RECRUITMENT BULLETIN NUMBER: 19-7754-FL-Hou-05-internal
Denver Regional Office
Lakewood, CO, 80235

This position is a temporary, time-limited excepted service appointment with a not to exceed (NTE) date. This position may be extended based on the needs of the survey but the initial appointment cannot exceed one day less than a year.

BENEFITS:
If hired, you may be entitled to health benefits under the Affordable Care Act. Part-time Field Representatives applying to this position internally, may be entitled to retain their current benefits.

SELECTIVE FACTOR:
In limited areas, this position may have a language requirement. Indicate clearly on your application/resume the language(s) that you speak, read, and write fluently. Bilingual applicants are encouraged to apply.

WORK SCHEDULE:
This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

AREA OF CONSIDERATION:
Applications will be accepted from all sources within the following geographic area(s): 7754- The core urban area of Harris county area bounded by I-610 to the north, east and south, then that area of Harris county to the southwest bounded by South Freeway on the east and West Park Drive on the north.

RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES:
Field Leader
The incumbent performs Field Leader activities providing guidance and instruction to Field Representatives (FRs) within an assigned program area. A Field Leader assists in conducting group-training sessions, (both initial and replacement), for Field Representatives using verbatim training guides, instructing them in interviewing procedures. The incumbent performs systematic, initial and special needs observations. The incumbent will be responsible for communicating with respondents, supervisors, and other persons as appropriate. The incumbent reads survey materials and conducts door-to-door surveys as well as conducts re-interviews as a quality control measure. The incumbent converts non-interview (including refusals) by both telephone and personal visit, using skilled
interviewing and probing techniques to obtain required data. The Field Leader, with supervisory approval, will reassign cases as needed within the team. On a continuing basis, the incumbent provides direct on-the-spot advice and guidance to the field staff. The Field Leader also provides assistance with both general and specific problems (including on-the-job training) and serves as a troubleshooter.

The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30 pounds.

**QUALIFICATIONS:** One year of specialized experience equivalent to the lower grade level in Federal service. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of a Field Leader and which is typically in or related to work of the position to be filled. In addition, applicants must meet all time-in-grade requirements.

**Grade 5:** Applicants must have specialized experience described as:

Must meet time-in-grade and have one year of specialized experience equivalent to at least the next lower grade level. Must show experience in the following areas: (1) conducting surveys, (2) interviewing clients, respondents, and customers to gather and obtain data in person or by telephone, and (3) operating a personal computer to collect data and generate reports.

**OR**

**Education:** Successful completion of four years of education in any field above high school. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. OR

An equivalent combination of education and experience.

When combining education and experience to meet this requirement, only education in excess of the first 60 semester hours is creditable.

You MUST submit a copy of your college transcripts or a list of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for position will be required to supply original transcripts.

Applicants must meet all qualification requirements by the closing date of this recruitment bulletin.

**CONDITIONS OF EMPLOYMENT:**

1. Must be willing to travel throughout all parts of the Field Supervisor area on short notice.
2. Must be willing to work days, evenings and weekends.
3. Must be willing to accept all assignments and work multiple surveys.
4. Must establish and maintain a safe work environment in their residence.
5. Must have a Wired Broadband Internet Connection at their work duty station to access the Census Network environment to complete their work assignments. If Wired Broadband Internet is not available in their area, you the FL must be able to connect to a cellular network.
6. Must have a physical residence within the area of consideration when applying.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience and/or education. In addition, applicants must complete and submit the form attached to this recruitment bulletin, addressing how they meet the Evaluation Criteria. The application or resume must support the answer provided for each evaluation criteria question.

**HOW TO APPLY:** Interested applicants may apply by completing the following:

- A Census Employment Inquiry (BC-170)
- Additional Applicant Information (BC-171)
- The completed Evaluation Criteria Form contained in this announcement.
- A resume. Your resume should list your work duties and accomplishments relating to the job for which you are applying.
- Supporting Documentation if applicable (i.e. DD-214, self-certification, transcripts, veteran preference eligibility, etc.)

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.**

- Recruitment Bulletin number, title, and lowest grade acceptable. **If you do not indicate a grade level on your application or resume, you will be considered for the lowest grade advertised.**
- Full name, mailing address (*including zip code), the **county/parish you reside in**, day and evening phone numbers (with area code).
- Date of Birth
• E-mail address.
• Country of citizenship (this Federal job requires U.S. citizenship).
• 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 (month/year), hours per week, salary, and indicate if we may contact your current supervisor/employer.
• 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.
• Complete application package must be received by the close of business 5:00 p.m. Mountain Time Zone on the closing date of the recruitment bulletin and submitted to:

  Bureau of the Census,
  Denver Regional Office
  Attn: Debbie Lemmon
  6950 W Jefferson Ave # 250
  Lakewood, CO  80235

For further information on this vacancy, contact Aspen Villanueva, at 720-962-3700.

OTHER IMPORTANT INFORMATION
• All eligibility requirements must be met by the closing date of the recruitment bulletin.
• You must be 18 years old.
• You must pass a background check.
• 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 or jailed.
• If selected, male applicants over age 18 who were born after 12/31/59 must confirm their selective service registration status. Certification forms will be available at the testing session.
• Veteran’s Preference - Applicants claiming 10-point veteran 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 10-point preference who do not submit the required documentation will receive 5-point veteran’s preference. Applicants claiming 5-point veteran’s preference must submit a DD-214 to receive preference.
• Former federal employees, who received 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 of the buyout to the agency that paid it within a specified time period.
• Selectee may be required to complete a supervisory trial period.
• This position may require lifting up to 30 pounds of survey materials or laptops.
• Trial Period - Applicants selected for this position may be required to serve a trial period. The trial period is one year of continuous service for preference eligible candidates and two years of continuous service for non-preference eligible candidates in the same or similar position. During this trial period, candidates may be removed from this position for poor performance and will not have appeal rights to the Merit Systems Protection Board (MSPB).
• 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 the Denver Regional Office at 720-962-3700.

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 at 720-962-3700. The decision of granting reasonable accommodations will be made on a case-by-case basis.

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.
# Field Leader Evaluation Criteria

<table>
<thead>
<tr>
<th>Applicant’s Name: ___________________________</th>
<th>Vacancy Bulletin #: ______________</th>
<th>Grade Applying For: ______________</th>
<th>Score (for office use only)</th>
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</table>

Circle the answer that best matches your experience in Column A and document where this experience is documented in your resume in Column B. To receive credit you must complete both Columns A and B.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
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1. **How many employees have you supervised?** Supervisors plan, schedule, and direct work. They evaluate work performance and ensure that subordinate staff complete work in accordance with standards.
   A. Supervise 7 or more employees
   B. Supervise 4 to 6 employees
   C. Supervise 3 or fewer employees or Lead 2 or more employees
   D. My experience is less than what is described

2. **Circle all activities for which you have been responsible.**
   A. Training employees
   B. Assign work to employees
   C. Provide guidance to employees on work and administrative
   D. Evaluating performance
   E. Disciplining and/or terminating employees
   F. Approving payroll and leave
   G. None of the above.

3. **What experience do you have leading a survey data collection?**
   A. I have led a geographically dispersed team that collected data through interviews in an area characterized by linguistic isolation, gate communities, and/or urban inner cities.
   B. I have led a geographically dispersed team that collected data through interviews.
   C. I assisted a supervisor who led a geographically dispersed team that collected data through interviews.
   D. I have worked for a survey or data collection operation.
   E. My experience is less than what is described above.

4. **I have experience demonstrating the ability to work under pressure in a fast-paced environment with the ability to perform multiple tasks supporting various staff members.**
   A. Yes
   B. No

5. **Which one of the following best describes your experience reviewing production and progress reports to pinpoint errors or problems and take corrective action?**
   A. I have implemented corrective action after reviewing production and progress reports.
   B. I have recommended corrective action after reviewing production and progress reports.
   C. I have reviewed production or progress reports to determine problems.
   D. My experience is less than what is described above.

6. **Select the option that best describes your experience communicating with others.**
A. Experience accurately explaining and clarifying non-routine information and ideas to others through own initiative to promote operational efficiency.
B. Experience accurately conveying non-routine information to others upon request.
C. Experience accurately conveying standard, routine information to others upon request.
D. I do not have any experience as described above.

7. Do you have experience reporting problems and corrective actions to employees at multiple levels within an organization?
   A. Yes
   B. No

8. Have you served as a liaison between two or more organizations?
   A. Yes
   B. No

9. Have you conducted interviews / re-interviews for a survey or data collection for an organization?
   A. Yes
   B. No

10. Do you have experience convincing reluctant respondents to participate in surveys or censuses for an organization?
    A. Yes
    B. No

11. Do you have experience handling large volume of work while using numerous guidelines, materials, and various programs to conduct a survey?
    A. Yes
    B. No

12. How many demographic surveys have you conducted interviews for?
    A. 5 or more
    B. 3 or 4
    C. 1 or 2
    D. None