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

JUNE 2014

Colorado Youth Corps Association &
Colorado Alliance for Environmental Education

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ACKNOWLEDGMENTS

We are grateful for the participation, guidance and expertise of the Career Guide Committee of the Careers in Natural Resources Initiative. Additionally, we thank the human resources staff at the US Geological Survey, US Fish and Wildlife Service, National Park Service, Colorado Department of Agriculture, Colorado Parks and Wildlife, Colorado Department of Public Health and Environment, Douglas County Open Space, Denver Parks and Recreation, and Fort Collins Natural Areas for their time and tremendous contribution to the material in this Guide. Finally, we would like to acknowledge the Walton Family Foundation for the funding to put this document together.

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

Natural resource professionals have some of the most challenging and important jobs of any profession. The resources we have on this Earth sustain everything else and must be managed for multiple uses and multiple interests. In Colorado and 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, 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 advice. 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 forest 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, 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 population[1]. Similarly, the number of women in the labor force is expected to increase at a higher rate than for men over the next decade[2].

While the face of the American workforce is changing, this change is not 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 staff[3]. Additionally, males continue to outnumber females in staff, and particularly leadership, positions at natural resource agencies and organizations.

In 2003, 30-50% of the federal government work force was retirement-eligible by 2008[4]. 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 stand firmly in the path. 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 their interest in the field.

One reason why the natural resource industry is largely dominated by white individuals is that people of color have not had a close and historical relationship with the outdoors. Slavery, racial prejudice and personal safety, although seemingly separate from environmental issues, are highly

[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

interrelated with why African Americans lack a connection to the land[5]. Stemming from the historical enslavement of their people, African Americans have never felt a sense of ownership of this country. Even after 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 – from Teddy Roosevelt to 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 a mainstream activity.

Present factors also contribute to the lack of African Americans gaining an affinity for the natural world 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 areas[6].

Undeniably, there is much work to do to increase opportunities for African Americans and other people of color to feel connected with our natural world and enter 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 universities[7].
- 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 services[8].

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

[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 is written specifically for youth and entry-level candidates currently in or recently graduated from college. Although the material focuses on jobs at local, state and federal government agencies, much of the information is applicable to jobs in any sector. 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 or have been unsuccessful there as well, 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.

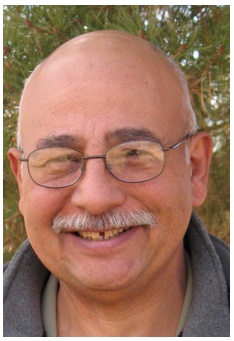
8. **Recent college graduates should look for GS-5 positions with the Federal Government.** Many youth and entry-level candidates are unsure of which positions they qualify for with the Federal Government. Every government agency uses a code called a "General Series" or "GS" code for the level of its 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 jobs, people 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, natural resource professionals 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 be 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

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 sanctuaries[i] – 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. 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 and non-profit agencies, we encourage you to explore careers in those sectors as well. For private industry positions in forestry, for example, a great place to get a listing of jobs offered by companies is through the Society of American Foresters. Many, many non-profit organization 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 federal, state and local level. Here is a short list of examples:

Federal	State	Local
Wildlife Conservation Society	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	

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 on a daily basis. 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 field 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 conducting bird counts, which only migrate through an area during a particular time of year. Seasonal positions can vary from just several weeks to many months but are always less than yearly. 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 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.

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 U.S. 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.

- **Term** – term employees are those hired for one year 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 by resource including land, water, wildlife, forests, geosciences, and the human use of natural resources through parks and recreation. For each resource, we provide a brief overview of the field, what a professional in that field does, a list of example careers in the field that range from entry-level to management positions, what education or training you need for careers at each level, opportunities to gain experience in the field, and where to look for a job in the field. This information is by no means comprehensive but should give you a good idea of where your interests fit and what career pathway you may want to explore further. Each of the following pages will explore the unique and exciting opportunities that can be found in each field/resource.

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

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

Youth Programs & Employment: Camp Rocky, Colorado Open Space Leadership Program, Boulder County Open Space Left Hand Outdoor Challenge, CSU Pre-College Summer Sustainability Program, Jefferson County Open Space Trail Stewardship Team, Colorado Youth Corps Association, Student Conservation Association

Volunteer: Colorado Parks and Wildlife, Wildland Restoration Volunteers, Volunteers for Outdoor Colorado, Colorado Mountain Club

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
	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*
-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

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

Youth Programs & Employment: Camp Rocky, CU Mountain Research Experience, Colorado Youth Corps Association, CSU Pre-College Summer Sustainability Program

Volunteer: US Forest Service, ReTree Steamboat

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

Who employs forestry professionals?

Seasonal Positions:
-US Forest Service
-Colorado State Forest Service

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.

	Entry Level	Technician	Professional		Management
What are some examples of careers in parks and recreation?		*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*
	-Camp Counselor -Day Camp Leader -Field Crew -Guest Services -Park Maintenance	-Community Assistant -Education Technician -Environmental Technician -Parks Technician -Ranger Assistant -Recreation Technician -Visitor Services Administrative Assistant -Visitor Use Assistant -Wilderness Technician	-Adventure Guide -Community Organizer -Education Specialist -Environmental Educator -Event Coordinator -Field Instructor -Naturalist -Outreach Coordinator -Park Ranger – Interpretation -Parks Planner -Playground Safety Inspector	-Program Coordinator -Recreation Coordinator -Recreation Planner -River Rafting Guide -Sports Coordinator -Sustainability Consultant -Tour Guide -Visitor Studies Coordinator -Volunteer Coordinator -Wilderness Ranger	-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?

Youth Programs & Employment: SPREE River Ranger Summer Program, Camp Rocky, CSU Pre-College Summer Sustainability Program

Volunteer: Big City Mountaineers, Volunteers for Outdoor Colorado, Colorado Mountain Club

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 Ffsheries?

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	-Biological Science Technician -Fisheries Technician -Wildlife Technician	-Animal Research Scientist -Biological Scientist -Ecologist -Entomologist -Environmental Scientist -Fisheries Biologist	-Habitat Conservation Specialist -Mammalogist -Research Scientist -Wildlife Biologist -Zoologist	-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?

Youth Programs& Employment: Camp Rocky, CU Mountain Research Experience, CSU Pre-College Summer Sustainability Program

Volunteer: 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?

Youth Programs & Employment: Douglas County Water Resource Authority – Water Ambassadors Program, Camp Rocky, SPREE River Ranger Summer Program, CSU Pre-College Summer Sustainability Program, Student Conservation Association

Volunteer: Colorado RiverWatch

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	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	-Geotechnician -Soil Conservation Technician	-Atmospheric Scientist -Economic Geologist -Engineering Geologist -Environmental Consultant -Environmental Geologist -Geochemist -Geologist -Geomorphologist -Hydrogeologist -Hydrologist	-Marine Geologist -Meteorologist -Mining Geologist -Oceanographer -Petroleum Engineer -Physical Scientist -Professor -Sedimentologist -Research Geophysicist -Soil Scientist	-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 land management community?

Youth Programs & Employment: CU Science Discover Camp, Teen Science Café, CU Mountain Research Experience

Volunteer: National Renewable Energy Laboratory, Colorado Department of Natural Resources Division of Mining, Reclamation and Safety

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

Who employs land management 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

CAREER SPOTLIGHTS

Below you will find more detailed information about one occupation in each of the categories above. We chose occupations that together represent the variety of jobs in skill, duties, and education requirements across the natural resource industry.

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 $46,370. The job's forecast is stable with a predicted growth from 2008 to 2018 of 15.56%.

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 a combination of 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 2008 and 2018, Colorado will see a 21 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 2012 income statistics from the Department of Labor, a water or wastewater treatment technician with an introductory license earns an average annual salary of $42,760. 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 $50,410 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 state outlook for AFMOs is stable with an annual growth estimate of 12%.

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 $31,628.00 to $41,122.00. The job's forecast is stable with a predicted annual growth of 10%.

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 the 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 $106,000 with the national entry-level wage of

$52,000; in Colorado the average ranges between $89,000 and $110,000 and the Colorado entry-level wage is between $32,000 and $67,000 depending on the area. The state outlook for geologists is very strong with predicted growth of 20% to 107% depending on area.

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 $8/hour and full-time professionals may make upwards of $60,000 annually.

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 necessary. If so, take a look at the table below 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 on places and with people less familiar, or in your own backyard? Play **match-maker** and see which agencies may fit you best.

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!

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

You may have a passion for our natural world but like a predominately office job or have skills in other areas. That's okay! There are still opportunities for you to contribute to the field of natural resources. All government agencies, non-profit organizations and private businesses need support staff. Here are some examples of real jobs in natural resource agencies and organizations:

Accounting Technician, Administrative Officer, Budget Analyst, Communications Director, Community Organizer, Computer Scientist, Computer Assistant, Contract Specialist, Database Administrator, Facilities Manager, Financial Technician, Grants Management Specialist, Human Resources Specialist, Information Receptionist, Laborer, Maintenance Worker, Management Assistant, Marketing Specialist, Office Automation Assistant, Operations Assistant, Philanthropy Coordinator, Program Manager, Public Relations Specialist, Realty Specialist, Secretary, Social Services Aid, Support Services Specialist, Technical Information Specialist, Technical Writer, Telecommunications Specialist

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*
Adams State University *Alamosa* *http://www.adams.edu*			Biology—Wildlife Biology, Earth Sciences—Geology, GIS, Environmental Science, Science Education
Colorado College *Colorado Springs* *http://www.coloradocollege.edu*			Biology, Environmental Science, Environmental Policy, Geology
Colorado Mesa University *Grand Junction* *http://www.coloradomesa.edu*	Sustainability Practices, GIS & Technology	Agriculture Science, Geology, Sustainable Agriculture, Water Quality Management	Biological Sciences, Environmental Science & Technology, Geology
Colorado Mountain College *Multiple Locations* *http://www.coloradomtn.edu*	Natural Resource Management: Field Technician, Natural Resource Management: Geographic Information Systems, Professional Fly Fishing Guide, Wilderness EMS	Biology, Environmental Science, Environmental Studies, Natural Resource Management, Outdoor Education, Outdoor Recreation Leadership	
Colorado Northwestern Community College *Craig* *https://www.cncc.edu*	National Park Ranger: Law Enforcement Academy (must be 21 years or older)	Science, Marine Science and Oceanography	
Colorado School of Mines *Golden* *http://www.mines.edu*			Environmental Engineering, Geology
Colorado State University—College of Agricultural Sciences *Fort Collins* *http://agsci.colostate.edu*			Agriculture & Resource Economics, Animal Sciences, Bioagricultural Sciences & Pest Management, Horticulture & Landscape Architecture, Soil & Crop Sciences
Colorado State University—College of Natural Sciences *Fort Collins* *http://www.natsci.colostate.edu*			Biological Science, Biological Science-Botany, Biological Science-Zoology, Natural Sciences
Colorado State University—Warner College of Natural Resources *Fort Collins* *http://warnercnr.colostate.edu*			Ecosystem Science & Sustainability, Fish Wildlife & Conservation Biology, Forest & Rangeland Stewardship, Geosciences, Human Dimensions of Natural Resources

Higher Education Institution	*Occupational Certificates*	*Associate Degrees*	*Bachelor Degrees*
Fort Lewis College *Durango* *http://www.fortlewis.edu*			Biology, Environmental Studies, Adventure Education
Front Range Community College *Westminster, Larimer, Boulder* *http://www.frontrange.edu*	Environmental Education, Forestry, Natural Resources, Natural Resources GIS, Natural Resources Recreation, Wildland Fire, Wildlife, Horticulture, Landscape Maintenance Technician, Turfgrass Management, Urban Agriculture Management	Biology, Forestry Wildlife & Natural Resources, GIS, Geology, Horticulture & Landscape Design	
Lamar Community College *Lamar* *http://www.lamarcc.edu*	Agriculture	Agriculture, Agriculture Production Management, Soil and Crop Science, Renewable Energy Technologies	
Metropolitan State University of Denver *Denver* *http://www.msudenver.edu*			Biology, Environmental Science, Land Use, Recreation Professions
Naropa University *Boulder* *http://www.naropa.edu*			Environmental Studies
Northeastern Junior College *Sterling* *http://www.njc.edu*	Agriculture Business Management	Agriculture Business, Agriculture Economics, Agriculture Production, Animal Science, Biology, Crop and Soil Science, Environmental Science, Forestry, Geology, Recreation, Wildlife Biology, Zoology	
Otero Junior College *La Junta* *http://www.ojc.edu*	Agri-Business Management, Agriculture – Production, Water Quality Management	Agriculture-Science, Agriculture-Production, Biology	
Pikes Peak Community College *Colorado Springs* *http://www.ppcc.edu*		Biological Sciences, Geology, GIS, Natural Resources, Outdoor Leadership, Water and Wastewater Technology, Wildlife Fire Science, Zookeeping	
Red Rocks Community College *Lakewood, Arvada* *http://www.rrcc.edu*	Outdoor Education, Park Ranger Technology, Renewable Energy Technology, Water Quality Management Technology	Biology, Geology, Renewable Energy, Water Quality Management	

Higher Education Institution	*Occupational Certificates*	*Associate Degrees*	*Bachelor Degrees*
Regis University *Denver* *http://www.regis.edu*			Biology, Environmental Studies, Environmental Science
Trinidad State Junior College *Trinidad* *http://www.trinidadstate.edu*	Agribusiness, Aquaculture	Agriculture Business, Biology, Geology, Natural Resources, Soil and Crop Sciences	
University of Colorado *Boulder, Denver, Colorado Springs* *http://www.colorado.edu*			Ecology & Evolutionary Biology, Environmental Engineering, Environmental Studies, Geological Sciences
University of Denver *Denver* *http://www.du.edu*			Animal Technology, Biological Sciences, Ecology & Biodiversity, Environmental Science, GIS, Geology
University of Northern Colorado *Greeley* *http://www.unco.edu*			Biological Sciences, Earth Sciences, Environmental and Sustainability Studies, Geography-GIS, Recreation and Tourism
Western State Colorado University *Gunnison* *http://www.western.edu*			Biology—Environmental Biology & Ecology, Wildlife Biology, Environment & Sustainability—Business Administration & Environment & Sustainability, Water Studies, Geology, Recreation & Outdoor Education—Outdoor Environmental Education, Outdoor Leadership

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

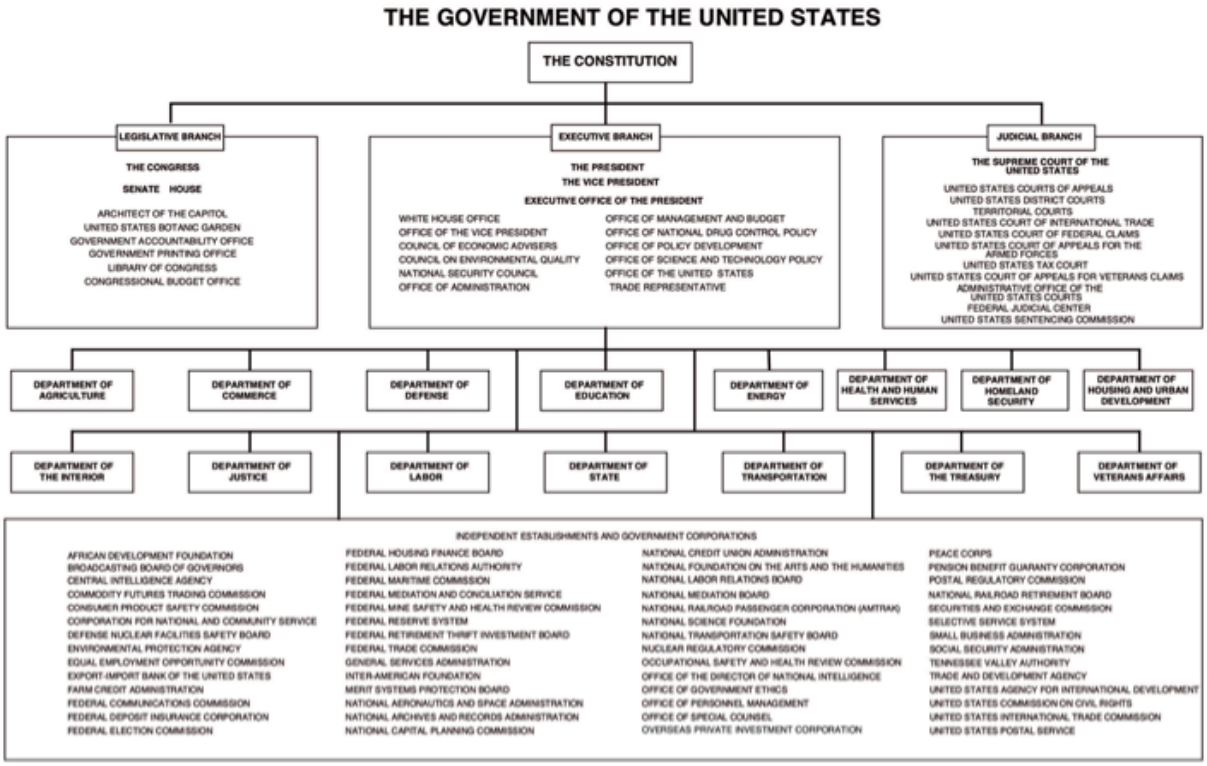
IN THIS CHAPTER:

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

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 county 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 county.[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 below). 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 the Appendix.

United States Government Agencies with a Natural Resource Focus

Department of Agriculture	Agricultural Marketing Service • Agricultrual 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 Envrionmental 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, 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 than 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 civic 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 diagrams 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
• 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	• 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	• 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, VISTA members. • An applicant does not have to be the best-qualified applicant, he or she just has to meet the minimum qualifications	• 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 of rank candidates. Once a qualified candidate is found, they can hire them

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
• 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	• 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	
• Job security • Top-notch health insurance • Training opportunities. • May even help employees pursue a graduate degree and/or help them pay 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 Governmental 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.

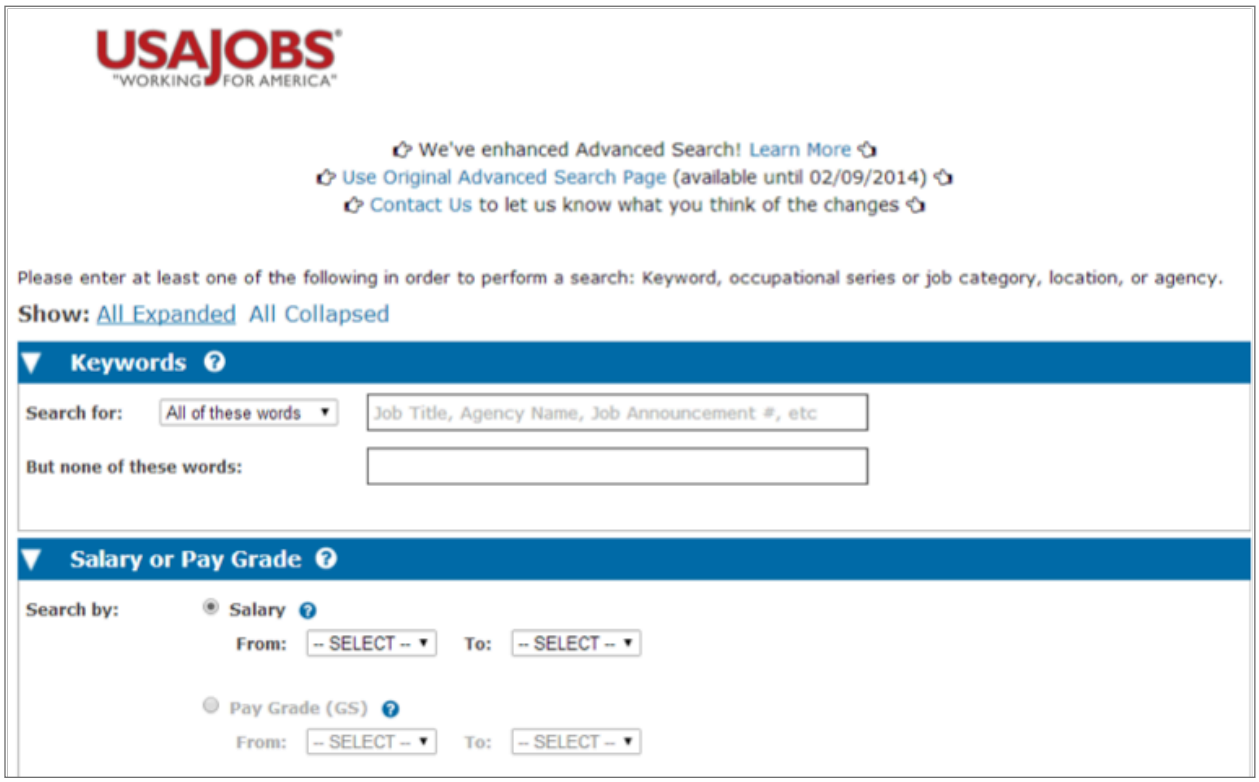
Only one account can be created for each email address so be sure to write down your username and password for future reference.

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." 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.



Here are some tips by search category:

- **Keywords:** If you are looking for a specific occupation, like a biologist or wildland firefighter, than 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, than 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
Correctional Officer Series*	0007
Bond Sales Promotion Series	0011
Safety and Occupational Health Management Series*	0018
Safety Technician Series**	0019
Community Planning Series*	0020
Community Planning Technician Series	0021
Outdoor Recreation Planning Series*	0023
Park Ranger Series*	0025
Environmental Protection Specialist Series*	0028
Environmental Protection Assistant Series	0029
Sports Specialist Series	0030
Funeral Directing Series	0050
Chaplain Series*	0060
Clothing Design Series*	0062
Fingerprint Identification Series*	0072
Security Administration Series*	0080
Fire Protection and Prevention Series*	0081
United States Marshal Series*	0082
Police Series*	0083
Nuclear Materials Courier Series**	0084
Security Guard Series*	0085
Security Clerical and Assistance Series**	0086
Guide Series*	0090
Foreign Law Specialist Series**	0095
General Student Trainee Series	0099

0400 – Natural Resources Management and Biological Sciences Group

General Natural Resources Management and Biological Sciences Series***	0401
Microbiology Series***	0403
Biological Science Technician Series**	0404
Pharmacology Series	0405
Ecology Series***	0408
Zoology Series***	0410
Physiology Series***	0413
Entomology Series***	0414
Toxicology Series***	0415
Plant Protection Technician Series**	0421
Botany Series***	0430
Plant Pathology Series***	0434
Plant Physiology Series***	0435
Horticulture Series***	0437
Genetics Series***	0440
Rangeland Management Series***	0454
Range Technician Series**	0455
Soil Conservation Series***	0457
Soil Conservation Technician Series**	0458
Irrigation System Operation Series*	0459
Forestry Series***	0460
Forestry Technician Series**	0462
Soil Science Series***	0470
Agronomy Series***	0471
Fish and Wildlife Administration Series***	0480
Fish Biology Series***	0482
Wildlife Refuge Management Series***	0485
Wildlife Biology Series***	0486
Animal Science Series***	0487
Biological Science Student Trainee Series	0499

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 to 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 36 for a list of relevant federal natural resource agencies you may want to search. Be mindful, however, that environmental and 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 70-73.)

- **Posting Options:** Keep this checked as "No." Jobs that you are likely to qualify for may be open for longer periods than 30 days.

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!

Beyond USAJOBS

USAJOBS is not the only website that lists government jobs.

The Avue Central Recruiting System is a competitor of USAJOBS. Developed and run by a private industry, Avue provides recruitment services to some-but-not all federal agencies. Natural resource agencies they serve include the U.S. Forest Service. Find job listings at: www.avuecentral.com.

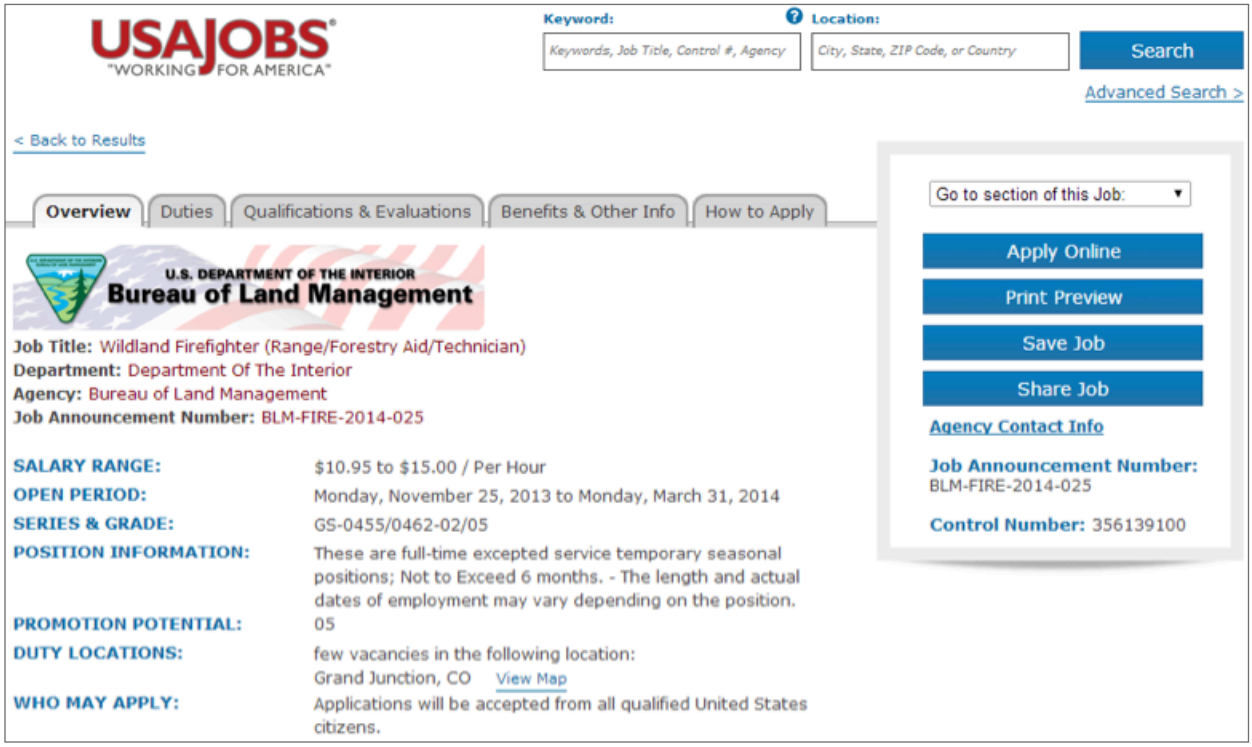
GovLoop is another private website that offers a search of not only federal government jobs but those in state and local government. It also offers a variety of resources for both current and aspiring government employees. Search jobs at www.govloop.com.

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

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:



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. **Department:** This may, or may not surprise you depending on the search criteria you entered.

3. **Agency:** Make sure the mission of the agency is something that you can get behind!

4. **Job Announcement Number:** You may need to reference this later or include it in your cover letter.

5. **Salary Range:** The position may have an annual salary or hourly pay listed here. If there is a range listed here (e.g., $10.95 - $15.00/hr.) look at the lower range as your most likely starting point.

6. **Open Period:** This shows when the job was posted 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 posted and closed in as little as five days or as long as several months.

   - Open inventory announcements: These announcements show a date range of one year. 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 says "May 20, 2014 at 11:59p.m. CST" than the announcement will be removed at midnight Central Standard Time (that is 11:00pm Colorado time) and you will have no way to submit your application for the job. Federal agencies DO NOT take late applications so make sure you give yourself plenty of time to prepare and submit a good application.

7. **Series and Grade:** Here is an example of what you may see here – GS-0462-03/05. So what does all this mean?

   - **Series:** Here, the series is "0462" (GS-0462-03/05). 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-1301/0810/0819/0893-14/14." WHAT? Here, the position can be filled by a Civil Engineer (GS-0810), Environmental Engineer (GS-0819), Chemical Engineer (GS-0893), or Physical Scientist (GS-1301).

   - **Grade:** In 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). In our example, the grade of the position is listed as "03/05" (GS-0462-03/05). In general, you can follow the general guidelines when deciding which grade you qualify for:

- **Clerical GS-1 through 5:** Do not require a college degree.
- **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 (undergraduate with a GPA of 3.0 and 1 year of relevant experience). Or one full academic year of graduate-level education.
- **GS-09:** Master's degree or two full academic years of graduate-level education.
- **GS-11:** Three full academic years of graduate-level education or a Ph.D.
- **GS-12 – GS-15:** Reserved for those with special skills. Experience is the primary factor for qualification.

So, back to our example (GS-0462-03/05) – why does it list the grade as "03/05?" Sometimes positions are flexible in their qualifications so they will accept someone with less education and experience (at the 03 grade) or someone with more education and more experience (at the 05 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 03 grade or the 05 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]

Based on what you have just read, what is the highest grade you think you qualify for? On average, new graduates should look at jobs at the GS-05 and GS-07 levels. However, do not limit yourself here. If you can afford to make a lower salary, do not exclude jobs at lower grades than you qualify. If you have Bachelor's degree, look seriously at the GS-05 positions. These can help get your foot in the door for a long-term career with the Federal Government.

8. **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.

9. **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).

10. **Duty Locations:** Here, as in our example, you may see "Grand Junction, CO." However, you may also see "Many vacancies in the following locations(s):" 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 to position is being sought! When you see a number like this, look back to the Open Period to see if the position is open for a full-year. If so, this may be an open inventory announcement (as explained in #6 on page 43) 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, we tend to see more of these announcements 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.

11. **Who May Apply:** What you are likely to see here is "United States Citizens," or "U.S. Citizens and Nationals; no prior federal experience required." For positions listed for the Pathways Program, it will state that you need to meet the particular program's eligibility criteria (see page 70). If you are not a current federal employee and the job states that only "Current permanent federal employees…" may apply than don't waste your time with this job announcement.

If you scroll down a bit more you will see the Job Summary and Key Requirements:

JOB SUMMARY:
If you like remote and rugged conditions, extended travel and overnight camping, then becoming a wildland firefighter may be for you. The Bureau of Land Management (BLM) is looking for temporary employees to work on Engine and Hand crews in Grand Junction, Colorado. For more information on Crew Types, click here.

Positions at the GS-05 level have been identified as one of the key fire management positions under the Interagency Fire Program Management (IFPM) Standard. This position has been categorized as a Senior Firefighter (SFF), and is subject to meeting the minimum qualification standards for IFPM prior to being placed into the position. Detailed information regarding IFPM positions can be found at the IFPM website by clicking here.

First Consideration Date: The following location will begin to consider applicants prior to the closing date of the announcement. You must apply on or before the date indicated below to receive first consideration. Thereafter, applications may be considered as needed; during the open period of the announcement:

01/07/2014
Grand Junction, CO **GS-4/5 only

01/21/2014
Grand Junction, CO **GS-2/3 only

For information on the The Bureau of Land Management (BLM) fire program, please visit their website

For contacts and information regarding housing availability visit Fire Contacts on the DOI Fire Jobs website and Colorado.

KEY REQUIREMENTS
- You must be a U.S. Citizen
- Positions may require a valid state drivers license
- Some positions may require a CDL; information will be provided at job offer
- All positions have medical qualification requirements
- You must be 18 years of age or older prior to appointment
- These positions have no promotion potential

12. **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, etc.

13. **Key Requirements:** Typically this states that you must be a U.S. 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.

    The next two sections are the most important sections of the vacancy announcement.

14. **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.

DUTIES: Back to top

A Wildland Firefighter Trainee (Entry Level) (GS-02, Range/Forestry Aid) receives training, performs simple tasks, and serves as a member of a fire crew. This may include suppression, prescribed fires, or wildland fire.

A Wildland Firefighter Trainee (GS-03 Range/Forestry Aid) is a member of a fire crew; performs assignments as a firefighter in developing a working knowledge of fire suppression and fuels management techniques, practices, and terminology; may assist trained personnel in more specialized assignments such as backfire and burnout, mobile and stationary engine attack.

A Wildland Firefighter (GS-04 Range/Forestry Technician) is a skilled firefighter crew member on engine or hand crew. May be assigned to carry out specialized assignments such as tree falling, backfire, and burnout operations; utilizes a variety of specialized tools, equipment and techniques while actively managing wildfires. May be required to operate light vehicles and 4X4s.

A Wildland Firefighter (GS-05 Range/Forestry Technician) is a senior wildland firefighter on either a hand crew or wildland fire engine crew; gathers and considers information on weather data, topography, fuel types and fire behavior in responding to wildland fire incidents. May be required to operate light vehicles and 4X4s.

15. **Qualification Requirements:** 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. On the next page you will find an example of what you might see.

    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] 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.

QUALIFICATIONS REQUIRED: Back to top

To qualify for a GS-02, you must meet at least one of the following:
- 3 months of general work experience, which can be any work experience; OR
- have graduated from high school or the equivalent

To qualify for a GS-03, you must meet at least one of the following:
- 6 months of general work experience, which can be any work experience; OR
- at least one year of education above the high school level, which included at least 6 semester hours in any combination of the following courses: range management; range conservation; agriculture; forestry; wildlife management; engineering; biology; mathematics; other natural or physical sciences; OR
- an equivalent combination of education and experience specified above.

To qualify for a GS-04, you must meet at least one of the following AND the Selective Factor:
- 6 months of general work experience, which can be any work experience AND 6 months of specialized work experience equivalent to the GS-03 level duties. Examples of specialized work experience include on-the-line wildland fire experience in forest/range fire control, prevention or suppression work as a trainee wildland firefighter. OR
- 2 years of education above the high school level which included at least 12 semester hours in any combination of the following courses: forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine biology and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 3 semester hours of mathematics is creditable toward this requirement; OR
- an equivalent combination of the education and experience specified above.

Selective Factor for GS-04: In addition to the basic qualifications listed above, you must have the following: 90 days of wildland fire experience. Wildland fire experience is defined as any non-structure fire that occurs in the wildland. Wildland firefighting experience is gained through work on the fire line in containment, control, suppression or use of wildland fire. This experience can be met by serving in a temporary, seasonal or equivalent private sector fire position. Periods of wildland firefighting experience gained through militia and rural fire departments can also be credited.

To qualify for a GS-05, you must meet at least one of the following AND the Selective Factors:
- 12 months of specialized work experience equivalent to the GS-04 level duties. Examples include on-the-line wildland fire experience in forest/range fire control, prevention or suppression work as a skilled wildland firefighter, utilizing a variety of specialized wildland fire tools and equipment. OR
- successful completion of a 4 year course of study above high school leading to a bachelor's degree with either 1. a major study in forestry, range management or agriculture; or a subject matter field directly related to the position; OR 2. at least 24 semester hours in any combination of the following courses: forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine biology and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 6 semester hours of mathematics is creditable. The level of the course work must have been equivalent to at least the junior- and senior-year levels of a baccalaureate program; OR
- a combination of education and experience that is directly related to the work of this position.

Selective Factors for GS-05: In addition to the basic qualifications listed above, you must possess the following National Wildfire Coordinating Group (NWCG) incident management qualification and training to be considered eligible for the GS-05 position.

1. Fire Fighter Type 1 (FFT1); And
2. Successful completion of S-290 "Intermediate Wildland Fire Behavior"

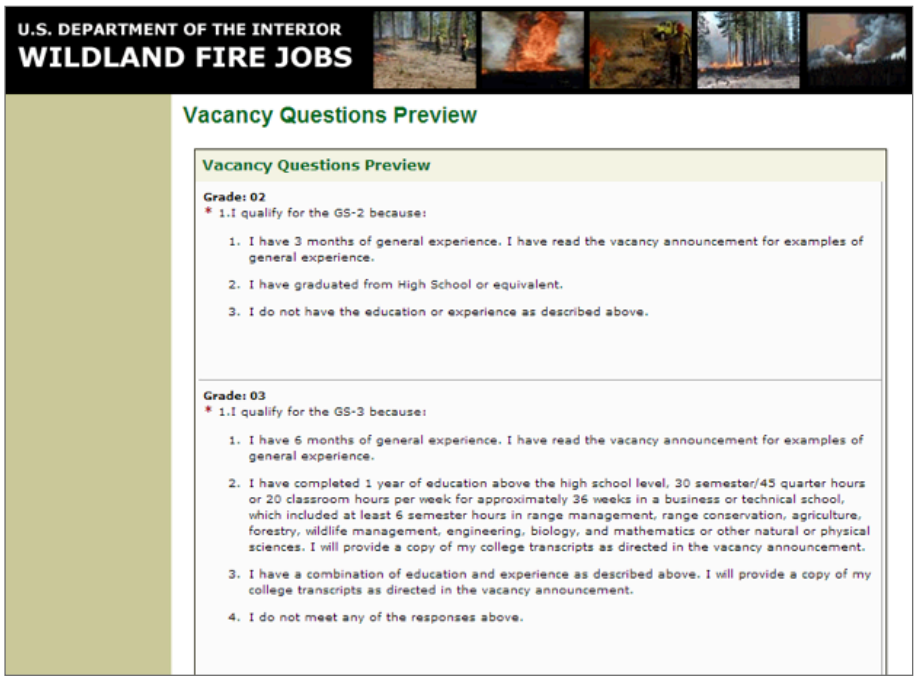
For more information regarding basic qualifications, general experience and combining education and experience click here.

PHYSICAL REQUIREMENTS/TESTING: You must pass an initial pre-employment physical examination and must be able to pass the work capacity fitness test (Must carry a 45 lb pack for 3 miles within 45 minutes). Failure to meet any of the required medical qualifications will disqualify you for employment. Any condition, which would cause you to be a hazard to yourself or to others, will disqualify you for employment.

DRUG TESTING: BLM POSITIONS ARE SUBJECT TO RANDOM DRUG TESTING. If selected for a random drug test, it must be completed prior to beginning work. The drug test will be provided at Government direction and expense. Once hired, employees are also subject to random drug testing during employment.

16. **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 a supplemental questionnaire. This supplemental questionnaire asks you to self-rate yourself in 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, preview the questions as you look over the job announcement. In some vacancy announcements this questionnaire is referred to as the "occupational questionnaire." 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! However, if you rate mostly 3s or below 3s than you may want to move on to the next announcement.

HOW YOU WILL BE EVALUATED:
Your application will be evaluated by reviewing your on-line resume and your responses to the User Information, Core Questions, and Vacancy Questions, and if applicable your transcripts. ANSWERS TO YOUR QUESTIONS MUST BE SUPPORTED IN YOUR RESUME AND WILL BE VERIFIED. IF THEY ARE NOT SUPPORTED IN YOUR RESUME, YOU MAY BE RATED UNQUALIFIED.
To preview questions please click here.



17. **How to Apply:** This contains information about the closing date and time of the job announcement and how to begin the online application process.

HOW TO APPLY: Back to top

Applications must be received ON-LINE through USAJOBS. On-line applications must be submitted prior to 12:00AM (Midnight) Eastern Standard Time of the closing date/early consideration date of the announcement.

Step 1 - Register with USAJOBS (www.usajobs.gov) and Create a Resume. You must use the USAJOBS resume builder, DOI FIRES does not accept uploaded resumes.

Step 2 - Review the Vacancy Announcement Review the announcement thoroughly. These sections describe who is eligible to apply, what education and/or experience is required for the position, and which documents are needed for your application package. We suggest you preview the vacancy questions, located under the Qualifications and Evaluations tab. You may need to update your USAJOBS resume to ensure that it supports your responses to these questions.

Step 3 - Apply Online Click the "Apply Online" link at the side of the page. Select your USAJOBS resume to submit with your application and answer the vacancy questions.

Step 4 - Supporting Documentation To submit required supporting documentation that applies to you, refer to the 'Required Documents' section below. For detailed step-by-step instructions on how to apply click here.

After you have completed the online application process you may review your current application status at any time, and update your application during the open period of the announcement.

Failure to provide the required information may negatively affect your qualification determinations.

If applying online poses a hardship for you, or you do not have Internet access, contact the FIRES help desk at 1-888-364-6432 for an application packet PRIOR to the closing date of the announcement.

18. **Required Documents:** As you may have guessed, this contains of list of what you need to apply for the position. Most often here you will see 1) resume, 2) self-assessment questionnaire and 3) other supporting documents such as a college transcript.

REQUIRED DOCUMENTS:
You MUST fax or upload the following "Required Documents" PRIOR to the Early Consideration or Close Date.

College transcripts - If you are qualifying using education above high school, you MUST submit your college transcripts.

Veteran Preference Documentation - If you are claiming Veteran Preference, you MUST submit evidence of eligibility. DD-214 MUST show character of service. Failure to submit a DD-214 which shows the character of service and other appropriate supporting documentation, if applicable, will result in NOT granting preference. Note: If you are still on active duty, contact the FIRES Help Desk at the number listed in this announcement for acceptable alternative documentation.
- 5-point preference - DD-214 which shows character of service (Certificate of Release or Discharge from Active Duty), or other documentation which proves your military service was performed under honorable conditions.
- 10-point preference - DD-214, SF-15, an official letter dated 1991 or later from the Department of Veteran's Affairs, or other appropriate source. For further information on Veterans Preference, please refer to the "Veteran Information" link at the bottom of the screen.

Incident Qualification Certification System (IQCS) Master Record or equivalent documentation - If you are applying for the GS-05, you must submit your IQCS Master Record or other equivalent documentation which verifies you meet the IFPM minimum qualification standards as stated in the

qualification section of this announcement. Failure to provide this documentation will result in you being rated as not qualified for the GS-05 position.

* You only need to fax or upload documents that apply to you.

* For faxing and uploading instructions please click here.

Failure to submit required documents, if applicable, may result in you not being considered, or not receiving the appropriate preference. You will not be contacted for additional information. If you have questions regarding what is considered appropriate supporting documentation, refer to the contact information provided in this announcement.

19. **Agency Contact Info:** 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 the agency 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.

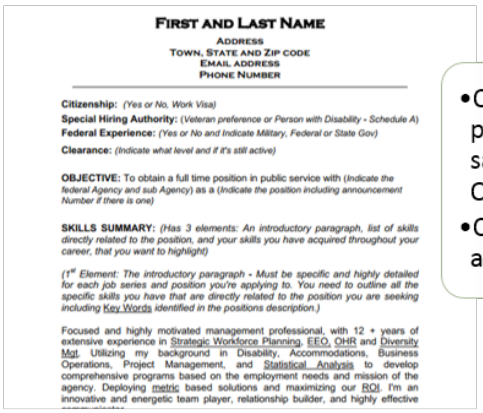
THE RIGHT WAY	THE WRONG WAY
If you have specific questions about the vacancy announcement	To go over the vacancy announcement and your resume in detail
To briefly introduce yourself	To gush over your qualifications
To ask if your application was rated among the best-qualified or how high your application 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

As mentioned above, federal applications 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*)

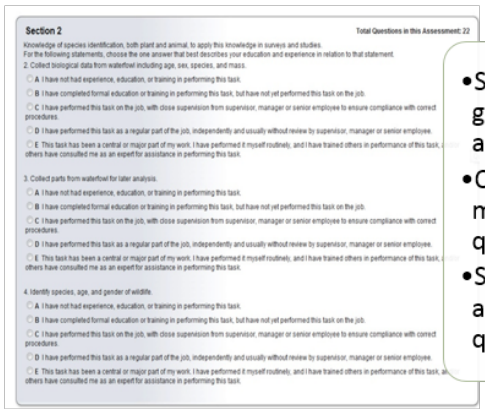
SKILLS SUMMARY: *(Has 3 elements: An introductory paragraph, list of skills directly related to the position, and your skills you have acquired throughout your career, that you want to highlight)*

(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 metric based solutions and maximizing our ROI. 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. Application Questionnaire



Section 2 — Total Questions in this Assessment: 22

Knowledge of species identification, both plant and animal, to apply this knowledge in surveys and studies.
For the following statements, choose the one answer that best describes your education and experience in relation to that statement.

2. Collect biological data from waterfowl including age, sex, species, and mass.
- A I have not had experience, education, or training in performing this task.
- B I have completed formal education or training in performing this task, but have not yet performed this task on the job.
- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, or others have consulted me as an expert for assistance in performing this task.

3. Collect parts from waterfowl for later analysis.
- A I have not had experience, education, or training in performing this task.
- B I have completed formal education or training in performing this task, but have not yet performed this task on the job.
- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, or others have consulted me as an expert for assistance in performing this task.

4. Identify species, age, and gender of wildlife.
- A I have not had experience, education, or training in performing this task.
- B I have completed formal education or training in performing this task, but have not yet performed this task on the job.
- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, or others have consulted me as an expert for assistance in performing this task.

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

3. 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 (u), Schedule A hiring authority, appointment for Persons with Disabilities.

I may be contacted at (authorized representative):

(Printed Name) (Signature)

Organization Address, city, state/Phone

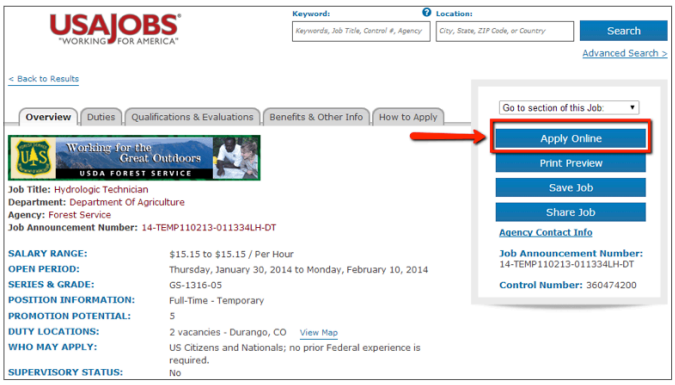
Note: Proof of a disability is required for excepted service appointments - noncompetitive placement - under Schedule A, 5 CFR § 213.3102(u). Proof of disability is the term used to define any number of documents which attest to the fact that the candidate does indeed have a disability. A statement of 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

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

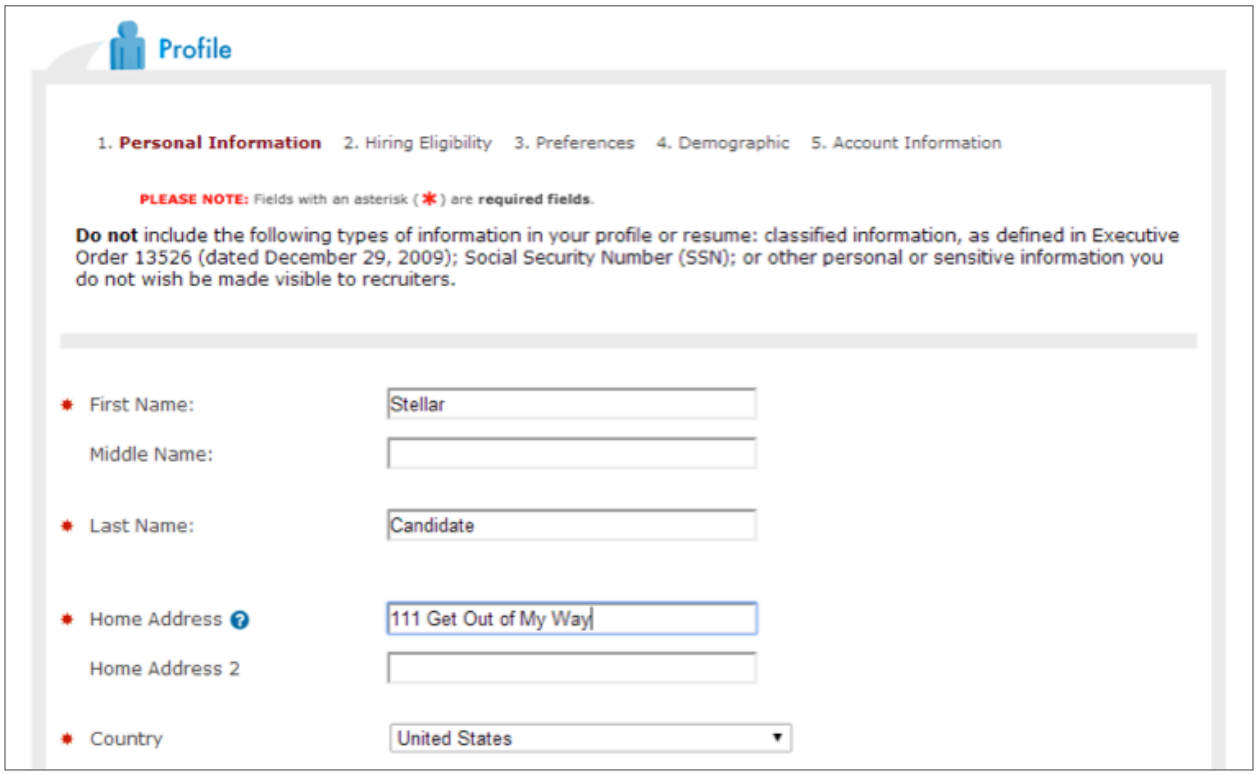
If you aren’t already signed into your account, USAJOBS will ask you for your username and password. If you haven’t already created an account, you will need to do so at this time.

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



Step 1: Setting 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 39). This will include entering personal information such as your name and address, hiring preferences including whether you are a veteran or current federal employee, job preferences and demographic information.



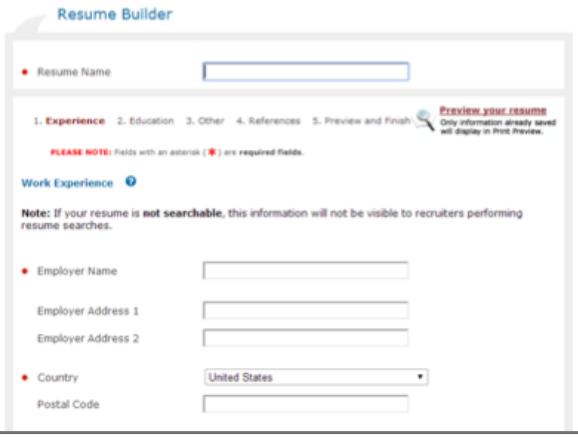
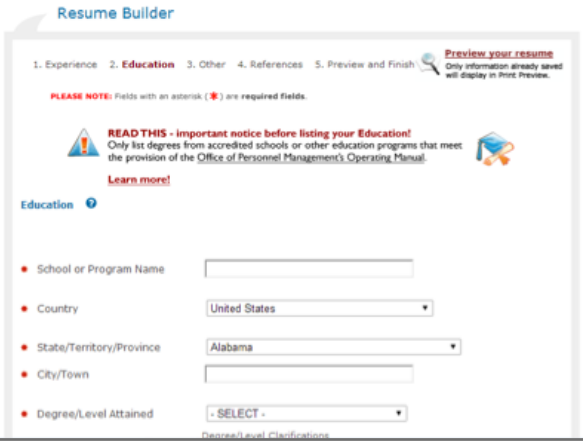
CONTINUE TO STEP 2 >

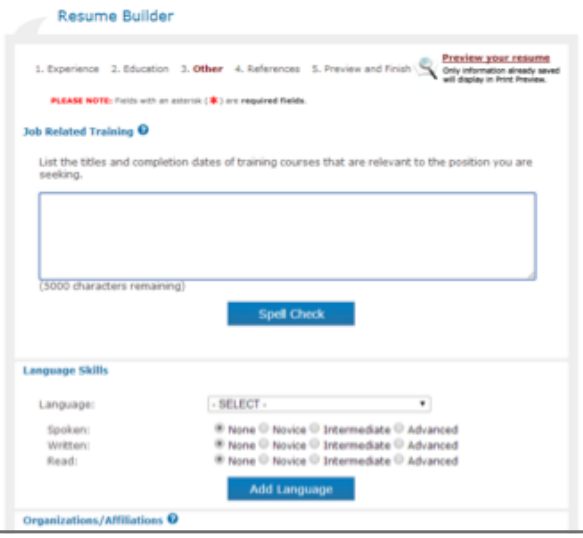
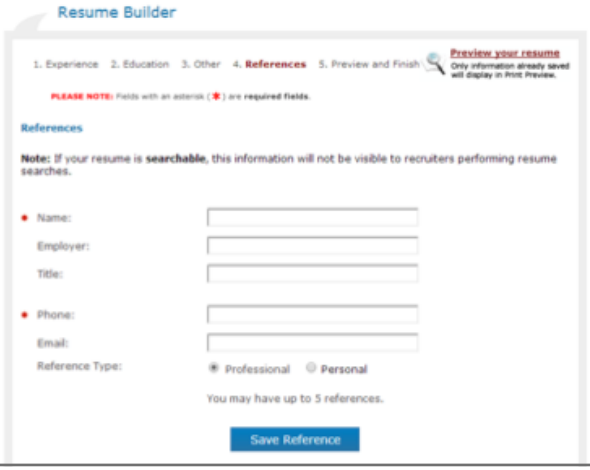
Step 2: Resumes

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, yes, I know – 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. There are a variety of opinions on which is better but we 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 section below on creating a successful resume (pages 61-63).

Here is how ResumeBuilder will guide you through the process:

Work Experience 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.	
Education 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.	

Other Provide as much relevant information as possible in any of these optional sections.	
References 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.	

After selecting the resume you wish to include in your application, the next section you will see is Attachments. If the job requires you to submit your college transcripts, a cover letter, etc. you can either upload them in USAJOBS or in the next step.

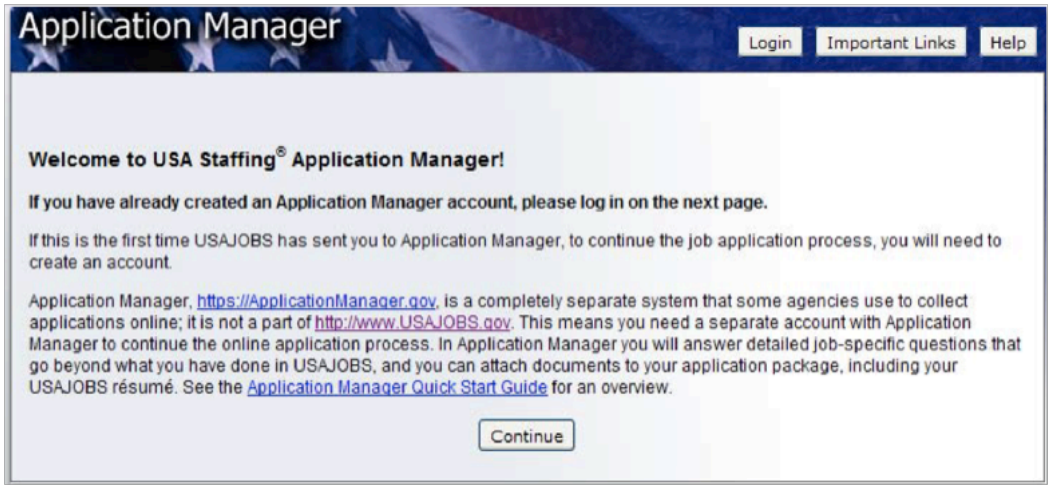
Finally, you will need to check that you have reviewed your resume, decide if you want to attach demographic information to your application, and that your application materials are truthful to the best of your knowledge.

At the very bottom of this screen, you will see a blue button with “Apply for this position now!” Even though this may seem like the final step, this is not the end of the application process.

CONTINUE TO STEP 3 >

Step 3: Questions or Essays

In most cases, USAJOBS will now redirect you to a sister website called Application Manager. Application manager is a separate federal system from USAJOBS. It is used by many federal agencies to collect online information including the application questionnaire. Because most positions advertised on USAJOBS receive hundreds of applications, HR personnel cannot possibly review each one. Instead, the application questionnaire has been developed as a way for a computer program to quickly make an initial screen of the applicants and identify the best qualified candidates.



Once you are redirected to Application Manager, you will see that you must create a separate account. Follow the screen prompts to enter in your social security number and full name. It is extremely important that you enter this information accurately and that is matches the information you provided in USAJOBS. After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.

After completing a few more informational pages in Application Manager, you will begin your assessment questionnaire. This assessment questionnaire is divided into sections and most questions are job specific and change for each job announcement and position. As mentioned above, you can usually preview this questionnaire in the How to Apply section of the position announcement. Based on the position and agency you are applying to 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 63-64).

Section 2 **Total Questions in this Assessment: 22**

Knowledge of species identification, both plant and animal, to apply this knowledge in surveys and studies.
For the following statements, choose the one answer that best describes your education and experience in relation to that statement.

2. Collect biological data from waterfowl including age, sex, species, and mass.

- A I have not had experience, education, or training in performing this task.
- B I have completed formal education or training in performing this task, but have not yet performed this task on the job.
- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

3. Collect parts from waterfowl for later analysis.

- A I have not had experience, education, or training in performing this task.
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- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

4. Identify species, age, and gender of wildlife.

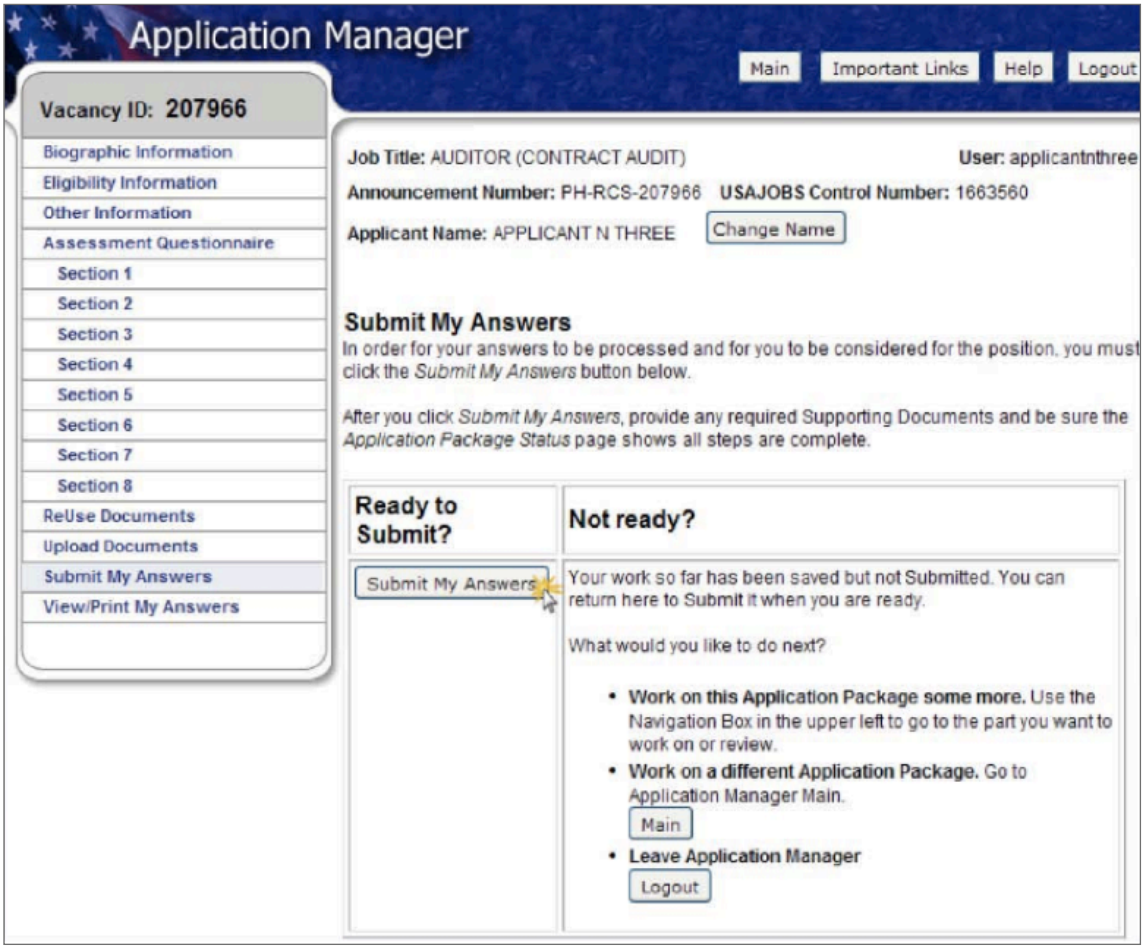
- A I have not had experience, education, or training in performing this task.
- B I have completed formal education or training in performing this task, but have not yet performed this task on the job.
- C I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
- D I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
- E This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

CONTINUE TO STEP 4 >

Step 4: Document Upload

After the application questionnaire, the next section you will see will be ReUse Documents. This table displays the USAJOBS documents for this application. The status will be 'Awaiting Retrieval from USAJOBS.' Once you submit your application, the system will retrieve the documents and add them to your application.

In the Upload Documents section, you can upload any relevant documents that you did not upload in your USAJOBS account. Documents uploaded in this section will be available in the ReUse Documents section for future applications. Once all required questions have been completed, you will be able to click the 'Submit My Answers' button. Once you click on this button, you will receive an online confirmation message.



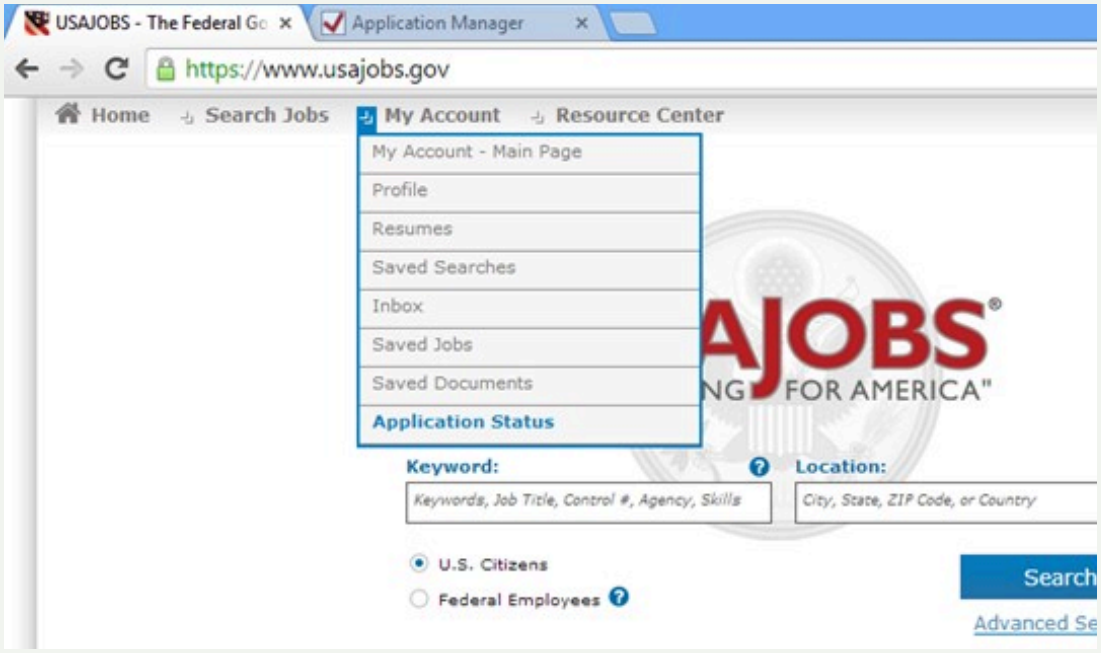
What Else You Should Know

- **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.

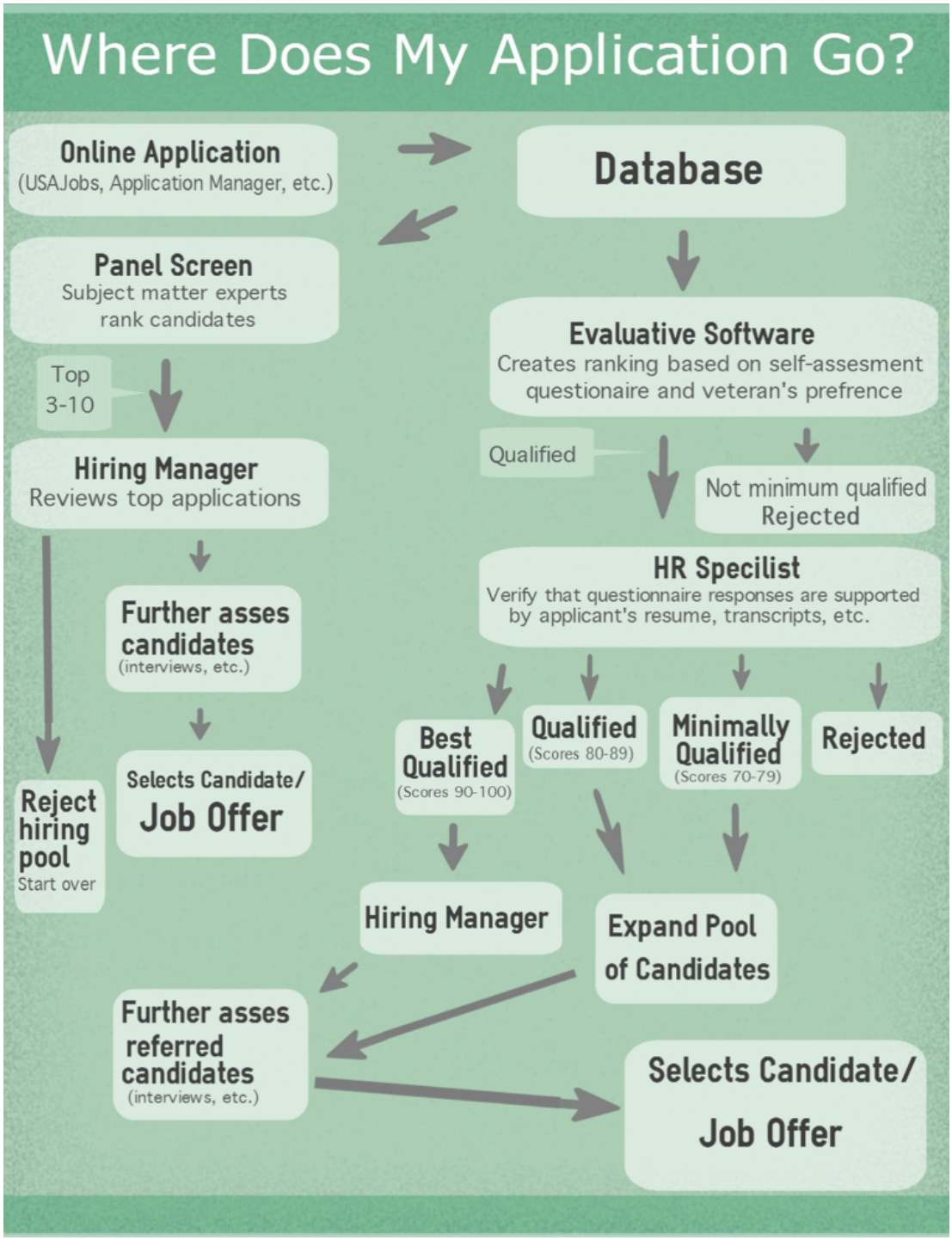
- Print a copy of the vacancy announcement in case you need or want to look back at it for information or agency contact information since it will be taken offline after the closing date passes.

- 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.



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 putting in the time to apply for a position.

1. **Are you really qualified?** Go back and preview the self-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 your resume that you used to apply for the 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.

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 a 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.

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"

Next, you will want to match your skills and achievements to those listed in the job description. If you haven't already one so, print the job announcement, specifically the Duties and the Qualification Requirements sections as well as the preview of the self-assessment 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."

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. 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 you 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 have the option to use the site's ResumeBuilder. If you already have a resume formatted in a word processing program, this is going to take you extra time to enter the information into ResumeBuilder but taking this extra time will pay off. This is because the ResumeBuilder asks for more information that 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 self-assessment 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 self-assessment 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 self-assessment 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 application questionnaire.

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.

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-format

The Application Questionnaire

The application 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 application questionnaire tricky and frustrating.

In addition to being difficult to complete, the application questionnaire in 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 applicants' self-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 self-assessment 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 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 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 it 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. If it doesn't, there may not even be a specific place to upload one. However, you have already put a ton of work into your application – in making your resume shine, completing the application 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.

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.

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 join you to the community in your field and looks good on your resume.

Other Ideas For Creating your Network

- Think about your immediate network – your family and friends. Then, brainstorm with them about their networks.
- Tap into your school's alumni network.
- Use social media – Use Facebook, LinkedIn 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.

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.

SPECIAL PROGRAMS: VETERANS, APPLICANTS WITH DISABILITIES, THE PATHWAYS PROGRAM, VISTA 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.[xii] 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. 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.jobsearch.usajobs.govveteranscenter.
- 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, www.vetsuccess.gov and www.cacareers.va.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 be mentally retarded. 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 Web site 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: http://www.opm.gov/policy-data-oversight/hiring-authorities/students-recent-graduates/#url=Program-Fact-Sheets.

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 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

Here's what you need to know about the Recent Graduates Program:

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 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 Program attracts and selects from among the best candidates and is designed to develop a cadre of potential federal government leaders. Here are some key provisions of the PMF Program.

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 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.

VISTA Program

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 also 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?

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 - https://my.americorps.gov/mp/listing/publicRequestSearch.do

Other Federal Programs and Internships for Youth

YouthGo: Federal Jobs with the U.S. Department of Interior and U.S. Department of Agriculture

The Youth in the Great Outdoors program reconnects young people from all walks of life with our natural and cultural heritage while building pathways to careers in resource stewardship.

Read more at: https://youthgo.gov

The Student Conservation Association

SCA's mission is to build the next generation of conservation leaders and inspire lifelong stewardship of our environment and communities by engaging young people in hands-on service to the land. The SCA members protect and restore national parks, marine sanctuaries, cultural landmarks and community green spaces in all 50 states.

Read more at: http://www.thesca.org

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 (ages 16 to 25) 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 on a separate certificate. 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.

Youth Conservation Corps (ages 15-18)

The Youth Conservation Corps Act of 1970 (YCC), establishes permanent programs within the Departments of Interior and Agriculture for young adults who are between the ages of 15 and 18 to perform specific tasks on lands and waters administered under the jurisdiction of these Secretaries. 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.

Directorate Resource Assistant Fellowship Program: US Fish and Wildlife Service

The Directorate Resource Assistant Fellows Program (DFP) is a new fellowship program at the U.S. 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 in the National Park Service headquarters, field offices, and parks, and in other federal agencies.

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

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 U.S. 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 nearly10,000 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 Positions and Departments
- 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!

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.

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://geosurvey.state.co.us

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, 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:

- 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, their 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.

Agency Description and Organization:
The Colorado Department of Public Health and Environment (CDPHE) is the second largest state agency with ~73,000 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:
Denver, limited services in Grand Junction and Pueblo

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 below). In 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 HR 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.

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	Online	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 (see appendix)	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/Announcements/current_job_openings.cfm 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/pages/employment.html	Email application materials to hiring manager	Resume	No	Yes
	Permanent	Colorado State Forest Service Employment Page – http://csfs.colostate.edu/pages/employment.html	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

Internships, Seasonal and Temporary Jobs

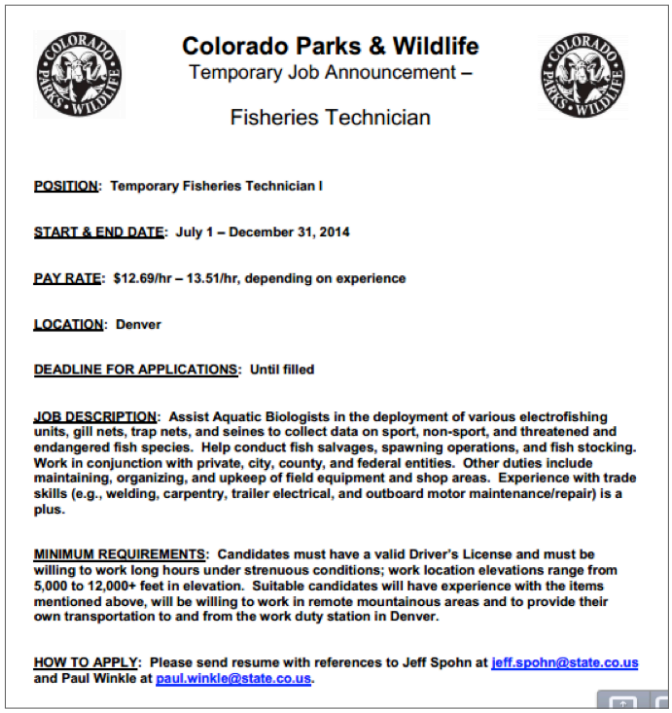
Searching for a Job

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 directly. 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. 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 Parks & Wildlife
Temporary Job Announcement –
Fisheries Technician

POSITION: Temporary Fisheries Technician I

START & END DATE: July 1 – December 31, 2014

PAY RATE: $12.69/hr – 13.51/hr, depending on experience

LOCATION: Denver

DEADLINE FOR APPLICATIONS: Until filled

JOB DESCRIPTION: Assist Aquatic Biologists in the deployment of various electrofishing units, gill nets, trap nets, and seines to collect data on sport, non-sport, and threatened and endangered fish species. Help conduct fish salvages, spawning operations, and fish stocking. Work in conjunction with private, city, county, and federal entities. Other duties include maintaining, organizing, and upkeep of field equipment and shop areas. Experience with trade skills (e.g., welding, carpentry, trailer electrical, and outboard motor maintenance/repair) is a plus.

MINIMUM REQUIREMENTS: Candidates must have a valid Driver's License and must be willing to work long hours under strenuous conditions; work location elevations range from 5,000 to 12,000+ feet in elevation. Suitable candidates will have experience with the items mentioned above, will be willing to work in remote mountainous areas and to provide their own transportation to and from the work duty station in Denver.

HOW TO APPLY: Please send resume with references to Jeff Spohn at jeff.spohn@state.co.us and Paul Winkle at paul.winkle@state.co.us.

Applying for a Job

For most internship, seasonal and temporary positions, you need only submit a resume. 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 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.

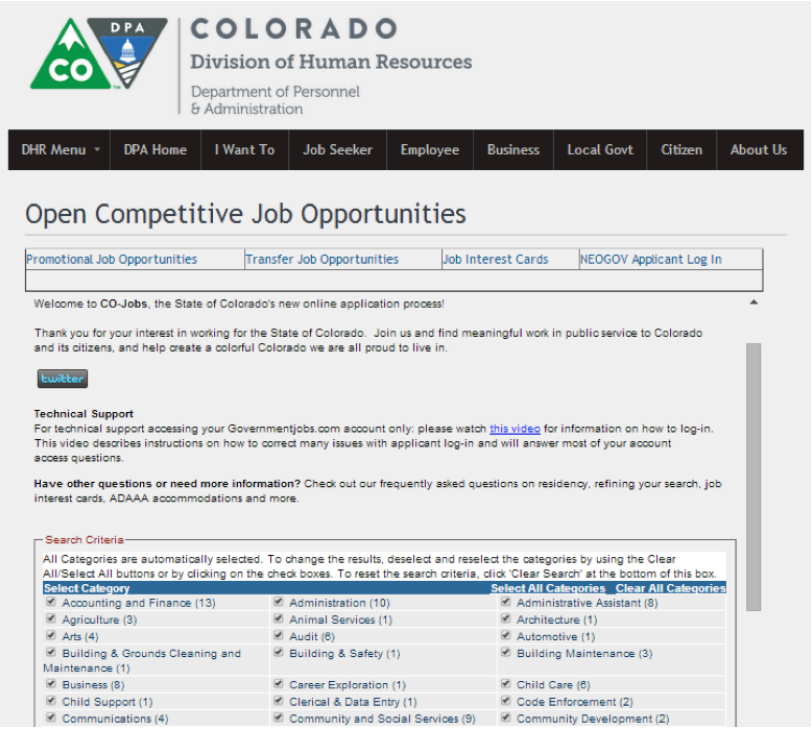
For most internship, seasonal and temporary positions, the job announcement will list a person whom to email your resume (and/or cover letter, supplemental questionnaire or other application materials).

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."

3. Scroll down to see search criteria. You can either search by (1) category, (2) department/agency and/or (3) keywords. If you keep all search criteria checked you are likely to get upwards of 150 results from all types of agencies across Colorado. If you don't want to weed through all of the results, start by searching either by category or agency/department. Start by clearing all selections in that search box and just checking those that interest you.

   For example, if searching by category you may want to consider checking a combination of the following boxes:

   - Natural resources
   - Recreation
   - Wildlife
   - Environmental Services
   - Green-collar/Environmental
   - Land Use
   - Parks
   - Sciences

   If you are interested in working for the outdoors by being an HR specialist, or grants manager, for example, than be sure to check those boxes as well. Start by checking the most number of boxes you think are applicable and then narrowing them down based on the search results.

   If you would rather search by agency, than scroll down to the "Select Agency/Department" search box. Start by clearing all of the selections and then just checking the box next to the agencies you are interested in. Some of these may include:

   - 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 also have trainee or professional positions in natural resource fields so keep that in mind during your search.

   Finally, you can search by keyword. However, if you are unsure of exactly what job title you want, leave this section blank.

   After you have entered in your search criteria, scroll all the way to the bottom of the section and hit the red button that says "Go." Note that there are two scroll bars on this page so if you are having a difficult time seeing all of the search criteria, make sure your cursor is on the inner scroll bar.

4. Preview your search results. When you hit “Go”, your search results will be listed at the bottom of the page. The results will be in the form of a table with the position, employment type, salary and closing date listed. To view more details about a particular position, click on its title.

10 records found.
Page # 1 of 1 go

Position	Emp. Type	Salary	Closing Date
BRAND INSPECTOR - LONGMONT DISTRICT	Full Time	$2,688.00 - $3,701.00 Monthly	06/18/14
CDA - Conservation Specialist	Full Time	$3,834.00 - $5,475.00 Monthly	06/19/14
District Wildlife Manager	Full Time	$3,087.00 - $4,408.00 Monthly	07/10/14
Division Director - Water Quality Contro...	Full Time	$6,841.00 - $12,500.00 Monthly	06/27/14
NEW! Engineering/Physical Sciences Tech I - P...	Full Time	$3,590.00 - $4,943.00 Monthly	06/30/14
Environmental Protection Specialist II 1...	Full Time	$4,764.00 - $6,803.00 Monthly	06/24/14
Groundskeeper	Full Time	$2,877.00/Month	06/18/14
Park Ranger	Full Time	$3,087.00 - $4,408.00 Monthly	07/10/14
Quality Assurance Analyst (PSR/S I - 233...	Full Time	$4,122.00 - $5,886.00 Monthly	06/19/14
Section 106 Compliance Manager - Histori...	Full Time	$3,075.00 - $3,420.00 Monthly	07/21/14

Page # 1 of 1 go

Receive Emailed Updated Search Results

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 are receiving so many applications that some are closing 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 scroll down to the link that says “Job Interest Cards” under “Related Links.” When you click on the link, you will see a screen similar to the job search screen but with only job categories listed. 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. Then complete the required personal information (name, email) and hit “Submit Request.” That’s it! When a new job is listed that fits your criteria, you will receive an email in your inbox.

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

Job Title:	CDA - Conservation Specialist
Class Title:	GENERAL PROFESSIONAL III
Type of Announcement:	This position is open only to Colorado state residents.
Closing Date/Time:	Thu. 06/19/14 4:59 PM Mountain Time
Primary Physical Work Address:	305 Interlocken Pkwy, Broomfield, CO 80021
Salary:	$3,834.00 - $5,475.00 Monthly
Salary Note:	Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.
FLSA Status:	Exempt; position is not eligible for overtime compensation.
Job Type:	Full Time
Location:	Broomfield County, Colorado
How To Apply:	Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.
If not applying on-line, submit application to:	Human Resources, 305 Interlocken Pkwy, Broomfield, CO 80021
Department Contact Information:	Contact Mary Hunt at 303-869-9006 or mary.hunt@state.co.us
Methods of Appointment:	Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.
Transcripts Required:	An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

Print Job Information | Apply

- 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.
- Class Title – Similar to the federal occupational codes, the State of Colorado also classifies similar positions by Class Title.
- Type of Announcement – Many permanent positions with the State of Colorado are only open to Colorado residents, meaning that you need a valid Colorado driver's license to qualify. Some jobs are open to non-residents as well, especially seasonal or entry-level positions.

- Closing Date/Time – Make sure that you note when the position will close and give yourself plenty of time to put together your application materials. 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! This might even help your chances by reducing the applicant pool.

- Primary Physical Work Address – This is where you will be working if you get the job. This can be different from the organization's address, particularly if the job is a field-based position.

- Salary – A salary range is typically listed here but note that most people start at the lower end of the salary range.

- FLSA Status – FLSA stands for the "Fair Labor Standards Act" which was enacted to ensure fair working conditions. This is the act that includes laws governing minimum wage, overtime, and a few others. Most professional employees and those in the government sector are paid salaries and therefore are legally exempt from the regulations. Therefore, you are likely to see "exempt" here.

- Job Type – Full time or part time.

- Location – This is usually a general location in Colorado where the job or agency is located.

- How to Apply – Typically this states that applicants should complete the on-line application by clicking on a link below.

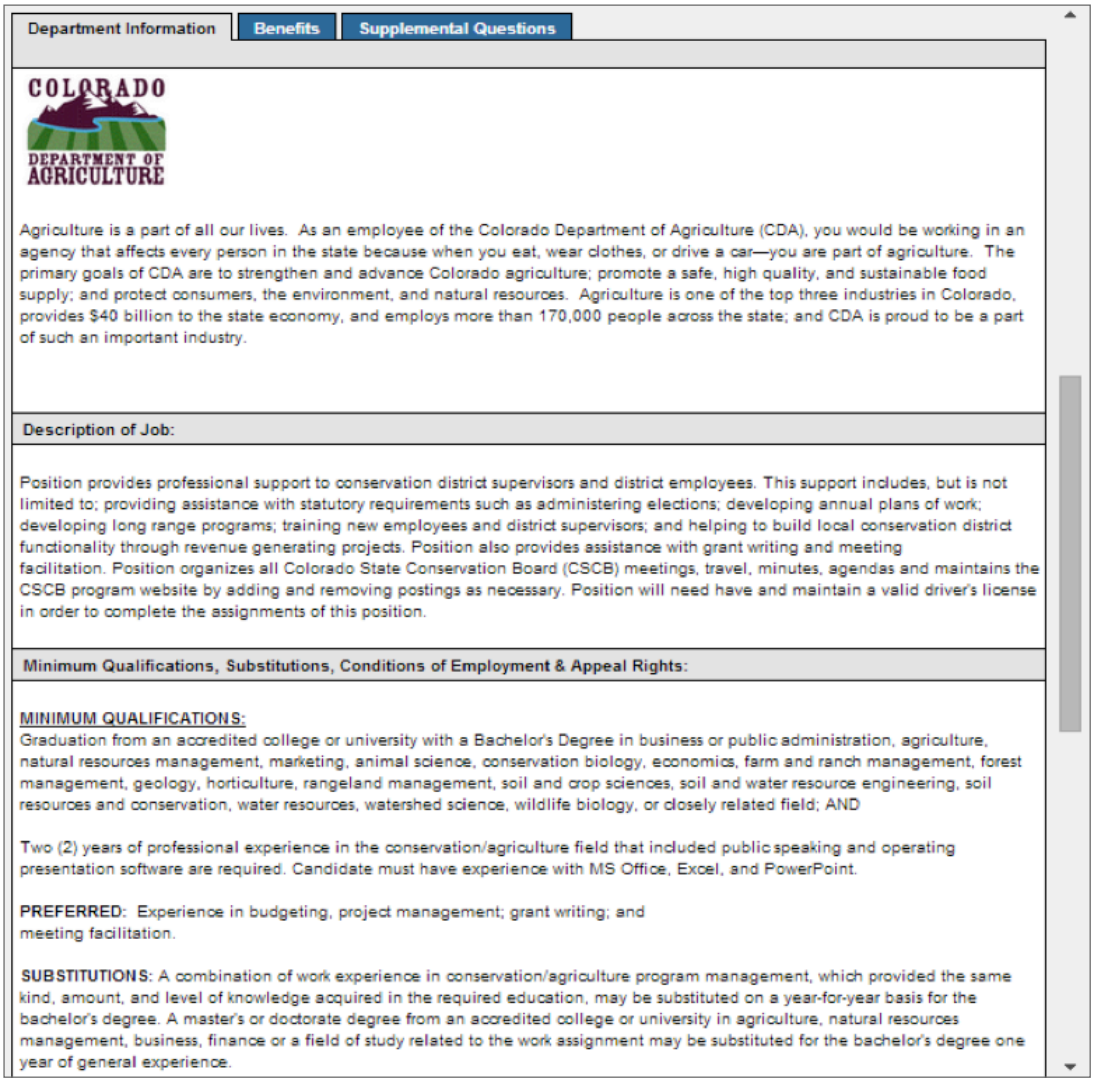
- If not applying on-line, submit application to – Most position announcements will list an address and/or fax number to send a paper application. However, many prefer the online application so if you can, submit online.

- Department Contact Information – Some job announcements list a contact person who you can call in the case of questions about the job listing.

- Methods of Appointment – This usually states that the position will be filled by a competitive process but that the position may be filled by another method for a valid reason.

- Transcripts Required – If official or unofficial transcripts are a required piece of your application, you will see the information here. If no information is included about transcripts, you do not need to provide them as part of your application.

Below this initial set of information you will find a box with three tabs – Department Information, Benefits and Supplemental Questionnaire. Under the first tab, you will find a brief description of the agency. Then, you will find the Description of Job and Minimum Qualifications and Supplemental Information. THIS IS THE MOST IMPORTANT PART OF THE JOB ANNOUNCEMENT. As discussed in Chapter Three, print this part of the application, highlight keywords in the Description of Job and check to make sure that you meet the minimum qualifications of the job before proceeding.



Department Information | Benefits | Supplemental Questions

COLORADO DEPARTMENT OF AGRICULTURE

Agriculture is a part of all our lives. As an employee of the Colorado Department of Agriculture (CDA), you would be working in an agency that affects every person in the state because when you eat, wear clothes, or drive a car—you are part of agriculture. The primary goals of CDA are to strengthen and advance Colorado agriculture; promote a safe, high quality, and sustainable food supply; and protect consumers, the environment, and natural resources. Agriculture is one of the top three industries in Colorado, provides $40 billion to the state economy, and employs more than 170,000 people across the state; and CDA is proud to be a part of such an important industry.

Description of Job:

Position provides professional support to conservation district supervisors and district employees. This support includes, but is not limited to; providing assistance with statutory requirements such as administering elections; developing annual plans of work; developing long range programs; training new employees and district supervisors; and helping to build local conservation district functionality through revenue generating projects. Position also provides assistance with grant writing and meeting facilitation. Position organizes all Colorado State Conservation Board (CSCB) meetings, travel, minutes, agendas and maintains the CSCB program website by adding and removing postings as necessary. Position will need have and maintain a valid driver's license in order to complete the assignments of this position.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights:

MINIMUM QUALIFICATIONS:
Graduation from an accredited college or university with a Bachelor's Degree in business or public administration, agriculture, natural resources management, marketing, animal science, conservation biology, economics, farm and ranch management, forest management, geology, horticulture, rangeland management, soil and crop sciences, soil and water resource engineering, soil resources and conservation, water resources, watershed science, wildlife biology, or closely related field; AND

Two (2) years of professional experience in the conservation/agriculture field that included public speaking and operating presentation software are required. Candidate must have experience with MS Office, Excel, and PowerPoint.

PREFERRED: Experience in budgeting, project management; grant writing; and meeting facilitation.

SUBSTITUTIONS: A combination of work experience in conservation/agriculture program management, which provided the same kind, amount, and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree. A master's or doctorate degree from an accredited college or university in agriculture, natural resources management, business, finance or a field of study related to the work assignment may be substituted for the bachelor's degree one year of general experience.

Under the Benefits tab you are likely to see a link to the state's benefits. Finally, click on the Supplemental Questionnaire tab. In some cases you may get lucky and no supplemental questionnaire will be required. In other cases, you may need only answer a few questions about your state of residency, willingness to relocate or if you have ever been an employee of the state. For some positions, however, supplemental questions go beyond yes/no and require 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" link in the position announcement. This will take you to a new web page where you will need to sign into your GoGovernment account or create a new account if you haven't already done so. Once signed in, you will have the option of selecting a resume saved on your computer or skipping this step and completing the information manually. Similar to USAJOBS, it is better to manually enter in your information here so you will be prompted to include important details that may not be on your resume. In general, your state resume will be as detailed and contain most of the same information as your federal resume. One difference is that most permanent state jobs in Colorado require you to be a current Colorado resident so you may be asked to enter your Colorado driver's license number. Create your application in Word 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.

If you select the option to manually enter your information, you will be guided through completing the following pages:

- General Information
- Work Experience – Unlike private sector resumes, state applications can be four-to-five or more pages. They are looking to see that you have direct related experience so include all of the necessary duties and skills that you have to make sure you demonstrate why you're a good candidate for the position.
- Education
- Additional Information (licenses, languages, certificates)
- References
- Attachments (this is where you would include a cover letter or your transcripts)
- Agency Questions and Supplemental Questions (these will be similar to those that you previewed in the job announcement)
- 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!

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 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 their 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.

Interview Tips (continued)

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. (This is often an ice-breaker question. Keep the answer job or skill related.)
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," "terminated," "quit," "had no babysitter," or "couldn't get along with coworkers or supervisor". However, you can say: "new job," "contract ended," "seasonal," "temporary," "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.)
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.

Questions To Ask The Employer:

1. Who would supervise me?
2. When are you going to make a hiring decision?
3. What are the opportunities for advancement?
4. What kind of training is provided or available?
5. Is there a dress code?

Interview Tips (continued)

Thank You Notes

After your interview, be sure to write a thank you note to the employer or interviewer 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 the interviewer's business card 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

[1]http://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 and 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 our community.

Where are Jobs Posted?
DenverGov.org/jobs and CPRA.org.

Job Search Tips:
If you search jobs at DenverGov.org/jobs, you will see a list of all jobs with the City and County of Denver but you can see if it is with the parks and recreation department by clicking on the job title. You can also see if the job is seasonal from the main job listing page. 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.

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 their 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 91) and Understanding the Position Listing for Federal Jobs (pages 42-50).

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.

How to 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 only 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 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 undergrad. 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 on 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=skI7ITFjvE7fS9iGjZRjIwXAP3DPAXXAP3DPAX&InsInfo=true on March 6, 2014.

iv. Red Rocks Community College. Who We Are: Welcome to Water Quality Management Technology. Accessed at http://www.rrcc.edu/wqm/pdf/WQMWhoWeAre.pdf 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://www.gpo.gov/fdsys/pkg/GOVMAN-2009-09-15/pdf/GOVMAN-2009-09-15-Pg5.pdf

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		
Colorado Department of Agriculture	OFFICE	ADDRESS	PHONE
	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	Phone: (303) 239-4100 Fax: (303) 239-4125
	Brand Inspection Division	4701 Marion St, Suite 201, Denver, CO 80216-2139	Phone: (303) 294-0895 Fax: (303) 294-0918
	Colorado State Fair	1001 Buelah Ave., Pueblo, CO 81004	Phone: (719) 561- 8484 or (800) 444-3247 Fax: (719) 560-1953
	Inspection & Consumer Services Division	2331W. 31st Ave., Denver, CO 80211-3859	Phone: (303) 477-0076 Fax: (303) 480-9236
Colorado Department of Natural Resources	OFFICE	ADDRESS	PHONE
	Colorado Department of Natural Resources Executive Director's Office	1313 Sherman Street, Room 718 Denver, Colorado 80203	Telephone: (303) 866-3311 1-(800) 536-5308 E-mail: dnr.edoassist@state.co.us
Colorado Oil and Gas Conservation Commission	Where to find facilities: http://cogcc.state.co.us/		
Colorado Parks and Wildlife	REGION	ADDRESS	PHONE
	Northeast Region – Denver Office	6060 Broadway, Denver 80216	(303) 291-7227
	Northeast Region – Littleton Office	13787 Highway 85, Littleton 80215	(303) 791-1920
	Northeast Region – Brush Office	122 E. Edison, Brush 80723	(970) 842-6300
	Northeast Region – Fort Collins Office	317 W. Prospect, Ft. Collins 80526	(970) 472-4300
	Northwest Region – Grant Junction Office	711 Independent Avenue, Grand Junction 81505	(970) 255-6100
	Northwest Region – Meeker Office	P.O. Box 1181 73485 Hwy 64, Meeker 81641	(970) 878-6090
	Northwest Region – Glenwood Springs Office	0088 Wildlife Way, Glenwood Springs 81601	(970) 947-2920

AGENCY	OFFICE		
Colorado Parks and Wildlife	**Northwest Region – Hot Sulphur Springs Office**	Springs Office 346 Grand County Road 362, Hot Sulphur Springs 80451	(970) 725-6200
	Northwest Region – Steamboat Springs Office	P.O. Box 775777 925 Weiss Drive, Steamboat Springs 80487	(970) 870-2197
	Southeast Region – Colorado Springs Office	4255 Sinton Road, Colorado Springs 80907	(719) 227-5200
	Southeast Region – Lamar Office	2500 S. Main Street, Lamar 81052	(719) 336-6600
	Southeast Region – Salida Office	7405 Hwy 50, Salida 81201	(719) 530-5520
	Southeast Region – Pueblo Office	600 Reservoir Road, Pueblo 81005	(719) 561-5300
	Southwest Region – Durango Office	151 East 16th Street, Durango 81301	(970) 247-0855
	Southwest Region – Administrative Office	415 Turner Drive, Durango 81303	(970) 247-0855
	Southwest Region – Gunnison Office	300 West New York Avenue, Gunnison 81203	(970) 641-7060
	Southwest Region – Monte Vista Office	0722 South Road 1 East, Monte Vista 81144	(719) 587-6900
	Southwest Region – Montrose Office	2300 South Townsend Avenue, Montrose 81401	(970) 252-6000
Colorado State Land Board	OFFICE	ADDRESS	PHONE
	Mailing & physical address	1127 Sherman Street, Suite 300 Denver, CO 80203-2206	Main office telephone: (303) 866-3454 (also see the staff directory) Main office fax: (303) 866-3152 Email: Melissa Yoder, External Affairs Officer melissa.yoder@state.co.us
Colorado Geological Survey	OFFICE	ADDRESS	PHONE
	Mailing Address	1500 Illinois St. Golden, CO 80401	Phone: 303 384-2655
	Walk in-Customer Address	100 Jefferson County Parkway, Golden, CO 80401	Phone: 800-945-0451 email : cgs_pubs@mines.edu

AGENCY	OFFICE		
	OFFICE	ADDRESS	PHONE
Colorado Division of Water Resources	**Colorado Division of Water Resources**	1313 Sherman St., Ste. 821	Main Phone Number: (303) 866-358
	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
	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

AGENCY	OFFICE		
Colorado Division of Water Resources	**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 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 FAX (719) 587-0916
	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 FAX (719) 275-6853
	Durango	FLC 7233 1000 Rim Drive Fort Lewis College Campus Durango, CO 81301-3908	(970) 247-5250 FAX (970) 247-5252
	Fort Collins	Foothills Campus, Bldg. 1050 Campus Delivery 5060 Colorado State University Fort Collins, CO 80523-5060	(970) 491-8660 FAX (970) 491-8645
	Fort Morgan	P.O Box 368 Fort Morgan, CO 80701-3638	(970) 867-5610 FAX (970) 867-0361
	Franktown	PO Box 485 2068 N. State Hwy. 83 Franktown, CO 80116-0485	(303) 660-9625 FAX (303) 688-2919
	Golden	1504 Quaker Street Golden, CO 80401-2956	(303) 279-9757 (303) 279-2011 FAX (303) 278-3899
	Granby	PO Box 69 201 E. Jasper Ave. Granby, CO 80446-0069	(970) 887-3121 FAX (970) 887-3150
	Grand Junction	State Services Building 222 South 6th Street, Room 416 Grand Junction, CO 81501-2771	(970) 248-7325 FAX (970) 248-7317
	Gunnison	PO Box 1390 Mountain Meadows Research Center 106 Maintenance Drive Gunnison, CO 81230	(970) 641-6852 FAX (970) 641-0653

AGENCY	OFFICE		
Colorado State Forest Service	**La Junta**	1904 San Juan Ave. Otero Community College Campus La Junta, CO 81050	(719) 383-5780 FAX (719) 383-5787
	La Veta	PO Box 81 Moore and Poplar Streets La Veta, CO 81055-0081	(719) 742-3588 FAX (719) 742-5502
	Montrose	102 Par Place, Suite 1 Montrose, CO 81401-4196	(970) 249-9051 FAX (970) 249-5718
	Salida	7980 West Highway 50 Salida, CO 81201-9571	(719) 539-2579 FAX (719) 539-2570
	Steamboat Springs	PO Box 773657 2201 Curve Plaza, Suite 105A Steamboat Springs, CO 80487	(970) 879-0475 FAX (888) 870-3843
	Woodland Park	PO Box 9024 113 South Boundary Woodland Park, CO 80866-9024	(719) 687-2951 (719) 687-2921 FAX (719) 687-9584
Colorado Department of Public Health and Environment	OFFICE	ADDRESS	PHONE
		4300 Cherry Creek S Dr, Denver, CO 80246	(303) 692-2000
Colorado Division of Reclamation, Mining and Safety	OFFICE	ADDRESS	PHONE
	Main Office - DENVER OFFICE	1313 Sherman Street, Room 215 Denver, CO 80203	Main #: 303-866-3567 Fax #: 303-832-8106 DMG_web@state.co.us
	DURANGO FIELD OFFICE	691 CR 233, Suite A-2 Durango, CO 81301	Phone: 970-247-5469 Fax: 970-247-5104
	GRAND JUNCTION FIELD OFFICE	101 South 3rd, Suite 301 Grand Junction, CO 81501	Phone: 970-241-1117 Fax: 970-241-1516
	EDGAR MINE OFFICE		Clinton Dattel, Mine Manager Office: 303-567-2911 Fax: 303-567-9133 email: cdattel@mines.edu
US Geological Survey	OFFICE	ADDRESS	PHONE
	USGS Colorado Water Science Center	Denver Federal Center, MS-415 Building 53 Lakewood, CO 80225	Phone: (303) 236-6901 Fax: (303) 236-4912
	Durango Field Office	103 Sheppard Drive, Suite 110 Durango, CO 81303	Phone: (970) 247-4140

AGENCY	OFFICE		
US Geological Survey	**Southeast Colorado Office: Pueblo**	201 East 9th. Street Pueblo, CO 81003	Phone: (719) 544-7155
	Western Colorado Office: Grand Junction	445 W Gunnison Ave Grand Junction, CO 81501	Phone: (303) 236-3593
Bureau of Land Management	OFFICE	ADDRESS	PHONE
	Front Range District Office	3028 East Main Street Cañon City, Colorado 81212	719-269-8500 FAX 719-269-8599 District Manager: Tom Heinlein
	Royal Gorge Field Office (BLM/USFS	3028 East Main Street Cañon City, Colorado 81212	719-269-8500 FAX 719-269-8599 Field Manager: Keith Berger
	Arkansas Headwaters Recreation Area (BLM/State Parks)	307 West Sackett Salida, Colorado 81201	719-539-7289 FAX 719-539-3771 River Manager: John Nahomenuk
	San Luis Valley Field Office	46525 State Highway 114 Saguache, Colorado 81149	719-655-2547 FAX 719-655-2502 Field Manager: Andrew Archuleta
	BLM information and permits available at	13308 W. Hwy. 160 Del Norte, Colorado 81132	719-657-3321 FAX 719-657-6035
	BLM information and permits available at	15571 County Rd T5 La Jara, CO 81140	719-274-8971 FAX 719-274-6301
	BLM information and permits available at	1803 West Hwy 160 Monte Vista, CO 81144	719-852-5941 FAX 719-852-6250
	Northwest District Office	2815 H Road Grand Junction, Colorado 81506	970-244-3000 FAX 970-244-3083 District Manager: Jim Cagney, 970-244-3066, jcagney@blm.gov
	Colorado River Valley Field Office	2300 River Frontage Road Silt, CO 81652	970-876-9000 FAX 970-876-9090 Field Manager: Steve Bennett
	Grand Junction Field Office	2815 H Road Grand Junction, Colorado 81506	970-244-3000 FAX 970-244-3083 Field Manager: Katie Stevens
	Kremmling Field Office	2103 E. Park Avenue P.O. Box 68 Kremmling, Colorado 80459	970-724-3000 FAX 970-724-3066 Field Manager: Stephanie Odell

AGENCY	OFFICE		
Bureau of Land Management	**Little Snake Field Office**	455 Emerson Street Craig, Colorado 81625	970- 826-5000 FAX 970- 826-5002 Field Manager: Wendy Reynolds
	McInnis Canyons National Conservation Area	2815 H Road Grand Junction, CO 81506	970-244-3000 FAX 970-244-3083
	White River Field Office	220 East Market St. Meeker, Colorado 81641	220 East Market St. Meeker, Colorado 81641 970-878-3800 FAX 970-878-3805 TDD 970-878-4227 Field Manager: Kent Walter
	Southwest District Office	2465 South Townsend Avenue Montrose, Colorado 81401	970-240-5300 FAX 970-240-5367 District Manager: Lori Armstrong, 970-240-5336, Valori_Armstrong@blm.gov
	Anasazi Heritage Center / Canyons of the Ancients National Monument	27501 Highway 184 Dolores, Colorado 81323	970-882-5600 FAX 970-882-5616 Field Manager: Marietta Eaton
	Gunnison Gorge National Conservation Area	2465 South Townsend Montrose, CO 81401	970-240-5300 FAX 970-240-5367 Field Manager: Karen Tucker
	Gunnison Field Office	650 South 11th Street Gunnison, Colorado 81230	970-642-4940 FAX 970-642-4990 Field Manager: Brian St. George
	Tres Rios Field Office	29211 Hwy. 184 Dolores, Colorado 81323	970-882-7296 FAX 970-882-6841 Field Manager: Connie Clementson
	Uncompahgre Field Office	2465 South Townsend Avenue Montrose, Colorado 81401	970-240-5300 FAX 970-240-5367 Field Manager: Barbara Sharrow
Environmental Protection Agency	OFFICE	ADDRESS	PHONE
	Region 8 (CO, MT, ND, SD, UT, WY) Environmental Protection Agency	1595 Wynkoop St. Denver, CO 80202-1129	Phone: (303) 312-6312 Fax: (303) 312-6339 Toll free: (800) 227-8917 Email: r8eisc@epa.gov
	U.S. EPA National Enforcement Investigations Center	Box 25227, Building 25 Denver Federal Center	Phone: (303) 462-9000

AGENCY	OFFICE		
	OFFICE	ADDRESS	PHONE
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, COLORADO 80228-1807	303 236-4773 FAX: 303 236-4005
	National Black-Footed Ferret Conservation Center	Mailing Address: PO BOX 190 WELLINGTON, COLORADO 80549-0190 Location Address: 19180 NORTH EAST FRONTAGE ROAD CARR, COLORADO 80612-9719	970 897-2730 FAX: 970 897-2732
	Upper Colorado River Endangered Fish Recovery Program	Mailing Address: DENVER FEDERAL CENTER P.O. BOX 25486 DENVER, COLORADO 80225-0286 Location Address: LAKE PLAZA SOUTH44 UNION BOULEVARD, SUITE 120 LAKEWOOD, COLORADO 80228-1807	303 969-7322 FAX: 303 969-7327
	Western Colorado Ecological Services Field Office	764 HORIZON DRIVE, BUILDING B GRAND JUNCTION, COLORADO 81506-3946	970 243-2778 FAX: 970 245-6933
	Colorado Fish and Wildlife Conservation Office	Mailing Address: DENVER FEDERAL CENTER P.O. BOX 25486 DENVER, COLORADO 80225-0486 Location Address: LAKE PLAZA NORTH 134 UNION BOULEVARD, SUITE 675 LAKEWOOD, COLORADO 80228-18	303 236-4216 FAX: 303 236-8163
	Colorado River Fishery Project-Grand Junction	764 HORIZON DRIVE, BUILDING B GRAND JUNCTION, COLORADO 81506-3946	970 245-9319 FAX: 970 245-6933
	National Eagle and Wildlife Property Repository	6550 GATEWAY ROAD ROCKY MOUNTAIN ARSENAL - BUILDING 128 COMMERCE CITY, COLORADO 80022-1748	303 287-2110 FAX: 303 287-1570

AGENCY	OFFICE		
US Fish and Wildlife Service	**Hotchkiss National Fish Hatchery**	8077 HATCHERY ROAD HOTCHKISS, COLORADO 81419-9240	970 872-3170 FAX: 970 872-3643
	Leadville National Fish Hatchery	2846 HIGHWAY 300 LEADVILLE, COLORADO 80461-9751	Contact Information: 719 486-0189 FAX: 719 486-3343
	Alamosa National Wildlife Refuge	9383 EL RANCHO LANE ALAMOSA, COLORADO 81101-9003	719 589-4021 FAX: 719 589-3409
	Arapaho National Wildlife Refuge	953 JACKSON COUNTY ROAD 32	970 723-8202 FAX: 970 723-8528
	Baca National Wildlife Refuge	Mailing Address: C/O ALAMOSA NWR 9383 EL RANCHO LANE ALAMOSA, COLORADO 81101-9003 Location Address: 17425 ROAD 66T MOFFAT, COLORADO 81143-9602	719 256-5527 FAX: 719 589-3409
	Browns Park National Wildlife Refuge	1318 HIGHWAY 318 MAYBELL, COLORADO 81640-9707	970 365-3613 FAX: 970 365-3614
	Monte Vista National Wildlife Refuge	Mailing Address: C/O ALAMOSA NWR 9383 EL RANCHO LANE ALAMOSA, COLORADO 81101-9003 Location Address: 6120 S HIGHWAY 15 MONTE VISTA, COLORADO 81144	719 589-4021 FAX: 719 589-3409
	Rocky Flats National Wildlife Refuge	Mailing Address: 6550 GATEWAY ROAD, BUILDING 121 COMMERCE CITY, COLORADO 80022-4327 Location Address: 10808 COLORADO HIGHWAY 93	303 289-0232 FAX: 303 289-0579
	Rocky Mountain Arsenal National Wildlife Refuge	6550 GATEWAY ROAD, BUILDING 121 COMMERCE CITY, COLORADO 80022-4327	303 289-0232 FAX: 303 289-0579
	Sangre de Cristo Conservation Area	Mailing Address: C/O SAN LUIS VALLEY NWR COMPLEX 9383 EL RANCHO LANE ALAMOSA, 81101 Location Address: C/O SAN LUIS VALLEY NWR COMPLEX 8249 EMPERIUS ROAD ALAMOSA, 81101	719 589-4021 FAX: 719 589-3409

AGENCY	OFFICE		
US Fish and Wildlife Service	**Two Ponds National Wildlife Refuge**	Mailing Address: 6550 GATEWAY ROAD, BUILDING 121 COMMERCE CITY, COLORADO 80022-4327 Location Address: 9210 WEST 80TH AVENUE ARVADA, COLORADO 80005-3903	303 289-0232 FAX: 303 289-0579
	San Luis Valley National Wildlife Refuge Complex	Mailing Address: 9383 EL RANCHO LANE ALAMOSA, COLORADO 81101-9003 Location Address: 8249 EMPERIUS ROAD ALAMOSA, COLORADO 81101-9003	719 589-4021 FAX: 719 589-3409
	Resident Agent in Charge-Littleton, Colorado	9297 S. WADSWORTH BLVD. LITTLETON, COLORADO 80128-5599	720 981-2777 FAX: 720 981-2727
	Special Investigations Branch	Mailing Address: C/O ROCKY MOUNTAIN ARSENAL NWR 5650 HAVANA STREET, BUILDING 121 COMMERCE CITY, COLORADO 80022-4358 Location Address: NATIONAL EAGLE AND WILDLIFE PROPERTY REPOSITORY 5650 HAVANA STREET, BUILDING 121 COMMERCE CITY, COLORADO 80022-4358	303 287-2110 FAX: 303 287-1570
	Special Agent-Grand Junction, Colorado	2536 RIMROCK AVE, SUITE 400 BOX 352 GRAND JUNCTION, COLORADO 81505	970 257-0795 FAX: 970 242-1642
	Wildlife Inspector-Denver International Airport	DENVER INTERNATIONAL AIRPORT P.O. BOX 492098 DENVER, COLORADO 80249-2098	303 342-7430 FAX: 303 342-7433
National Park Service	OFFICE	ADDRESS	PHONE
	Intermountain Region	National Park Service 12795 Alameda Parkway Denver, CO 80225	(303) 969-2500