Career Opportunities in
THE US FEDERAL GOVERNMENT

Description of the field
The US federal government is the largest employer in the United States, with over 1.8 million civilian employees. It is responsible for:

- Protection the environment.
- Regulating worker health and safety.
- Ensuring the safety of the nation’s food supply.
- Overseeing air traffic control operations.
- Forging international partnerships in an era of globalization.
- Fighting ongoing battles against poverty, disease, homelessness, and illegal drug use.
- Conducting a global war against terrorism.

International affairs positions in government do not just exist in agencies such as the Department of State and the Agency for International Development, as almost every federal department and agency maintains an international affairs division. Federal job seekers are encouraged to explore a wide variety of agencies that may be involved with international policymaking.

Hiring within the federal government is decentralized. Each agency manages its own hiring and is best viewed as a separate employer. While the US Office of Personnel Management (OPM), which functions as the federal government’s human resource division, regulates hiring practices and provides vacancy information for the entire federal government, it is necessary to contact the human resource office for each agency to obtain detailed information about its particular career opportunities.

Career Paths
There are two main public sector tracks to consider: Foreign Service and Civil Service.

Foreign Service Officers (FSOs) represent the United States as they strengthen peace, promote US business interests abroad, and protect Americans throughout the world. FSOs spend the majority of their time outside the US, with occasional stateside rotations. The only means of entry into the Foreign Service is via the examination process which involves three stages: the Foreign Service Officer Test (FSOT), personal narrative short essay writing, and the Oral Assessment. Successful passage of one section allows a candidate to take the next section, but failure at any stage requires one to begin with the FSOT a year after originally

QUALIFICATIONS TO ENTER THE FIELD

+ Superior written and oral communication skills
+ Excellent research and data analysis skills
+ Demonstrated leadership skills
+ Proven research and analytical abilities
+ Prior work experience
+ Ability to work in a team environment
+ Strong work ethic and dedication
+ Proven commitment to public service
+ For international offices within particular agencies, often specific regional or technical expertise is necessary, along with knowledge of foreign languages (Arabic, Chinese, and Farsi are the current critically needed languages)
taking it. Placement can take up to two years; if this is a career path students are considering seriously, they should aim to take the written examination during the spring before or during their first year of a two-year master’s program. The Oral Assessment is offered at different times throughout the ensuing fall and winter. It can take over a year to be placed following successful completion of the oral examination phase, as one then has to pass an extensive background check and more candidates pass than there are positions to fill. Knowing a foreign language, especially a Critical Needs (Cantonese, Korean, and Russian, among others) or Super Critical Needs Language (Arabic, Mandarin, Farsi, etc.) can mean the difference between successfully getting hired or not for those with low Oral Assessment passing scores.

Civil Service positions can be gained through the competitive hiring process (i.e. government positions posted on www.usajobs.gov and other sites) or through application to the Presidential Management Fellowship Program, which is a two-year, fast-track program for graduate students. There are also agency-specific fellowship programs which can lead to entry-level positions. Hiring for full-time civil service positions happens throughout the year as positions become open. The application process for the Presidential Management Fellowship Program starts in the early fall of a student’s final year of graduate study.

Internships are available along both tracks, since the State Department internship offers placements either within the State Department bureaus in DC, or in embassies abroad. November 1st is a key government-wide deadline for many internships. The State Department, CIA, DIA and many other internship applications are due on this date to allow for ample time in which to perform the necessary security clearance required of these positions. There are some specific internships that have a later application deadline, and many internships not requiring clearance may even have spring deadlines. Students should be aware of the Harold W. Rosenthal Fellowship, which places US and foreign nationals in internships within the DC federal community, including Capitol Hill. Applications for the Rosenthal Fellowship are normally due in January.

Though an appropriate position opening cannot be guaranteed for all returning interns within their respective agencies, the internship experience can greatly increase the chances of an intern’s employment within the same agency, provided that the internship was successful. Despite a rigid civil service competitive process, insider connections and recommendations can weigh heavily on the hiring decision and some agencies even see their internship program as a direct feeder for future full-time offers (OMB, CIA, Treasury, and Federal Reserve).

There is currently a notable backlog of security clearances and because of the time and expense they incur, they are extremely valuable. Anyone even considering work with the US government that requires a security clearance is strongly encouraged to complete a summer internship that gains them a basic clearance. This will make them considerably more marketable when it comes time for their full-time search.

**DEMAND**

+ Federal employment is generally not affected by cyclical fluctuations in the economy as are other private sector industries, but political changes can influence staffing levels.

+ Each presidential administration may have different public policy priorities that result in greater levels of federal employment in some programs and reductions in others. Immediately after an election is an especially opportune time to search for positions, as new congressional members or a new White House administration will need fresh staff.

+ Hiring is also increased at the end of September – the end of the government’s fiscal year. Any remaining funds are often used to fill vacancies, so start informational interviewing in August to get ahead of the competition.

+ According to the most recent Bureau of Labor Statistics projections (Dec 2015), new federal government job openings are expected to contract by more than 383,000 by 2024 when compared to 2014 figures. The number of federal non-defense government workers is expected to decline by more than 110,000. Despite this contractionary trend, initiatives like the President’s Cybersecurity National Action Plan may generate new opportunities for graduates with applicable skill sets.
Most white collar federal jobs fall under the General Schedule or GS pay scale. Under this system, jobs are ranked according to level of responsibility and difficulty, and are assigned corresponding grades and salaries.

College graduates with a four-year degree typically enter the system at GS-5 or GS-7. Master’s level graduates usually enter at a GS-9 or higher, depending upon their number of years of work experience. Ph.D. graduates typically enter at GS-11 or higher. For some hard-to-fill positions, agencies may be able to offer a special pay rate that allows them to offer more attractive salaries for selected occupations. Salaries can also rise quickly once employees have gained experience working in the government; for example, one can rise from GS-7 to GS-11 in two years which is nearly a 50% increase in pay.

A combination of three factors can help potential employees understand where they fall in the GS scale: education, experience, and location. Even if a candidate falls solidly into a specific GS level, there may be room for negotiation along the steps within that GS level that depend on these three factors. In the federal system, the employee’s place of living affects the amount he or she is paid because pay is adjusted for cost of living. This is called a locality pay rate. To access the General Schedule and view locality pay rates, visit www.opm.gov.

The 2016 pay scale in Washington, DC, for example, is as follows:
- GS-7 makes a starting salary of $43,684.
- GS-9 makes a starting salary of $53,435.
- GS-11 makes a starting salary of $64,650.
- GS-12 makes a starting salary of $77,490.

The 2016 pay scale in New York, NY, for example, is as follows:
- GS-7 makes a starting salary of $45,232.
- GS-9 makes a starting salary of $55,327.
- GS-11 makes a starting salary of $66,940.
- GS-12 makes a starting salary of $80,234.

The US government is gradually moving from the General Schedule (GS) payment schedule to a new National Security Personnel System (NSPS). The NSPS system makes use of broader pay bands and bases annual pay raises in part on performance ratings – it would therefore potentially allow for more rapid movement up the pay scale and would more directly reward those individuals who achieve high performance on the job. The new pay banding system is first being implemented in the Department of Defense and select agencies.

Lastly, it is important to note that since the federal government offers opportunities in just about every field and at all levels, working for the federal government can be a great career builder, not just a career in itself.

Updated 7/17
Sample Employers

- Department of Agriculture – usda.gov
- Department of Commerce – doc.gov
- Department of Defense – defense.gov
- Department of Energy – energy.gov
- Department of Health and Human Services – hhs.gov
- Department of Homeland Security – dhs.gov
- Department of Housing and Urban Development – portal.hud.gov
- Department of the Interior – doi.gov
- Department of Justice – justice.gov
- Department of Labor – dol.gov
- Department of State – state.gov
- Department of Transportation – transportation.gov
- Department of the Treasury – treasury.gov
- Congressional Budget Office –.cbo.gov
- Congressional Research Service – loc.gov/crsinfo
- Environmental Protection Agency – epa.gov
- Central Intelligence Agency – cia.gov
- Defense Intelligence Agency – dia.mil
- General Accounting Office – gao.gov
- National Security Council – whitehouse.gov/administration/eop/nsc
- Office of Management and Budget – whitehouse.gov/omb
- US Trade Representative – ustr.gov
- Federal Reserve System – federalreserve.gov
- Export-Import Bank – exim.gov

LinkedIn Groups

- U.S. Government Relations, Lobbying and Public Affairs (Lobbyist - Lobbyists) – linkedin.com/groups/22294/profile

Publications