



JOHN WALLSTONE

**SOUS CHEF LANDS POSITION AS PROGRAM ANALYST
GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP, GS-0300**

Administration and Program Management

#4 in professional fields for projected government hiring in FY 2007 - 2009
14,305 projected to be hired in 2009

Includes human resources, equal employment opportunity, management/program analysis, telecommunications, and a variety of clerical support activities

Top Ten Hiring Agencies	No. of Employees	Projected Hires
Department of Defense	13,113	3,188
Department of Justice	8,513	2,908
Department of Housing and Urban Development	2,705	1,213
Department of Health and Human Services	4,571	789
National Aeronautics and Space Administration	3,239	665
Department of Commerce	1,122	552
Department of Agriculture	3,873	525
General Services Administration	2,000	474
Department of Veterans Affairs	1,527	418
Department of Transportation	595	360
Total (all agencies)		14,305

Partnership for Public Service, *Where the Jobs Are: Mission Critical Opportunities for America*, July 2007, <http://ourpublicservice.org/OPS/publications/viewcontentdetails.php?id=118>.

Facts

Past Position: Sous Chef, Executive Chef, Annapolis, MD

Past Salary: \$60,000

Target Federal Job: Program Analyst, GS-0343-9/12

Qualifications

John demonstrates in his résumé that he has one year specialized experience at or equivalent to the GS-11 level. John has actually changed jobs since his first position in government. He is currently at FEMA in a GS-12 position.

Starting Salary

\$48,000 to \$90,000 USD per year

Promotion/Promotional Potential

Promotion to GS-12

Results

John interviewed with the Secret Service and FEMA, and was offered a job at FEMA as a Program Analyst, GS-11, in a four-year appointment. After 17 months of federal employment, John was promoted to Program Analyst, GS-12, in a permanent position.

Target Job Announcement

Program Analyst, GS 9/11/12

SALARY RANGE: 45,911.00 – 90,698.00 USD per year	OPEN PERIOD: Wednesday, October 15, 20xx to Tuesday, October 28, 20xx
SERIES & GRADE: GS-0343-09/12	POSITION INFORMATION: Excepted Service Permanent Full-Time
PROMOTION POTENTIAL: 12	DUTY LOCATIONS: One position, Washington, D.C.

DUTIES FOR THIS POSITION MAY INCLUDE ALL OR PART OF THE FOLLOWING:

- **Conducts needs assessment surveys** using complex methods for assigned program(s). Collects, analyzes, and maintains data required to manage assigned programs (i.e. historical, statistical, etc). Researches and **investigates best practices** for applications to organization/agency programs or operations. Incumbent conducts studies of efficiency and productivity. Incumbent conducts studies and **analysis of operations, procedures and policies, and analyzes staff strengths and weaknesses**, to determine if more efficient or cost effective methods/practices can be achieved or if **customer satisfaction** can be improved.
- **Identifies resources required** to support varied levels of program operations. **Compiles budget information and performs cost and price comparative analysis** to determine fiscal resources for implementing changes in pricing and practices.
- Develops management and/or program evaluation plans, procedures, and methodology. Recommends changes or improvements to **achieve the highest efficiency** in programs and **ensures efficient business processes**. **Manages operations** by **directing staff** to implement recommended changes. **Creates a timeline of implementation** and monitors the development of and evaluates the execution of project(s) and program(s). Incumbent will **develop new pricing and cost accounting procedures** based on analysis of findings. **Oversees vendor contracts** to **ensure efficiency, security, and reduce waste**.

QUALIFICATIONS REQUIRED:

Qualifications for the GS 11: Applicants must possess one (1) full year of SE equivalent to the GS 9 in the Federal service. This experience must be characterized by at least three (3) of the following:

- Performing research and analysis of management/program analyses functions for the development of proposed activities.
- Comparing existing and proposed systems and/or procedures.
Organizing and documenting findings, including suggestions for improvement.
- Assisting with the budget administration process.
- Reviewing results of study segments for compliance with objectives, policies and plans.

Qualifications for the GS 12: Applicants must possess one (1) year of SE equivalent to the GS 11 level in the Federal service. This experience must be characterized by three (3) of the following:

- Performing analyses to determine the nature of requirements, logical work and information flows.
- Analyzing and evaluating the impact of objectives, operations, and resources on the feasibility of implementing new projects and programs.
- Researching and analyzing existing reports, files, guidelines, directives, laws, etc. in order to obtain accurate and relevant information.
- Formulating and analyzing the budget for particular appropriations.
- Verifying and maintaining financial records relating to administrative/program operations.

Resume Writing Tips

Use these tips to help you transform your private industry resume into a targeted federal resume. The BEFORE and AFTER resumes are featured on the following pages.



BEFORE – Private Industry Resume

Resume Problem

This is clearly a career change campaign. The resume needs to emphasize the transferrable skills now to the new federal career in program analysis. His private industry resume includes too many words that have to do with cooking such as, kitchen, culinary, restaurant, food and beverage, grocery, frozen, menus, and sanitation. Our goal for the resume was to feature project management, supply and inventory management, supervision, teamwork, purchasing, and problem solving.



AFTER – Federal Resume Focused Toward Target Position

Resume Solution

The resume solution was to feature such keywords as Operations, Project Management, Budget, Purchasing, Supervision, and the skills that can be transferrable to another position outside of a kitchen. John is obviously responsible, dedicated, and analytical in managing a large kitchen services program. The new resume also includes accomplishments and specifics, leaving out most of the “kitchen/cooking” terminology.