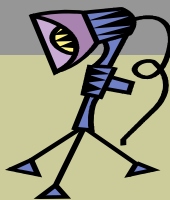


THE SPOT: Government Work



2098 11th Ave E
North Saint Paul, MN 55109
www.co.ramsey.mn.us/workforce

STATISTICS

Approximately 19% of employees in all sectors of Public Administration are 55 years of age or older in the Twin Cities metro compared to only 14% of employees across all industry sectors. Employment in the federal government is projected to increase 1.4% or 280 new jobs.

Employment in state government entities is projected to increase 6.4% or 1,450 new jobs. This does not include state government employment in educational services or health care.

Employment in local government entities is projected to increase 19.2% or 12,960 new jobs. This does not include local government, employment in educational services, or health care.

Rachel Hillman DEED

Did you know that the nation's largest employer is the government? Public sector entities include cities, counties, states, schools and the federal government. Within one or more of these sectors, there may be a job matching your educational and skill background. Entry-level jobs are abundant and include everything from classroom monitors to working for a local parks and recreation department to doing entry-level clerical work. There are also jobs for more skilled workers. For example, chemists, biologists, accountants, security personnel, and planners can work for the Federal Food and Drug Administration or the State Department of Natural Resources. In fact, every time we looked at job openings there were jobs that we never heard of that would fit someone who is looking to transfer their skills and interests into a new career.

Sometimes obtaining a job with the government can be challenging but if you are patient and you learn what each government entity requires in their application process, you could open many opportunities for employment in this sector. It is acceptable to call the human resources offices of the specific department/agency you hope to work for and try to get to know them. They can sometimes tell you information about openings that are anticipated to be posted, including internships and student worker positions, seasonal, provisional or temporary openings.

Taking one of the types of positions listed above can be a quick way of getting your foot in the door for a government position. For a permanent position, you will be required to complete a civil service hiring process. This is a system of testing and interviewing which is designed to be fair to the public. Most of the employers will provide you with descriptive instructions on how best to get through their process. Be sure to indicate if you are a veteran, because veterans receive extra points in the civil service process. Now and over the next few years is a great time to be looking for government work due to anticipated retirements. Check out some of the links below to get started.

STATE

- Jobs at 120 different agencies located within the metro area and in greater Minnesota.
- MN Department of Human Services Internship Program
<http://edocs.dhs.state.mn.us/lfservlet/Legacy/DHS-4688-ENG>

FEDERAL

- Offers flexibility in working arrangements with teleworking, temporary and seasonal jobs. Term positions last for a certain period and are not permanent but do give full benefits.
- 80% of jobs are posted on www.USAjobs.opm.gov. Go into "Career Information."
- This agency is attempting to speed up the hiring process and has a 45-day selection goal.

About Resumes and Applications

- ✓ It is important to follow all application instructions carefully.
- ✓ If you are sending an electronic resume, many systems prefer that you remove formatting like boldface and italics.
- ✓ Most agencies prefer a chronological resume format that can be scanned for key skills.

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Websites for Government Work

On some of these sites you can set up an account that will provide you with notice when a position opens that you are interested in.

Federal Jobs: www.usajobs.com – This website will let you search and apply for ALL federal jobs. You may also request emails be sent to you when jobs in your geographic and interest area are open.

State of Minnesota: www.doer.state.mn.us – This is the State of Minnesota’s website from the Department of Employee Relations (DOER). They also have other helpful links.

Ramsey County: www.co.ramsey.mn.us/hr/jobs/index.htm – Click links for other municipalities and counties on this site.

City of St. Paul: www.stpaul.gov/jobopenings

U of M: http://www1.umn.edu/twincities/06_employ.php – The University of MN has their own website for employment.

MNSCU: www.hr.mnscu.edu/jobs – This is the website for the Minnesota State Colleges & Universities (MNSCU).

Metropolitan Council: www.metrocouncil.org/jobs/aboutus.htm – Met Council is in charge of Metro Transit, Light Rail, Metro Mobility, Section 8 (plus partners), Regional Planning & Waste Water Treatment.

Army Corps of Engineers: <http://www.hq.usace.army.mil/cehr/index.htm> – Did you know that the Army Corps of Engineers is made up of approximately 98% non-military personnel? They have several different types of work.

Minnesota Association of School Administrators: www.mnasa.org/masa_mnjobs.html – This site is for job seekers interested in teaching and administration.

St. Paul Public Schools: <http://hr.spps.org/Applicants.html> – This site is for jobs only in the City of St. Paul school district. There are many opportunities for entry level to experienced professionals. Search the Internet for different school districts.

Minnesota State Legislature: www.leg.state.mn.us/leg/jobs.asp

Questions and Answers from Dawn Moser-Karstens, Federal Office of Personnel Management

Are you noticing any hiring and career trends working in government? As a result of the recent growth in employees retiring, the number of posted vacancies is growing. Vacancies posted on www.usajobs.gov change daily. Currently, the top five occupations with the most recruitment activity include: office clerk/assistant (series 0303); administration and program administration (series 0301); human resource assistant (series 0203); management and program analyst (series 0343), human resource specialist (series 0201).

Describe how someone can career ladder when working for the federal government. Applicants can take advantage of climbing the career ladder in the federal government by applying for positions that are advertised as more than one grade (i.e., GS-5/6/7) or positions that have non-competitive promotion opportunities. Vacancy announcements will indicate the full promotion potential of a position. Typically, positions are announced indicating the pay plan (usually two alpha letters, i.e., GS, WG), the series (usually a three or four digit number that identifies the occupational series and type of work, i.e., 0462), and the grade (a one or two digit number, i.e., 05).

What is the typical hiring process? The typical hiring process requires applicants to apply online. Once an applicant applies online, they can check the status of their application online. After the online application is received by the employing agency, human resources’ staff verifies qualifications and eligibility requirements of the applicant. If an applicant is eligible and qualified for a position, he/she is referred on a certificate to the selecting official (a certificate is a listing of the names of the applicants who are qualified and eligible for the position). Then, interviews and reference checks may be conducted (but are not required for all federal positions). The selecting official makes his/her selection and returns documentation to the human resources office at which point a job offer may be extended to the applicant. If the applicant accepts the job offer, the pre-employment paperwork process begins. Usually, first time employees must clear a preliminary fingerprint/background check prior to beginning employment. The typical hiring process varies among federal agencies and can take several months for the hiring process to be completed prior to an individual reporting to duty.



Could you give me one or two quotes that would be helpful to a job seeker or job counselor about careers in government? “Be patient.” “Always read the entire vacancy announcement – more than once.”