

FRINGE BENEFITS

ANNUAL LEAVE—Government employees earn 13 days of paid vacation per year during their 1st, 2nd, and 3rd years of employment and 20 days each year from their 3rd to 15th year. After the 15th year, 26 days of paid vacation are earned each year.

SICK LEAVE—Government employees also earn 13 days of sick leave each year. Cumulative for your career with Federal Service.

HOLIDAYS—In Addition to earned annual and sick leave, employees receive time off, with pay, on the ten Federal holidays.

HEALTH CARE—Permanent Government employees or students in the Student Career Employment Program can select from a wide range of medical insurance plans and the government pays most of the cost.

LIFE INSURANCE— Permanent employees or students in the Student Career Employment Program will be given an opportunity to select low cost term life insurance.

RETIREMENT BENEFITS—Federal Employees Retirement System (FERS)

Is a three-tiered retirement plan consisting of:

- Social Security Benefits
- Basic Benefit Plan
- Thrift Savings Plan

Employees pay full Social Security taxes and a small contribution to the Basic Benefit Plan. In addition, employees may choose to make tax-deferred contributions to a savings plan with some matching government contributions and an upfront tax deduction.

OPM Qualification Standards General Schedule (GS) Positions USDA Rural Development

Loan Specialist Series—Education:

Undergraduate and Graduate Education:

Major Study-finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position, such as agriculture, agricultural economic, farm, livestock or ranch management, or rural sociology.

Or

Loan Specialist Series—Experience:

General Experience—GS-5 positions:

Experience that required gathering and analyzing facts and figures, and presenting the information or conclusions in clear oral and written language; or that provided a knowledge of the principles of financial analysis or insurance laws, such as contract, property, life, casualty, or marine insurance.

Specialized Experience—above GS-5 positions:

Experience that demonstrated competence in agricultural, commercial, realty, or other types of loans.

Or

College Students in their Freshman, Sophomore or Junior years who are pursuing 2 or 4 year degrees in the subjects listed above. Students must be able to complete 640 hours of work prior to graduation and must be United States citizens.



Committed to the future of rural communities.

STUDENT CAREER EMPLOYMENT PROGRAM



OPM Qualification Standards General Schedule (GS)



PROGRAMS—LOANS AND GRANTS



Community Facility

Home Ownership

Water and Waste

Rural Business

EQUAL EMPLOYMENT OPPORTUNITY

TIPS FOR JOB OPPORTUNITIES WITH THE FEDERAL GOVERNMENT

DO YOU HAVE JOB TALENTS? Yes!

Homemakers, persons with disabilities, veterans, students still in school and students just out of school, people already working - all have knowledge, skills and abilities for many job opportunities.

WHERE TO BEGIN

Federal Government jobs (vacancy announcements) are listed on the Internet at www.usajobs.opm.gov

The Office of Personnel Management (OPM) may also be reached through an automated telephone system at (478) 757-3000 or TDD (478) 744-2299.

HOW TO APPLY

You may apply for most jobs with a resume or Optional Application for Federal Employment, Form OF-612. Note: Your resume must provide all the information requested on the vacancy announcement.

Beginning Annual Salary Table

GS-5	\$26,195.00
GS-7	\$32,447.00
GS-9	\$39,690.00

Most student positions are GS-5/7 with a target grade of GS-09.

For Questions about employment with

USDA Rural Development

Call the WI State Office at 715/345-7650 or

contact the office by email at RD.HR@wi.usda.gov



ADDRESSING KSA's

Knowledge, Skills, and Abilities (KSA's) are a method used to rate and rank minimum qualified candidates. During the ranking process, the candidate's input will be rated against predefined levels of experience. The knowledge, skills and abilities (KSA's) listed on the vacancy announcement are the applicant's opportunity to present their work experience, education, and volunteer experience as it relates to each KSA.

STUDENT POSITIONS DO NOT REQUIRE KSA's.

SELECTIONS FOR VACANCIES WITH USDA RURAL DEVELOPMENT

A personnel-staffing specialist will process a list of certified eligible candidates for the vacancy.

Vacancies must clear all priority placement procedures before the list of eligible candidates is issued.

Management can then interview and/or hire from the list of certified eligible candidates

HOW TO INTERVIEW FOR A JOB BE PREPARED

- Find information about our agency at our website www.rurdev.usda.gov/wi/
- Know "who, what, when and where" for the interview
- Review your KSA's
- Inventory your skills and strengths to present to the interviewer

HOW TO INTERVIEW FOR A JOB

THE INTERVIEW

- Be prompt (5 to 10 minutes early)
- Dress professionally
- Be confident and professional
- Speak clearly, make positive and accurate statements about your abilities
- Listen carefully, if you don't understand the question; ask that it be repeated.
- Thank the interviewer for his/her time

POSITIONS WITH USDA RURAL DEVELOPMENT

Director, Manager, Program Specialist, Loan Specialist (Realty and General), Technician, Assistant, Administrative, Clerical and Student Career Employment Program (SCEP).

Wisconsin Office Locations

State Office: Stevens Point

Area and Local Offices: Ashland, Barron, Black River Falls, Dodgeville, Elkhorn, Fond du Lac, Menomonie, Portage, Rhinelander, Shawano, Spooner, Stevens Point, Viroqua, West Bend.

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