

**U.S. DEPARTMENT OF COMMERCE  
U.S. Census Bureau**

**Recruiting Bulletin**

**OPENING DATE: November 03, 2008** Recruiting Bulletin No: **29-08-DEC-126**

**CLOSING DATE: November 17, 2008** Atlanta Regional Census Center  
Atlanta, Georgia

**REGIONAL TECHNICIAN - Bilingual (Chinese)**

**Annual Salary Range:**

GG-0301-07: \$ 38,162 - \$ 49,606

GG-0301-09: \$ 46,680 - \$ 60,689

GG-0301-11: \$ 56,478 - \$ 73,422

GG-0301-12: \$ 67,693 - \$ 88,004

**NUMBER OF VACANCIES:** Few

**PROMOTION POTENTIAL:** GG-12

**EXCEPTED SERVICE APPOINTMENT:** This is a not-to-exceed one year Schedule A time-limited appointment with a possible extension.

**AREA OF CONSIDERATION:** All U.S Citizens.

**DUTY LOCATION:** Atlanta, GA

**DUTIES:** The primary purpose of this position is to provide technical assistance to the assigned Regional Census Center (RCC) for the 2010 Census. Working under specific direction from the RCC, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and RCC or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the RCC and/or the LCO.

**QUALIFICATIONS:** Applicants must have the experience or education indicated below or a combination of both.

**GG-07:** Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of **one** or more administrative functions such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting in order to provide support and services to an organization;** and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: (1) knowledge of **one** or more administrative functions such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting in order to provide support and services to an organization;** and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

**GG-09:** Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in **one** or more areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting;** and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Two full year of graduate education or master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in **one** or more areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting;** and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

**GG-11:** Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting;** and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting;** and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

**GG-12:** Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the following areas: **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting;** and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: No substitution of education for experience is permitted.

**Specialized experience** is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.
2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation, recruiting, personnel, payroll, or staffing activities.
3. Experience in analyzing cost and progress reports for a field or office operation.

**For further information on this vacancy, contact Mary Carson, Human Resources Specialist, at 404-332-2734.**

**HOW TO APPLY:** Each applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for **EACH GRADE LEVEL YOU ARE APPLYING FOR**. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

**Each applicant must also submit a completed OF-306 Declaration of Federal Employment.**

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of

Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individual with a disability may request reasonable accommodations by calling 404 332-2734.

**Complete applications package must be received by the closing date of the bulletin and submitted to:**

**U.S. Census Bureau  
Atlanta Regional Census Center  
285 Peachtree Center Ave. NE  
Marquis Tower II  
Suite 1100  
Atlanta, GA 30303**

**ATTN: Mary Carson, Human Resources Specialist**

Complete a separate application for each position by the closing date of the bulletin and submit to the address above.

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin **November 17, 2008**. Applications received after this date will not be considered. **Faxed applications will NOT be accepted. Emailed applications will NOT be accepted.**

## **CONDITIONS OF EMPLOYMENT:**

### **Payment of relocation expenses IS NOT authorized.**

-This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**ADDITIONAL INFORMATION:** Employees who received a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the agency that paid it.

## **THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.