

**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center
Recruiting Bulletin**

- OPENING DATE:** 10/29/2009 **Announcement No.** DET-LCO-2424-AMFO-9-006
CLOSING DATE: 11/12/2009 **LOCATION:** Pontiac, MI
- POSITION TITLE:** **PAY RATE PER ANNUM:**
Assistant Manager for Field Operations \$49,045.00
(AMFO)
- NUMBER OF VACANCIES:** One (1).
- EXCEPTED SERVICE APPOINTMENT:** Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.
- AREA OF CONSIDERATION:** **All current Census Bureau employees living within the boundaries of the Pontiac Local Census Office.** This includes all of Oakland County EXCEPT these zip codes: 48025, 48030, 48034, 48067, 48069, 48070, 48071, 48072, 48073, 48075, 48220, and 48237. Please contact the Regional Census Center's Recruiting department to verify your eligibility at 313.396.5152.
- WORK SCHEDULE:** This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.
- WHO MAY APPLY:** Anyone residing in the area of consideration (**see above**).
- DUTIES:** **Assistant Manager for Field Operations (AMFO)**
Responsible for the direct supervision of 10-15 Field Operations and Office Operations Supervisors and the indirect supervision of approximately 400-600 crew leaders and enumerators, at peak operation, who work outside the Early Local Census Office (ELCO)/Local Census Office (LCO). Incumbent is responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary. Directly supervises the activities of Field Operations Supervisors. Determines assignment areas for data collection activities. Manages material and assignment preparation for all field operations in their control. Responsible for the activities of the entire field workforce and several office workers during all field operations under their control. Responsible for the completion of field work in a timely and cost efficient manner. Assures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation. Takes necessary corrective action to achieve goals. Acts as the principal technical advisor on field operations in the ELCO/LCO answering inquiries from the Local Census Office Manager (LCOM) and Field Operations Supervisors. Responsible for the successful completion of all assigned field operations. Will supervise enumerators and or crew leaders in smaller field operations when no crew leader or Field Operations Supervisor is authorized.
- QUALIFICATIONS:** To qualify for the Assistant Manager for Field Operations position, all applicants **MUST:**
1. Pass a written management test; **and**
 2. Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three areas must be at least at the level described as "c" in the attached Evaluation Criteria Statement for the Assistant Manager for Field Operations. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet

any part of the description for a level you may not take credit for it and must choose one of the lower levels that you do meet in full; **and**

HOW TO APPLY:

Step One: Complete an application, the OF-612, and submit your resume.

- a. [Optional Application for Federal Employment \(OF-612\)](http://www.census.gov/rodet/www/2010empty.html), (this form can be found on our website at <http://www.census.gov/rodet/www/2010empty.html>) **and**

Leave Block 2 "Grade(s) applying for" of the OF-612 blank.

- b. A **resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying

Step Two: Each applicant must complete and submit **Evaluation Criteria statements** for this position. (See attached sheet with the Evaluation Criteria questions.)

Step Three: Complete an [OF-306, Declaration of Federal Employment](http://www.census.gov/rodet/www/2010empty.html) (this form can be found on our website at <http://www.census.gov/rodet/www/2010empty.html>).

Step Four: Call the toll free number, 1.866.861.2010, or your Local Census office at 248.230.9120 to schedule a **D-270 Supervisor test**. **NOTE: If you previously passed the D-270 test you do not need to retest; only follow Steps One through Three.** All applicants must follow Steps One through Three and submit an application packet, even if one was previously submitted.

APPLICANTS MUST BRING THE FOLLOWING DOCUMENTATION TO THE TESTING SESSION:

1. **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A sample listing of acceptable identification has been provided below.
2. List of **three** references (personal and professional) – name, phone number and address.
3. DD-214, Certificate or Release or Discharge from Active Duty (*if applicable*); this document must include the type of discharge (e.g. Honorable, General).
4. [SF-15, Application for 10-Point Veteran Preference](#) (*if applicable*) and supporting documentation.

Examples of acceptable identification include a U.S. Passport or Passport card, Permanent Resident Card or Alien Registration Receipt card, State issued Driver's license or ID card, School ID with a photograph, Voter's registration card, Social Security Account Number Card, Birth Certificate or a Native American tribal document. For a complete listing of acceptable ID, visit <http://www.uscis.gov/i-9> for a copy of the I-9 form used for verification of identification.

APPLICATION DEADLINE:

Application materials must be **received by 5 pm EST on the closing date** of the recruiting bulletin at the below address. You **may not** submit paperwork to the Local Census Office; it must be received – not postmarked – by the closing date. **Applications received after this date will not be considered. Facsimile and emailed applications are not accepted.** Please do not staple your application paperwork.

Send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Dr., Ste. 2950
Detroit, MI 48207
ATTN: Human Resource Specialist**

READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS. For further information on this vacancy you may contact Susan Kreft, Human Resource Specialist, at 313.396.5333.

SELECTION PROCESS:

- Once the Vacancy Announcement has closed the applicant review process will begin
- Qualified applicants will be referred to the Selecting Official(s) for consideration. Selecting Official(s) will interview the highest ranking candidates; lower ranking candidates may or may not receive an interview.

Reference checks will be conducted

- If selections are made it will be within +/-90 days of the closing date of this bulletin. Applicants not selected for this position will receive notification by mail once the selection record expires

ADDITIONAL INFORMATION:

- Payment of relocation expenses is not authorized.
- Use of any Government agency envelopes to file job applications 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. Individuals with a disability may request reasonable accommodations before submitting their application by calling 313.396.5200

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, to 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 of 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 false statements 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 or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- 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
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

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

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

Example: How to Answer Evaluation Criteria Statements

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included <u>all</u> of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included <u>all</u> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included <u>some</u> of the following responsibilities: administering the testing of applicants, accomplishing recruitment goals, and implementing recruiting strategies.</p> <p>C. I have been a recruiter and have supervised a staff of employees. I have not had to supervise another recruiter/supervisor/team lead. I have supervised one level/tier of subordinate management. The number of employees I managed was less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruitment goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. <p style="text-align: right;">Column A.</p> <div style="border: 2px solid red; border-radius: 50%; padding: 20px; margin: 10px;"> <p>XYZ Company 1234 Street Detroit, MI 48027</p> <p>Recruiter 05/20/2000-10/30/2005</p> <p>As a Recruiter I managed a staff of 12 employees; I was the first-line supervisor. I did not manage any subordinate managers; all staff reported directly to me. As a Recruiter I worked with the HR Dept to determine hiring needs. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p> </div>

Circle the appropriate answer in Column A.

Support your answer by completing Column B.

- Include the actual (or estimated) number of employees you supervised
- Include the level of management you worked at (i.e. General Manager, First-Line Supervisor...)
- Include the number of management levels
- Provide a detailed answer for *each part* of the question

**EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Field Operations (AMFO)**

COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and supporting their response in Column B.</p> <p>(Use additional paper as required.)</p> <p>**RETURN CRITERIA WITH APPLICATION**</p>	<p>Applicants are also required to complete the following:</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.) or</p> <p>2. In the space below, write your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.</p>
<p>1. Please select the answer that best describes your experience managing time-critical production or quality control operation. (Circle the one appropriate letter.)</p>	<p><i>(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)</i></p>
<p>1a. As my primary responsibility, I have experience with all of the following: managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; and analyzing budget, quality, and production data reports in order to identify problems and implement corrective actions.</p>	
<p>1b. As my primary responsibility in a former position, I have experience with both of the following: managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); and analyzing budget, quality, and production data in order to identify problems and implement corrective actions.</p>	
<p>1c. I have experience with both of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and using various management reports to identify problems and recommend or implement corrective actions.</p>	
<p>1d. My experience is less than what is described above.</p>	

**EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Field Operations (AMFO)**

2. Please select the answer that best describes your experience in training, developing, and disciplining employees. (Circle the one appropriate letter.)

(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)

2a. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees **and** I have been responsible for the termination/firing of employees.

2b. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of **at least one** employee.

2c. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.

2d. My experience is less than what is described.

**EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Field Operations (AMFO)**

3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics. (Circle the one appropriate letter.)

(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)

3a. I have experience establishing working relationships with diverse **cultural, community, religious, or other nongovernmental organizations** to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.

3b. I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse **cultural, community, religious, or other nongovernmental organizations**. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.

3c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to **internal** customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.

3d. My experience is less than what is described above.