

Selective Placement

Affirmative action for handicapped individuals and disabled veterans is required by law. Emphasis is on eliminating artificial barriers to employing the handicapped and job restructuring. For example, agencies have authority to hire severely handicapped persons without OPM approval.

Returning Peace Corps and Vista Volunteers

Special hiring procedures enable volunteers who have served a full-term of satisfactory service—usually two years for Peace Corps volunteers and one year for ACTION community and VISTA volunteers—to enter competitive service jobs. Volunteers who meet experience and written test requirements apply directly to employing agencies rather than through OPM.

CHANCES FOR EMPLOYMENT

Your chances of being hired depend on your qualifications, how fast vacancies are occurring in the area where you want to work, the number of qualified applicants who want the same kind of job, and the salary level you say you will accept.

Many factors affect whether Government agencies will be hiring and the number of jobs of various types they will fill. Among them are such factors as current policy and program priorities, budget and workload levels, labor market conditions, and rates of turnover.

When there are enough qualified applicants on its lists, OPM stops accepting applications. Also, because Government hiring needs vary by location, you might be able to apply for the same type of job one place, but not in another.

For More Information

Please contact your Personnel Office if you would like more information about the topics discussed.

Prepared by: National Park Service
Personnel Division
Washington, D.C. 20013-7127

OFFICE OF PERSONNEL MANAGEMENT FEDERAL JOB INFORMATION/TESTING OFFICES

Contact the Federal Job Information/Testing Office which is nearest the location where you would like to work for information on job opportunities in that area and the forms needed to apply.

ALABAMA

Huntsville:
Southerland Bldg
806 Governors Dr., S.W., 35801
(205) 453-0140

ALASKA

Anchorage:
Federal Building
701 C St., Box 22, 99513
(907) 271-5821

ARIZONA

Phoenix:
U.S. Postal Service Building
522 N. Central Ave., 85004
(602) 261-4736

ARKANSAS

Little Rock:
Federal Bldg., Third Floor
700 W. Capitol Ave., 72201
(501) 378-5842

CALIFORNIA

Los Angeles:
Linder Building, 3rd Floor
845 S. Figueroa, 90017
(213) 688-3360

Sacramento:
1029 J St., Rm. 100, 95814
(916) 551-1464

San Diego:
880 Front St., 92188
(619) 293-6165

San Francisco:
211 Main St., Second Floor,
Room 235, 94105
(415) 974-9725

COLORADO

Denver:
P.O. Box 25167, 80225
(303) 236-4160

Physically located at 12345 W. Alameda
Pkwy, Lakewood, CO
For job information (24 hrs. a day) in the
following States dial:
Montana: (303) 236-4161
North Dakota: (303) 236-4163
South Dakota: (303) 236-4164
Utah: (303) 236-4165
Wyoming: (303) 236-4166

For forms and local supplements dial:
(303) 236-4159

CONNECTICUT

Hartford:
Federal Building, Rm. 613
450 Main St., 06103
(203) 722-3096

DISTRICT OF COLUMBIA

Metro Area:
1900 E St., N.W.,
Rm. 1416, 20415
(202) 653-8468

FLORIDA

Orlando:
Federal Building and U.S. Courthouse
80 N. Hughey Ave., 32801
(305) 420-6148 or 6149

GEORGIA

Atlanta:
Richard B. Russell Federal Bldg.
Rm. 960 75
Spring St., S.W. 30303
(404) 221-4315

GUAM

Agana:
Pacific News Building
238 O'Hara St., Rm. 902, 96910
472-7451

HAWAII

Honolulu (and island of Oahu):
Federal Building, Rm. 5316
300 Ala Moana Blvd., 96850
(808) 546-8600

ILLINOIS

Chicago:
55 E. Jackson, Rm. 1401, 60604
(312) 353-5136

INDIANA

Indianapolis:
Minton-Capehart Federal Building
575 N. Pennsylvania Ave., 46204
(317) 269-7161

IOWA

Des Moines:
210 Walnut St., Rm. 191, 50309
(515) 284-4545
In Scott and Pottawattamie Counties dial
(402) 221-3815

KANSAS

Wichita:
One-Twenty Building, Rm. 101
120 S. Market St., 67202
(316) 269-6106
In Johnson, Leavenworth and Wyandotte
Counties dial (816) 374-5702

LOUISIANA

New Orleans:
F. Edward Hebert Building
610 S. Maestri Pl., Rm. 802, 70130
(504) 689-2764

MARYLAND

Baltimore:
Garmatz Federal Building
101 W. Lombard Street 21202
(301) 962-3833

DC Metro Area:

1900 E St., Rm. 1416, 20415
(202) 653-8468

MASSACHUSETTS

Boston:
John W. McCormack Post Office and
Courthouse (Lobby), 02109
(617) 223-2571

MICHIGAN

Detroit:
477 Michigan Ave., Rm. 565, 48226
(313) 226-6950

MINNESOTA

Twin Cities:
Federal Building
Ft. Snelling, Twin Cities, 55111
(612) 725-4430

MISSISSIPPI

Jackson:
100 W. Capitol St., Suite 335, 39269
(601) 960-4585

MISSOURI

Kansas City:
Federal Building, Rm. 134
601 E. 12th St., 64106
(816) 374-5702

St. Louis:

Old Post Office, Rm. 400
815 Olive St., 63101
(314) 425-4285

MONTANA (See Colorado listing)

NEBRASKA

Omaha:
U.S. Courthouse and Post Office
Building, Rm. 1010, 215 N. 17th St., 68102
(402) 221-3815

NEW HAMPSHIRE

Portsmouth:
Thomas J. McIntyre Federal Bldg., Rm. 104
80 Daniel St., 03801
(603) 436-7720 ext. 762

NEW JERSEY

Newark:
Peter W. Rodino, Jr., Federal Building
970 Broad St., 07102
(201) 645-3673

In Camden, dial (215) 597-7440

NEW MEXICO

Albuquerque:
Federal Building
421 Gold Ave., S.W., 87102
(505) 766-5583

In Dona Ana, Otero and El Paso Counties
dial (505) 766-1893

NEW YORK

New York City:
Jacob K. Javits Federal Building
26 Federal Plaza, 10278
(212) 264-0422

Syracuse:

James N. Hanley Federal Building
100 S. Clinton St., 13260
(315) 423-5660

NORTH CAROLINA

Raleigh:
Federal Building,
310 New Bern Ave.
P.O. Box 25069, 27611 (mailing address)
(919) 856-4361

NORTH DAKOTA (See Colorado listing)

OHIO

Dayton:
Federal Building
200 W. 2nd St., 45402
(513) 225-2720

OKLAHOMA

Oklahoma City:
200 N.W. Fifth St., Rm. 205, 73102
(405) 231-4948

OREGON

Portland:
Federal Building
1220 S.W. Third St., 97204
(503) 221-3141

PENNSYLVANIA

Harrisburg:
Federal Building, Rm. 168
P.O. Box 761, 17108
(717) 782-4494

Philadelphia:

Wm. J. Green, Jr. Federal Building
600 Arch St., 19106
(215) 597-7440

Pittsburgh:

Federal Building
1000 Liberty Ave., 15222
(412) 644-2755

PUERTO RICO

San Juan:
Federico Degetau Federal Building
Carlos E. Chardon St.
Hato Rey, P.R. 00918
(809) 753-4209

RHODE ISLAND

Providence:
John O. Pastore Federal Building,
Rm. 310, Kennedy Plaza, 02903
(401) 528-5251

SOUTH CAROLINA

Charleston:
Federal Building
334 Meeting St., 29403
(803) 724-4328

SOUTH DAKOTA (See Colorado listing)

TENNESSEE

Memphis:
100 N. Main Building,
Suite 1312, 38103
(901) 521-3956

TEXAS

Dallas:
Rm. 6B4, 1100 Commerce St., 75242
(214) 767-8035

Houston:

701 San Jacinto St.,
4th Floor, 77002
(713) 226-2375

San Antonio:

643 E. Durango Blvd., 78206
(512) 229-6611 or 6600

UTAH (See Colorado listing)

VIRGINIA

Norfolk:
Federal Building, Rm. 220
200 Granby Mall, 23510
(804) 441-3355

DC Metro Area:

1900 E St., Rm. 1416, 20415
(202) 653-8468

WASHINGTON

Seattle:
Federal Building
915 Second Ave., 98174
(206) 442-4365

WEST VIRGINIA

Charleston:
Federal Building
500 Quarrier St., 25301
(304) 347-5174

WYOMING (See Colorado listing)

FILLING FEDERAL JOBS



Merit system principles for filling Federal jobs are written in law. The basic process for selecting the career work force is through “open competition.” There are six principal elements involved in the concept (as required by the Civil Service Act of 1883):

- **Adequate publicity** Job opportunities and requirements must be made public so that interested citizens have a reasonable opportunity to know about them.
- **Opportunity to apply** Citizens who are interested must have a chance to make their interest known and to receive consideration.
- **Realistic standards** Qualification standards must be reasonably related to the job to be filled.
- **Absence of discrimination** The standards used must contain factors which relate only to ability and fitness for employment.
- **Ranking on basis of ability** The very essence of competition implies a ranking of candidates on the basis of a relative evaluation of their ability and fitness.
- **Knowledge of results** The public must be able to find out how the process works.

Office of Personnel Management (OPM) regulations provide that agencies may fill vacancies in a number of ways. These alternatives include: promotion or reassignment of persons already employed by the agency; transfer of qualified employees from other Federal agencies; reinstatement of former Federal employees; or hiring new employees from outside the Government.

THE COMPETITIVE SERVICE

Most Federal civilian jobs are in the competitive service, which means that people applying for them compete with other applicants and must be evaluated by the Office of Personnel Management or agencies under delegated authority.

Both competitive and excepted appointments can be made from sources outside the Government. OPM may delegate to an agency the authority to conduct a competitive examination if it is the predominant employer in a geographic area which fills a certain type of position, if the position has specialized requirements, or if the agency can do it more economically and efficiently, and still follow merit principles.

Recruiting

Based on the projected needs of many agencies, OPM uses announcements, recruiting bulletins, consolidated job listings, or similar notices to invite interested and qualified persons to apply.

Depending on the positions covered and the labor market, an examination may be *local*, *regional*, or *national*. It may be for a single occupation and grade level, for a few related occupations at a few grade levels, or for several hundred types of jobs at many grades. Opening and closing dates for examinations are set according to anticipated hiring needs, and to allow enough time to give qualified, interested persons a chance to apply.

Types of Examinations

There are two examining methods used. Assembled exams require that applicants take written and/or performance tests to demonstrate potential for successful job performance. Unassembled exams provide for rating based on experience, education, training, and other job-related achievements described by the applicants. Some exams provide for a combination of assembled and unassembled procedures.

Anticipating Staffing Needs

Names of qualified candidates are kept on registers established and maintained on the basis of anticipated needs and past experience. Registers don't always exist for all positions and grades. For certain positions for which agencies have been delegated examining authority, the list of eligibles may be discontinued as soon as a particular job is filled. This is called “case examining.”

How Applications are Processed

The OPM examining office first screens for minimum qualifications. For competitive appointments, and certain excepted appointments, qualification standards approved by OPM are normally applied. Applicants meeting minimum requirements, including any approved “selective factors,” are considered eligible. They then are ranked on their relative qualifications based on experience, training, education, test scores, or other evaluation devices (or a combination) and are assigned ratings.

Veterans Preference

Eligible applicants, with veterans preference, have points added to their ratings. In general, non-disabled veterans

get 5 extra points, and disabled veterans (and certain other eligibles whose preference is derived from the veteran status of a deceased or disabled veteran) get 10 points. Disabled veterans who get 10 percent or more disability compensation “float” to the top of referral lists, except for scientific and professional positions (jobs for which there are minimum education requirements) at grades GS-9 and above.

Ranking Candidates

In examinations for which candidates are rated upon receipt of their applications, eligible applicants are placed on “lists of eligibles” or “registers” in order of rating, with disabled veterans at the top as previously explained. In “deferred rating” examinations, candidates are not assigned numerical ratings until a Federal agency requests a list of eligibles for a specific job.

Certification

Agencies wishing to consider outside candidates for job vacancies, ask for a list of eligible candidates (certificate) from the appropriate OPM examining office. If special qualifications are needed, the agency may request selective or quality ranking factors. This helps identify the best candidates. Agencies are required to show that these factors relate to the duties of the position.

- **Selective factor** — knowledge, skill, or ability necessary to do the job. Those on the list who have it are referred. For example, if the ability to communicate in Spanish is necessary for an employee to explain benefits to the public, this might be a legitimate selective factor.
- **Quality ranking factor** — knowledge, skill, or ability which is desirable but not essential. Candidates who have it will more likely succeed on the job and are given extra credit. For instance, a background in computer programming might be beneficial in an accounting job in an agency with an automated accounting system. If programming knowledge would be an asset, and its use as a quality ranking factor can be supported by the job description, the factor would be approved.

Candidates on the certificate will have already been ranked according to the requirements of the examination and approved selective or quality ranking factors.

Name Requests

These permit agencies to identify outstanding candidates and ask that they be referred for consideration. Individuals requested by name must meet qualification requirements for the job and must compete with all other qualified and available candidates. A name request may be made *only* if the examination is currently open or the candidate is already on the appropriate list of eligibles. When all other things are equal (i.e., qualifications, ratings, veteran status, etc.), persons who have been name requested are referred ahead of other candidates to break ties.

Selection

For each vacancy, agencies may select any one of the top three available candidates on the certificate. However, they can't pass over a veteran to select a lower ranking non-veteran without prior approval. Compensably disabled veterans with service connected disabilities of 30 percent or more must be given written notice and an opportunity to respond to a proposed passover. OPM makes the final decision on whether the passover should be permitted.

Probationary Period

New Federal employees normally serve a one-year probationary period, which is considered an extension of the examining process. This gives agencies the opportunity to evaluate on-the-job performance and permits them to separate an employee who fails to demonstrate competence on the job.

These procedures deal with the normal process for filling full-time, permanent career jobs from outside sources.

THE EXCEPTED SERVICE

A position may be excepted from competitive service in one of three ways: by law, by Executive order, or by OPM action. Positions excepted by OPM action are placed in one of three schedules:

- **Schedule A** is for positions for which it is impractical to hold any examinations and which are not confidential or policy-determining. Schedule A includes such positions as teachers in dependent school systems overseas, faculty members of the military service academies, and certain part-time jobs at isolated localities. In addition, because OPM is forbidden

by law to spend money for examining attorneys; they also are placed in Schedule A.

- **Schedule B** is for positions for which competitive examinations are impractical, but candidates must pass a noncompetitive examination. Examples are student trainee jobs established in connection with a cooperative education program.
- **Schedule C** is for jobs which should be filled by the current Administration, including positions of special assistants and other immediate staffs of key political officials.

Another example: Professional and Administrative Careers (PAC), also popularly known as “Schedule B PAC” positions, These GS-5 and GS-7 entry level trainee positions are filled outside the competitive service and cover a variety of administrative and managerial areas, such as personnel management, supply management and budget analysis. Federal agencies that wish to fill PAC jobs must first consider employees within the Federal community. If agencies fail to find sufficient qualified applicants through these sources, they may request “Schedule B PAC Authority” from OPM to fill the jobs. Once this authority is granted, agencies may recruit, evaluate and hire applicants directly. Applicants do not take an OPM examination nor receive any type of qualifications rating from OPM. Those who are hired under this special authority can enter the competitive service only if they compete under established civil service procedures.

Cooperative Education

Work-study programs for high school, college, and graduate students are particularly effective in study-related technical fields. Agencies have authority to hire without OPM involvement and may convert participants in college-level work-study programs to career-type appointments non-competitively contingent upon successful completion of the cooperative education program.

Veterans Readjustment Appointments (VRA)

Vietnam veterans can be appointed to jobs in grades up through GS-9, or WG-9 (or equivalent under other pay systems), and later converted to permanent employment without OPM approval. To be eligible, a Vietnam-era veteran must generally have no more than 14 years of schooling, though this restriction does not apply to disabled veterans.