

U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Denver Regional Census Center
<http://www.census.gov/roden/www/2010emply.html>
Recruiting Bulletin

PARTNERSHIP SPECIALIST (HISPANIC COMMUNITY CULTURE), GG-301-7/9/11/12

ISSUE DATE September 25, 2008

Recruiting Bulletin No: 3199-08-78(E)

CLOSING DATE: October 9, 2008

DUTY LOCATIONS:

Arizona: Yuma
Colorado: Pueblo
New Mexico: Albuquerque, Santa Fe, or Las Cruces
Utah: Salt Lake City Metro Area

YEARLY SALARY:

GG-7: \$36,822 GG-9: \$45,040 GG-11: \$54,494 GG-12: \$65,315

(Please indicate the location applying for and submit a separate application packet for each grade level you are applying for).

AREA OF CONSIDERATION: You must be a U.S. citizen and reside in the county/metro area of the duty location above.

SELECTIVE FACTOR:

This position requires the possession of specialized knowledge, skills and/or abilities, in addition to meeting the basic qualifications outlined below. Only applicants who show evidence of meeting the following factor will be considered for this position. If you do not meet this factor you are disqualified for this position. You must **submit a separate, individual statement addressing the Selective Factors below giving examples of meeting these factors.** A bilingual interview in Spanish will be conducted.

- 1. Spanish speaking ability.**
- 2. Demonstrated experience in developing relationships and productive partnership agreements with leaders in the Hispanic/Latino community in the counties of the duty locations.**

NUMBER OF VACANCIES: Few

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: This is a 13-month Schedule A time-limited appointment with a possible one-year extension extension

Payment of relocation expenses IS NOT authorized.

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. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.
2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.
3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.

DUTIES: The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program. Travel will be required.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. You must be 18 years or older to be hired, and be a U.S. citizen
2. You may qualify for a position based on your education, specialized experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts. The selectee will be required to supply original transcripts.

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.

GG-0301-07:

EXPERIENCE: You must have one year of specialized experience equivalent to the 301-05 grade level in the Federal service. Specialized experience is work experience explaining non-technical information or providing on-the-job training on regulations, policies, or procedures to others or at briefings, meetings, conferences, or hearings **OR** work experience in providing instructions or coaching others in athletic, leisure, or community activities, helping customers, clients, or members of the public who were hostile or upset, handling customer complaints or providing instructions to customers or the public either in writing or by telephone., **OR**

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 the applicant with the knowledge of speech communication; broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-09:

EXPERIENCE:

You must have one year of specialized experience equivalent to the 301-07 grade level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers, **OR**

EDUCATION: Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-11:

EXPERIENCE: You must have one year of specialized experience equivalent to the 301-09 grade level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities, **OR**

EDUCATION: Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-12:

EXPERIENCE: You must have one year of specialized experience equivalent to the 301-11 grade level in the Federal service. Specialized experience is work experience (1) conducting public affairs programs involving public information and community relations activities; and (2) seeking cooperation and presenting information to internal and external groups, including media, state, and local government officials, community businesses, and organization program officers.

Education: No substitution of education for experience is permitted.

HOW TO APPLY:

STEP 1.

Each applicant must submit a separate completed Optional Application for Federal Employment (OF-612), **OR** a resume' for **EACH GRADE LEVEL FOR WHICH YOU ARE APPLYING.** (OF-612 is available on our website).

List your work duties and accomplishments relating to the job for which you are applying.

Within the application or resume, **you must provide the following information** in order 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.

- Recruiting Bulletin number, title, grade, and location applying for
- Full name, mailing address (including zip code); day/evening phone numbers ; and e-mail address
- 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, and type of degree received. 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 sent from a Government FAX machine will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling (720) 897-6400.

STEP 2. ADDRESS EVALUATION CRITERIA AND SELECTIVE FACTOR CRITERIA

STEP 3. SUBMIT YOUR APPLICATION packet (consisting of the resume or OF-612, selective factor statement, and evaluation criteria statements) to the following address.

**U.S. Census Bureau
Denver Regional Census Center
6950 W. Jefferson Ave., Suite 250
Lakewood, CO 80235-2032
ATTN: Human Resource Specialist**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.
- Candidates selected for the position must sign an agreement 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 terminated 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).

For further information on this vacancy, contact Dulcy Hernandez, HR Specialist, 720-533-4120 or 720-533-4111.

**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.