Work with Us!

Careers with the U.S. Fish & Wildlife Service

Kevin Holcomb
Supervisory Wildlife Biologist
U.S. Fish & Wildlife Service
Chincoteague National Wildlife Refuge
Departments of the Executive Branch

Department of Interior

Eleven Bureaus

• Bureau of Indian Affairs
• Bureau of Indian Education
• Bureau of Land Management
• Bureau of Ocean Energy Management
• Bureau of Reclamation
• Bureau of Safety and Environmental Enforcement
• Bureau of Trust Funds Administration
• National Park Service
• Office of Surface Mining Reclamation and Enforcement

• U.S. Fish and Wildlife Service
• U.S. Geological Survey

Department of the Interior Offices
U.S. Fish & Wildlife Service

...is the only agency of the U.S. Government whose primary responsibility is the conservation of the nation’s fish, wildlife, and plants.

- External Affairs
- International Affairs
- National Wildlife Refuge System
- Fish and Aquatic Conservation
- Science Applications
- Office of Law Enforcement
- Ecological Services
- Management and Administration
- Migratory Birds
- Wildlife and Sport Fish Restoration
- National Native American Programs
U.S. Fish & Wildlife Service

...is committed to recruiting and hiring a highly qualified, diverse and inclusive workforce to support our mission.

Careers and Internships

https://www.fws.gov/careers

Search for jobs, internships, and careers with the U.S. Fish and Wildlife Service

https://www.fws.gov/jobs

The mission of the U.S. Fish and Wildlife Service is working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.
On USAJobs.gov, you can...

- search job openings by discipline (series), location, salary and other parameters
- create a personal account where you can build, upload and post your résumé and supporting documents (e.g., college transcripts, optional cover letter) and apply for jobs.
- save the search to be notified when new positions are accepting applications.

Explore hiring paths

The federal government offers unique hiring paths to help hire individuals that represent our diverse society. Learn more about each hiring path and your eligibility.

- **Open to the public**
  U.S. citizens, nationals or those who owe allegiance to the U.S.
- **Veterans**
- **National Guard & reserves**
  Current or prospective members
- **Senior executives**
- **Family of overseas employees**
- **Peace Corps & AmeriCorps VISTA**
- **Federal employees**
  Current or former, includes the competitive and excepted services
- **Military spouses**
- **Students & recent graduates**
- **Individuals with disabilities**
- **Native Americans**
  American Indian or Alaskan Native
- **Special authorities**
Biological Science Technician Series 0404

Specialized Experience (for positions at GS-4 and above): Experience must have been related to the work of the position for which application is made. The specialized experience required for some positions in this series is normally work performed in a controlled environment.

or

Education and Training

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor’s degree with major study or at least 24 semester hours in any combination of courses such as those shown above for GS-3. At least 6 semester hours of courses must have been directly related to the position to be filled. The successful completion of a full course of study of at least 12 months in a school for clinical laboratory technicians may be substituted for the 1 year of specialized experience required at the GS-5 level for positions involving microbiology and biochemistry technician work.

Wildlife Biology Series 0486

Degree: biological science that included:

• At least 9 semester hours in such wildlife subjects as mammalogy, ornithology, animal ecology, wildlife management, or research courses in the field of wildlife biology; and
• At least 12 semester hours in zoology in such subjects as general zoology, invertebrate zoology, vertebrate zoology, comparative anatomy, physiology, genetics, ecology, cellular biology, parasitology, entomology, or research courses in such subjects (Excess courses in wildlife biology may be used to meet the zoology requirements where appropriate.); and
• At least 9 semester hours in botany or the related plant sciences.

or

Combination of Education and Experience: equivalent to a major in biological science (i.e., at least 30 semester hours), with at least 9 semester hours in wildlife subjects, 12 semester hours in zoology, and 9 semester hours in botany or related plant science, as shown in A above, plus appropriate experience or additional education.
Responsibilities by Career (GS Level)

Entry (1-4):
- Collect samples and data from field sites
- Perform lab analyses on samples
- Data entry, retrieval and record keeping

Mid (5-6):
- Help conduct wildlife, fish, invertebrate, and/or plant surveys
- Prepare charts and illustrations for reports
- Identify and document plant and/or animal species
- Collect and process water chemistry data

Journey (7-8):
- Analyze experimental data
- Plan and conduct plant inventories and studies
- Install, operate and maintain sampling equipment
- Search literature related to research topics

Senior (9-11):
- Design and conduct portions of research and restoration projects
- Recommend resource management actions based on field observations
- Develop new sampling and testing procedures and methods
- Manages data-sets
- Conduct programmatic activities

Strengths by Level

<table>
<thead>
<tr>
<th>Strengths by Level</th>
<th>Entry 1-4</th>
<th>Mid 5-6</th>
<th>Journey 7-8</th>
<th>Senior 9-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attention to Detail</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Compliance</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Creative Thinking</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Flexibility</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Information Management</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Organizational Awareness</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Problem Solving</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reasoning</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Self-Management</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Teamwork</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Technical Competence</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Responsibilities by Career (GS Level)

Entry (5-7):
- Collects data from field investigations and makes observations
- Prepares samples and performs data analysis
- Drafts portions of reports or correspondence related to technical work
- Prepares graphs and charts

Mid (9-11):
- Identifies research needs and recommends requests for proposals or statements of work
- Performs data analysis and writes reports on findings
- Plans and implements biological investigations that affect wildlife resources and habitat conditions
- Designs and implements habitat improvement and restoration projects in coordination with external stakeholders

Journey (12-13):
- Conducts studies on the impact of existing or proposed management or public practices on wildlife resources
- Modifies and adapts standard techniques, processes, and procedures
- Develops extensive plans for major wildlife projects including estimates of personnel, equipment, materials, and schedules required to carry out highly specialized plans
- Conducts program analyses and recommends modifications to program objectives or procedures

Senior (14-15):
- Formulates and recommends new policies, strategies, standards, and plans of national scope for development, coordination, and management of wildlife program activities
- Maintains liaison with and provides technical counsel to external stakeholders
- Analyzes and resolves complex technical problems for which current information is inconclusive or unproven
- Develops and implements cooperative programs with external stakeholders, such as private landowners, local or state governments, or special interest groups

Strengths by Level

<table>
<thead>
<tr>
<th>Strengths by Level</th>
<th>Entry 5-7</th>
<th>Mid 9-11</th>
<th>Journey 12-13</th>
<th>Senior 14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Attention to Detail</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Compliance</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Creative Thinking</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Customer Service</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Flexibility</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Influencing/Negotiating</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Organizational Awareness</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partnering</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Project Management</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reasoning</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Teamwork</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Technical Competence</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Youth Programs with the U.S. Fish and Wildlife Service

...numerous engagement and career learning opportunities to youth and young professionals (defined as those under age 35).

<table>
<thead>
<tr>
<th>Internships &amp; Fellowships</th>
<th><a href="https://www.fws.gov/internships">https://www.fws.gov/internships</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS Youth Corps Eligible Hiring Partners</td>
<td>Grants &amp; Agreements</td>
</tr>
<tr>
<td>Public Lands Corps Hiring Authority (PLC)</td>
<td>Career Discovery Internship Program (CDIP)</td>
</tr>
<tr>
<td>Youth Conservation Corps (YCC)</td>
<td>Public Lands Transportation Fellows (PLTF)</td>
</tr>
<tr>
<td>Pathways</td>
<td>Directorate Fellows Program (DFP)</td>
</tr>
<tr>
<td>Urban Community Engagement Fellowship (UCEF)</td>
<td>Maintenance &amp; Infrastructure Fellowship Program (MIFP)</td>
</tr>
</tbody>
</table>
How do I (FWS Hiring Manager) fill a vacancy?

1. Submit a Request
2. Establish a Position Description
3. Prepare and Post an Announcement
4. Applicant Review and Referral
5. Interview and Selection
6. Pre-Employment Clearance
7. Onboarding
4. Applicant Review and Referral

Executive Order 13932 **Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates (EO)** is effective on 12/31/22.

- The EO aims to modernize and improve the hiring process by utilizing a multiple hurdle assessment process to determine the qualifications of applicants.
  - Agencies may not rely solely on applicant’s self-assessments to identify Best Qualified (BQ) candidates.
  - Should involve Subject Matter Experts (SMEs) in assessment process.