

United States Department of Agriculture







University of Arizona NRCS Careers Workshop January 25, 2022



Introductions



United States Department of Agriculture

Natural Resources Conservation Service





Natural Resources
Conservation Service

Employee Spotlight

Heather Dial

Plant Materials Specialist NRCS Oregon

heather.dial@usda.gov

Autumn Horvat

Rangeland Management Specialist NRCS Arizona

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Rebecca de la Torre

Assistant State Conservationist – Employee Engagement NRCS Arizona

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Cynthia Cuellar

Human Resources Specialist USDA, FPAC-Business Center, Washington DC

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UA Points of Contact

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FPAC Mission Area Agencies



Farm Service Agency

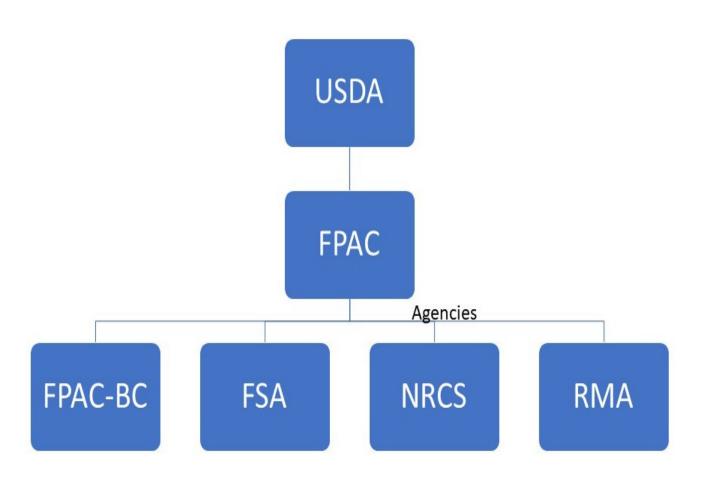


Conservation Service





Business Center





FPAC Mission Area



Farm Service Agency

FSA implements agricultural policy, administers credit and loan programs, and manages conservation. commodity, disaster and farm marketing programs through a national network of offices.

FSA has two primary functions: farm programs and farm loan programs. These programs provide a full range of support to producers, from beginning farmers and ranchers who need access to loans to start up their operations to established producers who endured catastrophic weather events and need disaster assistance or a strong financial safety net.



NRCS provides leadership in a partnership effort to help people conserve, maintain and improve our natural resources and environment. NRCS helps American farmers, ranchers, and forest landowners make conservation work for them.

The system of practices we promote helps them improve production, reduce input costs, and conserve natural resources for the future. We also provide financial resources to help with the cost of getting conservation on the ground.



RMA serves America's agricultural producers through effective, market-based risk management tools to strengthen the economic stability of agricultural producers and rural communities.

RMA is committed to increasing the availability and effectiveness of Federal crop insurance as a risk management tool



Business Center

The FPAC Business Center handles a variety of functions, from human resources to financial management, enabling FSA, NRCS, and RMA to focus on serving farmers and ranchers.

The FPAC Business Center, ensures all of the administrative and mission support offices collaborate and run smoothly.



About NRCS



United States Department of Agriculture

Natural Resources Conservation Service



NRCS HISTORY



USDA 1862

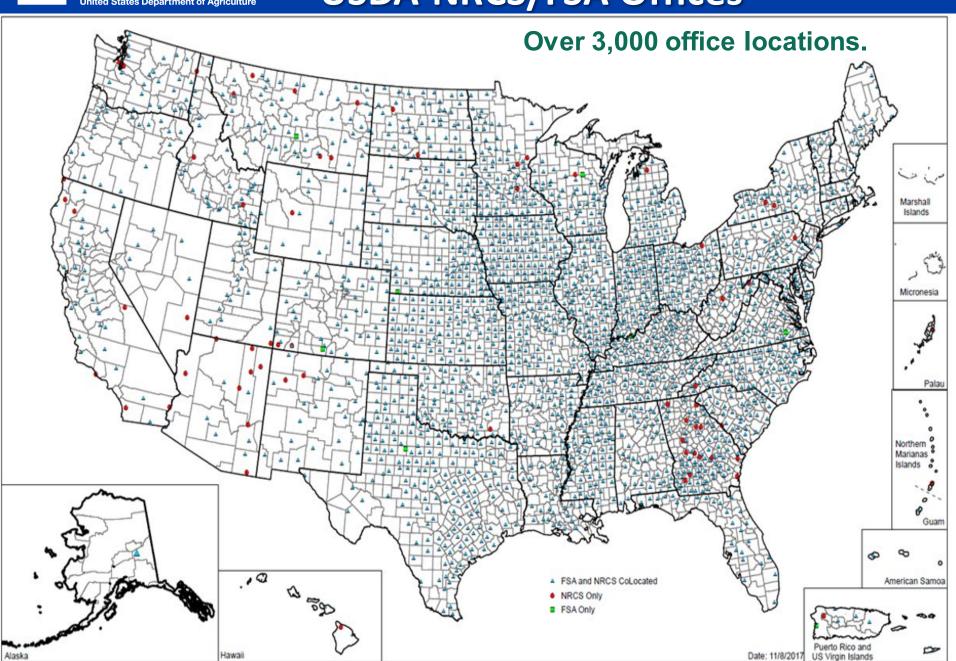








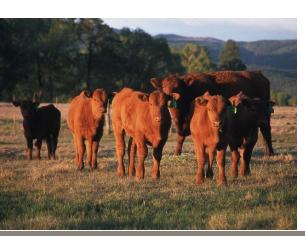
USDA-NRCS/FSA Offices



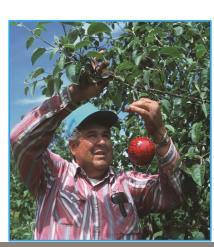


Our Primary Customers

- Farmers, Ranchers, and Landowners (Ag Producers)
- Tribal Nations and Tribal members
- Members of the private sector who support agriculture and conservation
- Governments and units of government
- Non-profit organizations









United States Department of Agriculture Common NRCS Career Opportunities

- SOIL CONSERVATIONIST (MAJORS: AG, NATURAL RESOURCES, RELATED SCIENCES)
- SOIL SCIENTIST (MAJORS: SOIL SCIENCE; ECOLOGY-GEOLOGY W/KEY COURSE WORK)
- RANGE MANAGEMENT SPECIALIST (MAJOR: RANGE SCIENCE/RANGE ECOLOGY)
- AGRONOMIST (MAJOR: AGRONOMY)
- AG, CIVIL AND ENVIRONMENTAL ENGINEERS (MAJORS-SAME AS OCCUPATION)
- NATURAL RESOURCE SPECIALIST (MAJORS: BIOLOGICAL SCIENCES, AGRICULTURE, NATURAL RESOURCE MANAGEMENT, CHEMISTRY, OR RELATED DISCIPLINES APPROPRIATE TO THE POSITION (I.E. ENVIRONMENTAL SCIENCE, SUSTAINABLE CONSERVATION, ETC.)
- BUDGET ANALYST (MAJORS: MOST BUSINESS AND/OR DIRECT WORK EXPERIENCE)
- FINANCIAL MANAGEMENT SPECIALIST (MAJORS: FINANCE, MOST BUSINESS AND/OR DIRECT WORK EXPERIENCE)
- PLUS OTHER OCCUPATIONS....

Quick Guide--Do I qualify?

Quick Qualification Guide for Typical USDA Natural Resource Conservation Service (NRCS) Positions

Position	Degree	Curriculum	
Range management or a related discipline Picture Yourself		 Study must have included at least 42 semester hours in a combination of the plant, animal, and soil sciences, and natural resources management, as follows: Range Management: At least 18 semester hours of course work in range management, including courses in such areas as basic principles of range management, range plants, range ecology, range inventories, range studies, range improvements, and ranch or rangeland planning. Directly Related Plant, Animal, and Sol/ Sciences: At least 15 semester hours of directly related courses in the plant, animal, and soil sciences, including at least one course in each of these three scientific areas, i.e., plant, animal, and soil sciences. Courses in areas such as plant taxonomy, plant physiology, plant ecology, animal nutrition, livestock production, and soil morphology or soil classification are acceptable. Related Resource Management Studies: At least 9 semester hours of course work in related resource management subjects, including courses in areas such as wildlife management, watershed management, natural resource or agricultural economics, forestry, agronomy, forages, and outdoor recreation management. 	
Soil Conservationist, GS-457	Soil conservation or a related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering	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.	
Soil Science, GS-470	Soil science or a closely related discipline	Study must have included 30 semester hours or equivalent in biological, physical, or earth science, with a minimum of 15 semester hours in such subjects as soil genesis, pedology, soil chemistry, soil physics, and soil fertility.	
Agronomist, GS-471	Agronomy or related discipline of science	Study must have included at least 30 semester hours of course work in the basic plant sciences, including at least 15 semester hours in agronomic subjects, such as those dealing with plant breeding crop production, and soil and crop management.	
Civil or Agricultural Engineers, GS-810 or 890	Professional engineering	To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.	
Natural Resource Specialist	Biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.	To be acceptable, the curriculum must have: a degree in appropriate to the position.	

Note: Must meet criteria at time of graduation, not when applying.



Employee Benefits



United States Department of Agriculture

Natural Resources Conservation Service



Government Job Benefits

Salary

Salaries are competitive with annual compensation increases.

Job Security

Increased job security is a valuable commodity.

Vacation and Holidays

Over the course of a career federal civilian employees receive nearly 1.5 years more in paid vacation and holidays than the average private employee.

Generous Health & Retirement Benefits

Multiple health care plans to choose from and a competitive retirement system with many investment options.

Location

 NRCS located in every State & US Territory

Other Benefits:

- Educational Development
 - Paid for courses
- Work/Life Balance
- Opportunities to advance and move within the government
- Professional Development
 - Lots of Training (formal & OJT)
 - Temporary Assignments
 - Stretch Assignments





Job Opportunities



United States Department of Agriculture

Natural Resources Conservation Service

Opportunities to work with NRCS

Earth Team Volunteer (unpaid)	UA Partnership Internship – LGBTQ Recruitment Initiative	Pathways Program	Regular Job Opportunities (some examples)
Available to anyone 14 and older.	Applications are open for FY22 until January 28, 2022.	Pathways Internship Students	Open to the public Individuals with disabilities
Full- or part-time; outdoor or indoor activities; and as an individual or part of a group.	Targeted to the LGBTQ+ student community but is open to all students.	Recent Graduates Program Recent graduates	Veterans Military spouses
	Plan to recruit 3 students for this internship, for Summer 2022.	Presidential Management Fellows (PMF)	Native Americans Special authorities
<u>ONRCS</u> Earth Team	THE UNIVERSITY OF ARIZONA	PATHWAYS FOR STUDENTS & RECENT GRADUATES TO FEDERAL CAREERS	USAJOBS* "WORKING FOR AMERICA" Search Jobs



Pathways – Program Components

Opens every October

Internship Program

Pathways provides students with paid opportunities to work and explore federal careers while still in school.

- · Must be US Citizen. At least 16 years old
- Full-time or part-time internships
- May be non-competitively converted to a permanent job upon graduation



Student Trainee (Agronomist)

Natural Resources Conservation Service

Department of Agriculture

Permanent • Full-time

■ Beltsville, Maryland

■ Open 12/02/2021 to 12/16/2021





Pathways – Program Components

Opens every October

Recent Graduates Program

Pathways provides recent graduates opportunities to apply academic training and knowledge in a professional job.

- Dynamic, one-year developmental program
- Eligible for a 2-year period from graduation date
- Non-competitive conversion to permanent job after end of program.



Interdisciplinary Agronomist / Soil Conservationist (Pathways Recent Graduate)

Natural Resources Conservation Service

Department of Agriculture

○ Lockeford, California

○ Open 11/19/2021 to 12/03/2021





Pathways – Program Components

Typically Opens in September

Presidential Management Fellows (PMF) **Program**

Pathways establishes the PMF Program as the federal government's premier leadership initiative for hiring graduate and professional degree candidates.

- If you will meet all advanced degree requirements (even though you have not necessarily graduated), including the completion or successful defense of any required thesis or dissertation, you may be eligible to apply. Eligibility is based on completion of advanced degree requirements by August 31st of the following year of the annual application.
- OR -
- If you have completed an advanced degree from a qualifying college or university during the previous two years from the opening date of the PMF Program's annual application announcement, you are eligible to apply.

Find out more about the application process on the Office of Personnel Management (OPM) website: https://www.pmf.gov/become-apmf/application-process/





TO FEDERAL CAREERS



Pathways – Appointments

- Students may be appointed at the highest grade level they qualify for based on education and experience.
- Interns with no previously related education or experience may qualify as described in the chart.
- Initial appointment and promotions depend on the Job Opportunity Announcement.
- General Schedule (GS) also refers to salary.
- *Salary shown is approximate. Changes annually and depends on location



GRADE	LEVEL OF EDUCATION
GS-1 ~ \$11/hr	Enrollment in a high school diploma or General Education Diploma (GED) program.
GS-2 ~ \$12/hr	Completion of high school or GED diploma.
GS-3 ~ \$13.50/hr	Completion of one full academic year of post-high school study.
GS-4 ~ \$15/hr	Completion of two full academic years of post-high school study or an associate's degree.
GS-5 ~ \$17/hr	Completion of four academic years of post-high school leading to a bachelor's degree or equivalent degree.
GS-7 ~ \$21/hr	Completion of one full academic year of graduate level education; or eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.
GS-9 ~ \$26/hr	Completion of two academic years of graduate level education, or a master's degree or equivalent graduate degree.
GS-11 ~ <i>\$31/hr</i>	For research positions, completion of all requirements for a master's or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree.

General Schedule (GS) is the federal governments primary pay table. Ranges from GS-1 to GS-15
Available at www.opm.gov



Preparing Your Federal Resume



United States Department of Agriculture

Natural Resources Conservation Service

Important Key Points for Federal Government Resume:

- Multiple pages long is ok I
- Objective
- Education
- Work Experience
 - Most relevant jobs listed first, then ordered by most recent.
 - Highlight work tasks, quantify, your role and outcomes (mix of narrative and bullet statements best)
 - Keep formatting consistent.
 - Include keywords from job announcement.





Other information to include:

- Job Related Trainings
- Certificates and Licenses
- Volunteer and Community Service
- Special Skills
- Affiliations (ex. Clubs, orgs, etc.)\

References

 Include a mix of 3 to 4 references with title, email and phone #.
 Notify references ahead of time.





■ Add the Job Announcement information

USDA-NRCS SAMPLE RESUME

JUAN DOE

102 Super Star Street Alburqueque, NM 11111

Phone number: (555) 444-5555

Email: myresume@gmail.com

Country of Citizenship: United States of America

Veteran's Preference: N/A or [include preference, if applicable]

Highest Grade: GS-5

This info is found on the job announcement

JOB INFORMATION

Announcement Number: NR243152015-PW

Job Title: Range Management Specialist Trainee

Series & Grade(s) Applying for: GS-499-4/5



STAR Approach: Situation, Task, Action, Resul
Mini narrative followed by bullets.

OBJECTIVE

Obtain a position in federal civil service where my knowledge of natural resources management techniques in compiling and assessing data will improve the management and protection of rangelands, forests, wildlife habitat and other vital resources. Willing to relocate.

EDUCATION

New Mexico State University, Las Cruces, NM
Pursuing a Bachelor of Science in Range Science, expected graduation: May 2022
GPA: 3.3 on a 4.0 scale
Rocky Mountain High School, Boulder, CO.

WORK EXPERIENCE

USDA-Forest Service Gunnison, CO Take STAR approach when writing work experience narratives. S-Situation; T-Task; A-Action; R-Results. Quantify as much as

Date Employed: August 2019-Present Grade Level/Pay/Salary: \$11.00/hour

Hours per Week: 32

Supervisor: Cameron Diaz, 555-555-555 Permission to contact Supervisor--Yes

Biological Science Student Intern

Set up bark beetle traps to monitor their reproduction rate and peak of their flight through Southwestern Colorado, an area of approximately 4000 square miles. Set up a total of 20 monitoring plots to track their movement. Placed pheromone and anti-pheromone packets for bark beetles. Assessed lands for insect and disease infestations. Analyze the risk of hazard trees. Results of my work were incorporated into the Forest Revision Plan.

Add other bulleted statements highlighting key work duties, tasks, outcomes/accomplishments



☐ Detailed dates, pay, time, and supervisor for each job listing

Quivera Coalition Training Workshop

Mora, NM

Date Employed: May 7th-8th, 2018 Grade Level/Pay/Salary: \$250 Stipend

Hours per Week: N/A

Supervisor: Jessica Alba, 555-555-555 Permission to contact Supervisor--No

Field Assistant

Transplanted willows and cottonwoods and planted native grass seed to restore the vegetation along the Mora River. Built fences around the cottonwoods to increase their chances of survival. Performed cross sections to monitor the geomorphology of the stream.

Add other bulleted statements highlighting key work duties, tasks, outcomes/accomplishments

Future Farmers of America

Various Locations

Date Employed: 2018- Present

Grade Level/Pay/Salary: \$11.00/hour

Hours per Week: 20

Supervisor: Tim McGraw, 555-555-555 Permission to contact Supervisor--Yes

Event Judge

Judged parliamentary procedure and public speaking contest at both the district and state levels. Provided participants with valuable feedback to improve their public speaking skills and to increase their knowledge of parliamentary protocol. Note: my work is conducted during the organization's annual events

· Add other bulleted statements highlighting key work duties, tasks, outcomes/accomplishments



Cours	ses Related to th	ne position you a	re applying to.	
Add mini descrip	otion of what you	learned/accom	plished in those	courses

JOB RELATED TRAINING COURSES

NATIONAL HISPANIC ENVIRONMENTAL COUNCIL MINORITY YOUTH TRAINING INSTITUTE

August 2017

Participated in intensive science-based, environmental activities. Tested water quality by using water test kits and by capturing macroinvertibrates. Tested soils by using soil test kits. Compared plant vegetation and health at different locations. Learned key concepts on identifying bird species and their habitats. Given multiple presentations from different agencies: US Fish and Wildlife, National Park Service, US Forest Service, NRCS, EPA, Attorneys, Hydrologists, and Biologists.

QUIVIRA COALITION CONFERENCE

November 8-10, 2017

Attended the 10th annual conference for new agrarians. Learned how the next generation of leaders must tackle 21st century challenges such as: degraded landscapes, loss of resources, and pollution. Gained knowledge on how to create sustainable agriculture and farming practices. Acquired proper restoration techniques for both small and large scale ranches. Learned about effects of global warming, and what to expect from it in the future.

FOREST HEALTH MANAGEMENT

June 14-15, 2017

Completed Forest Insect and Disease Training Workshop on tree diseases and insects, their relationships with one another, and what signs to look for if they are present. Determined what trees were hazards or at risk of injuring someone, and what caused them to be hazardous.



Volunteer experience is relevant! Provide a sentence or two on what you
learned/accomplished in those volunteer efforts.
Add a section on other skills.

VOLUNTEER AND COMMUNITY SERVICE

- Carwash fundraiser for local high school as part of a scholarship program for low income students transitioning to college
- Arbor Day Event—Planted native trees in designated locations within our community, including wetland areas
- Habitat for Humanity-Participated two Saturdays per month during Spring 2014 constructing two
 homes in our community. I worked as a Laborer, assisting the professional Carpenters by hauling
 materials, prepping and cleaning work sites, and making runs to the hardware store as needed.

SKILLS

- · Bilingual: Fluent in Spanish, spoken and written
- Welding, fence building, hiking, fishing, camping, ATV, and animal husbandry.
- Computer skills: Microsoft Word, Excel, and Power Point, GIS, AutoCad, Internet Research & Navigation
- Strong Communication and Analytical Skills



] (Quantify your work experience narratives and bullet statements as much as
	possible. Show results/outcomes to jobs/projects.
	□ 2–4-page resumes are okay for federal internships/entry level jobs.
	Notify your References ahead of time.

CERTIFCATES AND LICENSES

- · Red Carded- Certified for wildfire assignments
- · Accredited parliamentarian
- Certified in Adult CPR, Adult Automated External Defibrillator (AED), and Standard First Aid.

AFFILIATIONS, HONORS, AWARDS

- NMSU Career Services, Outstanding Freshmen Award, 2011
- Current Vice President of the Wildlife Society, NMSU Chapter
- Current Treasure of the Range Club
- · Student member Society of American Foresters (SAF)

REFERENCES

- Dr. Julia Roberts, Agronomy Professor/Advisor, NMSU Phone (505) 444-8787 juberts@taos.edu
- Scarlet Johansson, Supervisor, Apple Store Manger Phone- (888) 222-3333 scarjo@gmail.com
- Pete Rose, Baseball Hall of Fame Inductee, Family Friend Phone (303) 746-4256 cincireds@rose.mlb



Submitting Your Resume

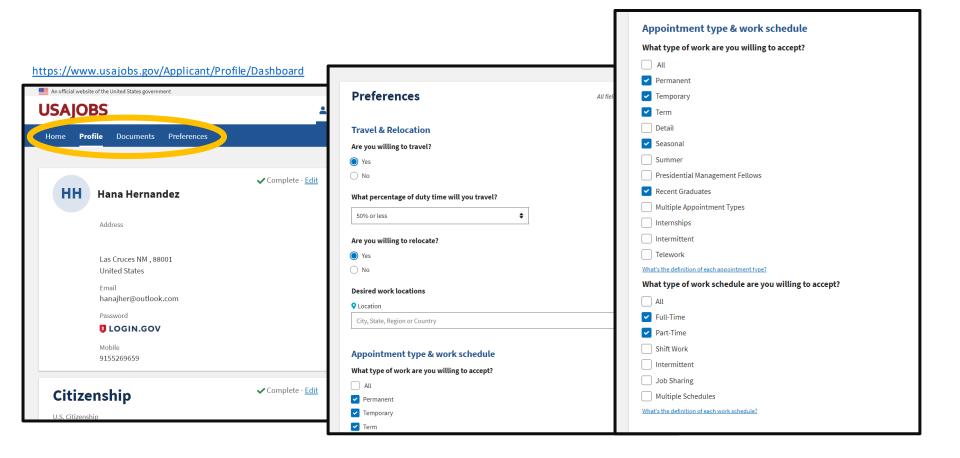


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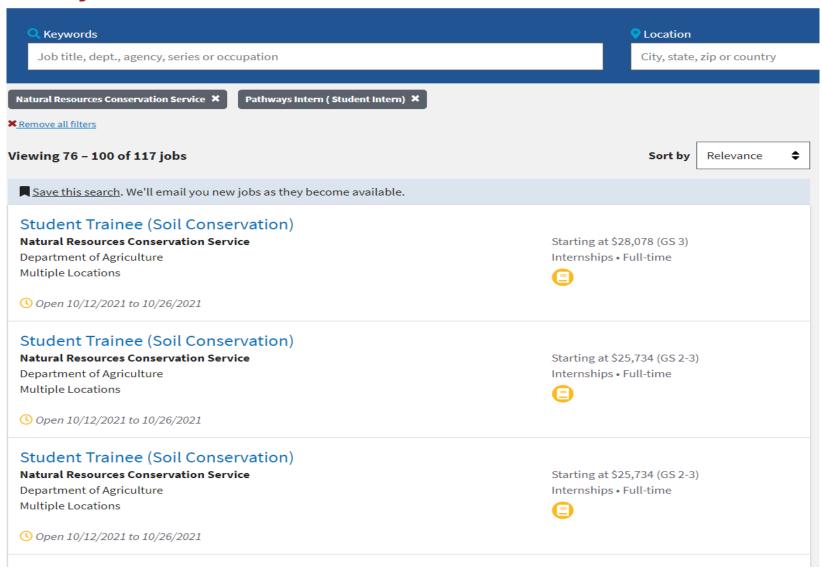
USAJOBS





Search USAJOBS-Pathways

USAJOBS





United States Department of Agriculture

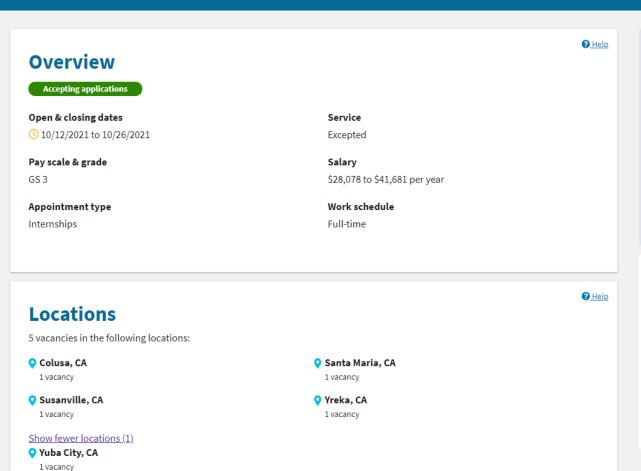
Pathways Internships-USAJOBS

Overview Locations Duties Requirements Required Documents Benefits How to apply

Natural Resources Conservation Service

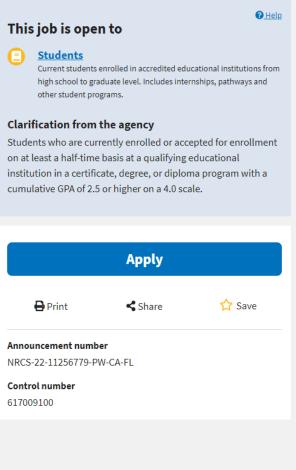
Relocation expenses reimbursed

No



Telework eligible

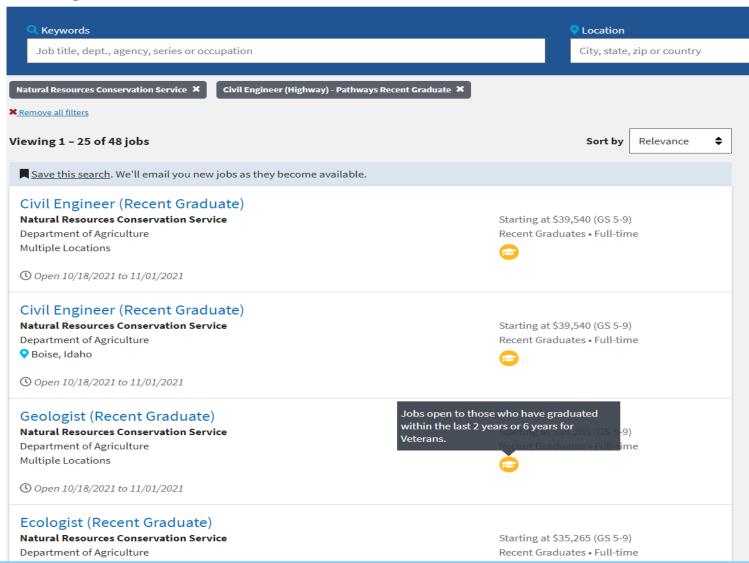
Yes as determined by agency policy





Pathways Recent Grad-USAJOBS

USAJOBS



If you have not yet conferred your degree or certificate, but will within 120 days of the closing date of this announcement, a letter from the school documenting current standing, degree being obtained and expected graduation date must be submitted with your application.



Pathways-USAJOBS

USAJobs.gov Video

Applying for Federal Jobs:

https://www.youtube.com/channel/UCAGtfAdoxif6an9xM6YUIAQ

Additional Resources

Resource List:

- NRCS Careers Website https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/careers/
- Pathways Program Website https://www.usda.gov/our-agency/careers/usda-pathways-programs
- How to build a Resume on USAJobs.gov https://www.usajobs.gov/help/how-to/account/documents/resume/build/

YouTube Videos:

- NRCS Video Library https://www.youtube.com/channel/UCDZND69Db-WE0d1ITEiuSjQ
- USAJobs.gov Video Library https://www.youtube.com/user/usajobsapp



Question & Answer Session

Thank You!

TO APPLY: <u>WWW.USAJOBS.GOV</u>





