U.S. DEPARTMENT OF COMMERCE
Bureau of the Census

Recruiting Bulletin

OPENING DATE: December 09, 2008
CLOSING DATE: December 16, 2008

Recruiting Bulletin No. 29-08-DEC-146
Regional Census Center
Atlanta, GA

PARTNERSHIP SPECIALIST
GG-0301- 07/09/11/12

Annual Salary Range:
GG-0301-07: $ 36,822 - $ 47,864
GG-0301-09: $ 45,040 - $ 58,557
GG-0301-11: $ 54,494 - $ 70,843
GG-0301-12: $ 65,315 - $ 84,913

NUMBER OF VACANCIES: Few

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 09/25/2010, with a possible extension.

AREAS OF CONSIDERATION: All U.S. Citizens in the following counties:

Orange County, FL
Marion, Alachua, Putnam, and Sumter Counties, FL
Lafayette, Dixie, Hamilton, Madison Counties, FL

MULTIPLE DUTY STATION LOCATIONS: See above

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.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both:

Grade 7: Applicants must have one year of specialized experience equivalent to the grade 05 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.
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.

Grade 9: Applicants must have one year of specialized experience equivalent to the grade 07 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.
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.

Grade 11: Applicants must have one year of specialized experience equivalent to the grade 09 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.
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.

Grade 12: Applicants must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience conducting public affairs programs involving public information community relations activities and seeking cooperation; and presenting information to internal and external groups to inform them of program objectives and activities, activities and gaining cooperation; and (2) ability to present information to the public including media, state, and local government officials, community businesses, and organization program officers.
Education: No substitution of education for experience is permitted.

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.**

Payment of relocation expenses IS NOT authorized.

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

HOW TO APPLY: **Each applicant must submit a separate application for each grade level you are applying for.** (Optional Application for Federal Employment, **OF-612**, a resume, or a SF-171, Application for Federal Employment) List your work duties and accomplishments relating to the job for which you are applying.

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

Each applicant must submit a written statement identifying the county of their residence.

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.

- 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 claiming10-point preference who do not submit the required documentation will receive 5-pointveteran's preference. 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.

- 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 **<u>will not be accepted.</u>**

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 by calling 404-332-2734.

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

Bureau of the Census
Atlanta Regional Census Center
285 Peachtree Center Ave.
Marquis Tower Two
Suite # 1100
Atlanta, GA 30303

ATTN: Mary Carson, Human Resources Specialist

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin, **December 16, 2008**. Applications received after this date **will not be considered. Faxed application will NOT be considered. Emailed applications 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 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 you application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; 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).

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.