue Collar (WG) Job Grading Stds

You can select the grading instructions you desire and open, read and save them as Adobe Acrobat Reader (.pdf) files

GS-1670 Equipment Specialist Series

Equipment Specialist Series GS-1670

TS-110 November 1994

Equipment Specialist Series GS-1670

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FACTOR 9. WORK ENVIRONMENT 21

Here are the classification standards!

Here is a “freebie”
Do you want the equivalent job
descriptions for the private sector?
The Department of Labor (DoL)
Bureau of Labor Statistics (BLS)
Dictionary of Occupational Titles (DOT) on the Web

O*NET

[http:// online. onetcenter. org](http://online.onetcenter.org)



Think !



What else do you have beyond the
vacancy announcement?

What hints are there in the “About
the Position” block to tell you about
your 3rd target audience?



What would be their problems and
desires so they learn that *you are*
their solution?

RESUMIX Layer Cake

"make it sweet for them!"

Icing on the cake: Why should they hire you? Reasons; Skills; Attitude; "enjoy ..."



There is a difference between "I can" and **"I want to"**

Enjoy _

Like to _

I am very good at _

My bosses selected me to ___
because I am the best at ___

I volunteered to ___

You should select me because _