



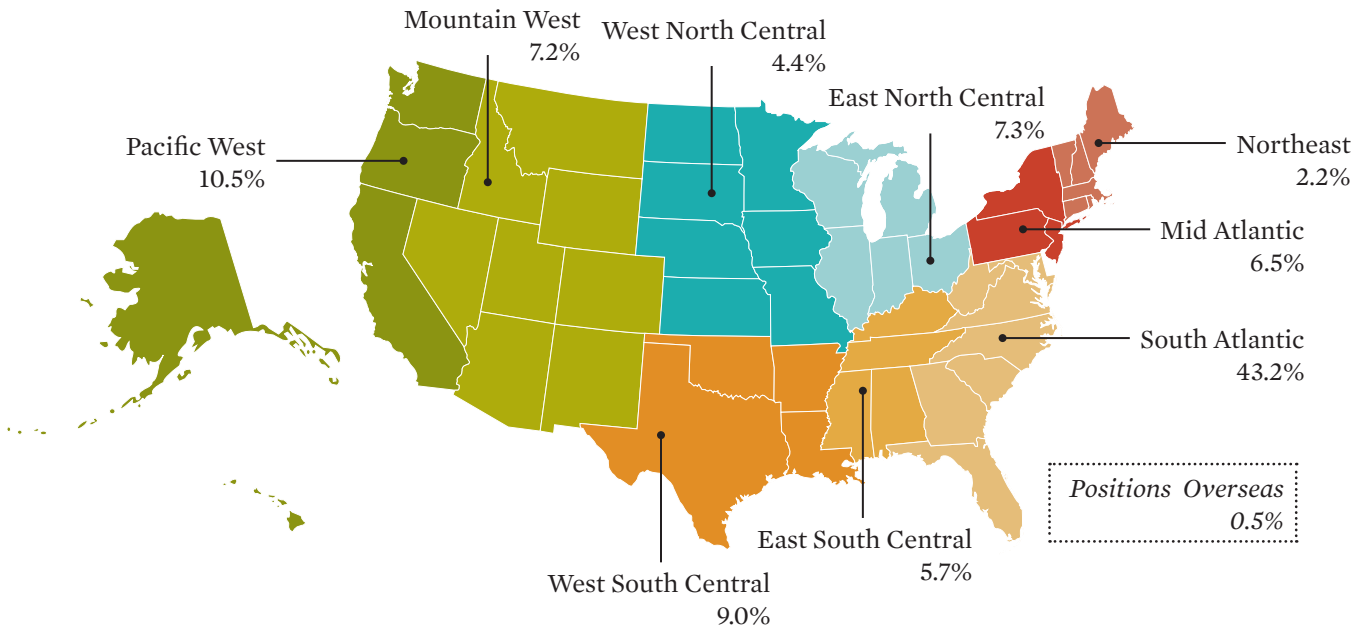
# Administration & Program Management

## FEDERAL CAREER GUIDE

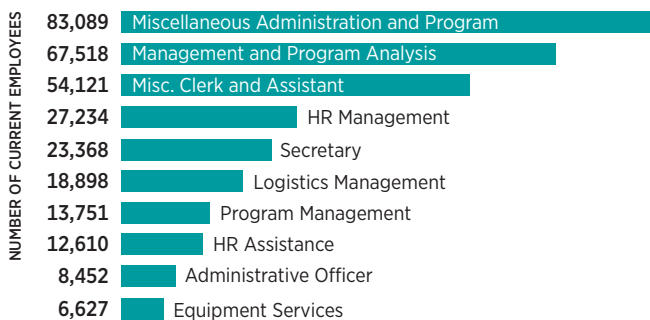
Are you interested in pursuing a job in administration or program management? Federal careers in this field encompass a wide range of occupations. For example, program analysts at the Department of the Navy ensure that projects remain on budget, equal opportunity specialists at the Department of Housing and Urban Development investigate civil rights violations, and regional recruiters at the Peace Corps encourage young Americans to engage in overseas service.

This guide will give you a glimpse of the type of administration and program management jobs available in the government. For more information about searching and applying for positions in the federal government, visit [gogovernment.org](http://gogovernment.org)

### Percentage of Administration & Program Management Positions by Region

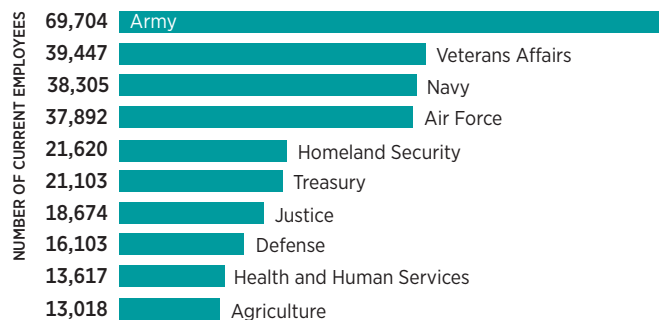


### Top Administration & Program Management Positions



SOURCE: [fedscope.opm.gov](http://fedscope.opm.gov)

### Top Agencies with Employees in Administration & Program Management



SOURCE: [fedscope.opm.gov](http://fedscope.opm.gov)

# SEARCH FOR ADMINISTRATION & PROGRAM MANAGEMENT POSITIONS

With so many opportunities to use your administration and program management skills, it may be helpful to sort positions by **job category**. The most common categories are listed below. You can search [USAJOBS.gov](https://www.usajobs.gov) using these keywords or by using the job series code, a four-digit number corresponding to a government job category.

## Job Categories

- 0201** Human Resources Management
- 0203** Human Resources Assistance
- 0260** Equal Employment Opportunity
- 0301** Misc. Administration and Program
- 0318** Secretary
- 0340** Program Management
- 0341** Administrative Officer
- 0342** Support Services Administration
- 0343** Management and Program Analysis
- 0346** Logistics Management
- 1601** Equipment, Facilities and Services
- 1640** Facility Management Services

## Search Tips

As the nation's largest employer, the federal government has thousands of positions open at any one time. Here are our top tips for finding the right job announcements for you:

- 1. Do Your Research.**  
Explore a variety of positions and agencies, then focus your search to a few that align best with your interests and skills.
- 2. Visit Agency Websites.**  
Learn more about an agency's mission, structure and current hiring on their website.
- 3. Create an account on USAJOBS.gov**  
Save your job searches, build your resume and search for positions at [USAJOBS.gov](https://www.usajobs.gov)

## Did You Know?

- 20 percent of the permanent full-time federal workforce work in the administration and program management field.
- In fiscal 2010, the federal government hired over 28,000 new administration and program management employees, including nearly 5,000 new management and program analysts.
- At least 50 percent of federal administration and program management employees work (as civilians) for the Department of Defense or the Department of Homeland Security.

## Examples of Job Positions

### Job Title: Human Resources Specialist (0201)

Department: Department of the Army  
Salary Range: \$42,000-\$48,000/year  
Location: West Point, New York

As a Human Resources Specialist, you will:

- Perform extensive technical and specialized work in the areas of staffing, pay administration and classification, training, management-employee relations, awards, benefits and regulatory compliance
- Provide guidance, advice and assistance to managers, employees and candidates on a full range of services.

### Job Title: Management and Program Analyst (0343)

Department: Department of Transportation  
Agency: Federal Aviation Administration  
Salary Range: \$91,426-\$141,735/year  
Location: Washington, D.C.

As a Management and Program Analyst, you will:

- Oversee a successful transition to new electronic and manual records management policies
- Participate in studies to innovate, streamline, improve and automate records management programs within the FAA
- Plan outreach activities to increase knowledge about and implementation of Federal records and information management policies and practices
- Conduct training to employees in various roles and levels

Visit us online at [gogovernment.org/administration](https://www.gogovernment.org/administration)

Learn more about finding a government job or internship in administration and program management and about:

- The Application Process
- Federal Agencies
- Pay and Benefits
- Writing a Federal Resume
- Security Clearances
- Searching for Positions
- USAJOBS.gov
- Internships
- Employee Profiles

