U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU
FIELD RECRUITMENT BULLETIN

RECRUITMENT BULLETIN NUMBER: 21-AHS-PHX FS Internal
Denver Regional Office
Lakewood, CO 80235

POSITION: Field Supervisor

ISSUE DATE: October 2, 2020
CLOSING DATE: December 31, 2020
Selection certs will be made after the following dates: first after Oct 20, 2020, and thereafter on the 30th of each month until all vacancies have been filled.
Eligible candidates will continue to appear on all selection certificates until the final closing date of the bulletin, Dec 31, 2020

SALARY RANGE: GG-0303-06: $ 19.32 per hour
NUMBER OF POSITIONS: Several

DUTY LOCATION: Applicants selected for this position will have their home as their Duty Station and will be required to travel throughout their Field Supervisory Area (FSA) on a **regular** basis. See Area of Consideration for detailed information on the FSA.

WHO MAY APPLY:
Internal – Current Permanent Schedule A, U.S. Census Bureau employees must have a physical residence within the area of consideration listed below when appointed. Proof of residency must be established prior to time of appointment.
PROMOTION POTENTIAL: The full promotion potential for this position is to the Grade 6.

This is a time-limited appointment with a Not to Exceed (NTE) date of one year and one day from the appointment date. This position may be extended up to 4 years. At any time, you may be extended, released or converted to a permanent appointment.

BENEFITS: If hired, you are entitled to within grade increases, health benefits and paid holidays.

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): the following counties within the state of ARIZONA: MARICOPA & PINAL
RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES:
Field Supervisor:
The Field Supervisor (FS) serves as the first level supervisor for a group of approximately 6 to 15 Field Representatives, and is responsible for data collection in a geography that may include some hard to count areas. The FS is responsible for ensuring the group's performance meets the standards and expectations set forth by the bureau and survey sponsors. The FS has knowledge of surveys conducted in the area of supervision. The FS understands parameters, procedures, question order and meaning, and typical response patterns of the surveys. Survey knowledge allows the FS to explain the reasons for differences in survey procedures and how those differences affect the interviewing experience. The FS is familiar with most problems encountered by subordinates while interviewing and is able to provide detailed guidance to subordinates on how to resolve issues. When problems occur, the FS applies general guidance, previous training, past experiences, or utilizes survey resource materials to derive appropriate solution. The FS seeks guidance from the supervisor on complex or unusual problems.

As a first level supervisor, the FS is responsible for evaluating and reviewing assignments of subordinates. The FS monitors staff

performance that includes on the job observations, monitoring of various performance metrics. The FS may assist with training of employees. The FS reviews and approves payroll and leave submissions for their staff. The FS may assist with the recruiting of Field Representatives.

This is a time-limited position with a NTE date.

QUALIFICATIONS:

Grade 6: Applicants must have one year of specialized experience equivalent to at least the next lower grade level in Federal Service. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, abilities to perform successfully the duties of a Field Supervisor and which is typically in or related to work of the position to be filled. The applicant 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, (3) operating a personal computer to collect data and generate reports, (4) completing work assignments in accordance with production or progress standards, and (5) supervising a team where responsibilities include assigning work, monitoring performance, completing performance reviews (including progressive disciplinary actions), and approving time, attendance, and leave.

There is no substitution of education for specialized experience at this grade level.

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, the FS must be able to connect to a cellular network.
6. must have a physical residence within the area of consideration listed below when appointed. Proof of residency must be established prior to time of appointment
7. Must be willing to use all methods of communication (face to face, phone call, emails, letter, etc.).
   Physical Demands: Incumbent must have good hearing and the ability to read small print found on survey forms. Incumbent must be in good physical condition to drive, walk, stand, and climb stairs for extended periods. Incumbent is occasionally required to lift boxes of survey materials weighing up to 50 pounds.

EVALUATION CRITERIA: Candidates are evaluated on the extent and quality of their experience. 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:

- A Census Employment Inquiry (BC-170) not at this time
- Additional Applicant Information (BC-171) not at this time
- **A resume**. Your resume should list your work duties and accomplishments relating to the job for which you are applying. (Applicants must submit a separate application or resume for all grade levels and locations for which you want to be considered).
- The Completed **Evaluation Criteria Form** contained in this announcement.
- Supporting documentation if applicable (i.e. DD-214, self-certification, 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 Do not include
- E-mail address.

- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable).
- **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 or resumes 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. Local Time Zone** on the closing date of the announcement 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 Bob Smith, Program Coordinator, 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 investigation.
- 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 to 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.

- Trial Period - Applicants selected for this position are 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.
- Physical Demands: Incumbent must have good hearing and the ability to read small print found on survey forms. Incumbent must be in good physical condition to drive, walk, stand, and climb stairs for extended periods. Incumbent is occasionally required to lift boxes of survey materials weighing up to 50 pounds.

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 Supervisor Evaluation Criteria

Applicant's Name: _____	Vacancy Bulletin #: _____ Grade Applying For: _____	Score (for office use only)
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.		

Column A	Column B	
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		