POSITION: Field Representative

ISSUE DATE: 01/07/2020
CLOSING DATE: 12/31/2020

SALARY RANGE:
GG-0303-05: $16.73 – 24.48 per hour

NUMBER OF POSITIONS: Few

DUTY LOCATION: Applicants selected for this position will have their home as their Duty Station and will be required to travel throughout their local area on a routine basis.

WHO MAY APPLY: External – All U.S. Citizens who have a physical residence within the area of consideration listed below when applying.

PROMOTION POTENTIAL: The full promotion potential for this position is to the Grade 5.

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 eligible for within grade increases and may be eligible for health benefits under the Affordable Care Act. You are not entitled to 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):

District of Columbia: FSA 7854: Comprised of a portion of Washington DC (11001) as described. The western boundary of the FSA follows Connecticut Ave south from the northern DC Line to Woodley Rd. The boundary goes west on Woodley Rd to 29th St. then continues south on 29th St to Calvert St. The Boundary follows Calvert St east to Rock Creek Park. The final stretch of the Western FSA Boundary follows the Rock Creek to the Potomac River. The eastern/southern boundary of the FSA is as follows: From the east side of the city at Galloway St NE from the Maryland line to Sargent Rd. At Sargent Rd the border crosses the Fort Circle Parks to Gallatin St NE. FSA 7854 is north of Galloway and Gallatin. The FSA Boundary Continues on Gallatin St NE to the Metro Tracks at the Fort Totten Metro Station. The FSA is west of the Metro Tracks from Fort Totten to Michigan Ave. The border follows Michigan Ave to North Capital St and then goes south to Florida Ave. At Florida Ave the FSA boundary goes northwest to 7th St. At 7th St the FSA boundary goes South to S St then west. Following S St west to 16th St NW FSA 7854 is to the north. At 16th St NW the boundary goes south to H St (Lafayette Square). The boundary goes west on H St to 17th St then south on 17th to Constitution Ave. Going west on Constitution until Virginia Ave. Go northwest on Virginia Ave NW to E St NW. From the end of E St at Rt 66 The FSA meets the Potomac River just south of the Watergate.

FSA 7855: Comprised of a portion of Washington DC (11001) as described: Southern Border: Pennsylvania Ave forms the southern border from the eastern DC Line to the Anacostia River. Then the boundary follows the Anacostia River to where it meets the Potomac River.
Northern Border: The FSA follows Galloway St NE from the Maryland line to Sargent Rd. At Sargent Rd the border crosses the Fort Circle Parks to Gallatin St NE. FSA 7855 is south of Galloway and Gallatin. Continue on Gallatin St NE to the Metro Tracks at the Fort Totten Metro Station. The FSA is east of the Metro Tracks from Fort Totten to Michigan Ave. The border follows Michigan Ave to North Capital St and then goes south to Florida Ave. At Florida Ave the FSA boundary goes northwest to 7th St. At 7th St the FSA boundary goes South to S St then west. Following S St west to 16th St NW FSA 7855 is to the south. At 16th St NW the boundary goes south to H St (Lafayette Square). Heading west on H St to 17th St then south on 17th to Constitution Ave. Going west on Constitution until Virginia Ave. Go northwest on Virginia Ave NW to E St NW. From the end of E St at Rt 66 the FSA meets the Potomac River just north of the Kennedy Center.

Virginia: FSA 7851: Comprised of the following counties/cities in Virginia (51): Fairfax City (51600), Fauquier County (51061), Loudoun County (51107), Manassas City (51683), Manassas Park City (51685), Prince William County (51153), and the following portions of Fairfax County (51059): All of Hunter Mill District (5105993943). The area of Dranesville District (5105993391) north/west of I-495.

FSA 7853: Comprised of the following counties and cities in Virginia (51) Arlington (51013), Alexandria City (51510), Falls Church City (51610) and portions of Fairfax County (51059) and Washington DC (11001) as described below: In Washington DC Beginning where Connecticut Ave NW enters the District FSA 7853 is West of Connecticut Ave until it reaches Woodley Rd. The FSA boundary goes west on Woodley Rd to 29th St where it turns south. The boundary goes south on 29th St until it meets Calvert St at which point it goes East to the Rock Creek Pkwy. The FSA boundary follows the Rock Creek to where it meets the Potomac River. All areas West of Rock Creek Park are in FSA 7853.

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RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES: Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and special censuses. The incumbent is responsible for communicating with respondents, supervisors, and other persons as appropriate. Reads survey materials and conducts door-to-door surveys. Explains the purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer or onto survey forms. The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30 pounds. Maintains personal payroll records that reflect hours worked, miles driven, and reimbursements for travel and communications claimed.

QUALIFICATIONS:

Grade 5: Applicants qualify for the grade 5 position based on their completion of the BC-172, Assessment.

CONDITIONS OF EMPLOYMENT:

- Must be willing to work days, evenings, and weekends.
- Must have use of an automobile, valid driver’s license.
- Must be willing to travel overnight for work assignments, training, 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:**

Applicants must complete and submit a 33 question Assessment (BC-172). Eligible applicants will be ranked based on their assessment score plus any Veterans’ preference entitlements. All applications and assessment scores will remain active for two years. After two years, unselected applicants will be required to complete a new application and assessment to be considered for future positions.

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

- A Census Employment Inquiry (BC-170)
- Additional Applicant Information (BC-171)
- U.S. Census Jobs Assessment Booklet (BC-172)

Applicants should reach out to the Regional Office in order to receive an application package containing the three forms listed above. The three forms should be filled out in their entirety and mailed back to the Regional Office using the pre-postmarked envelope included in the application package.

On some occasions, the Regional Office may conduct assessment sessions. Interested applicants may arrive at the session to complete the entire application package, or drop off an application package that was previously completed and never mailed back to the Regional Office.

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.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social Security Number
- Date of Birth
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Highest Federal civilian grade held (if applicable).
- 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.

**SUBMITING APPLICATIONS:**

Contact the Regional Office to request an application package. Completed application packages must be submitted to: U.S. Census Bureau Philadelphia Regional Office, Attn: Administrative Officer, 100 S. Independence Mall W, Suite 410, Philadelphia PA 19106. For more information on this vacancy, call Recruiting at 866-564-5420.

**OTHER IMPORTANT INFORMATION:**

- Must be a U.S. citizen
- Must be 18 years of age or older.
- 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 work; or you may be fined or jailed.
- Veterans’ Preference - Applicants claiming 10-point Veterans’ preference MUST submit the SF-15. Application for 10-Point Veterans’ 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 the Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans’ preference. Applicants claiming 5-point Veterans’ preference must submit a DD-214 to receive preference.
- 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 Federal agencies, whether by re-employment 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.
- This position may require lifting up to 30 pounds of survey materials or laptops.
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 Philadelphia Regional Office at 866-564-5420.

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 866-564-5420. 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.