

## U.S. DEPARTMENT OF COMMERCE

U.S. Census Bureau, Regional Census Center, Denver, Colorado

<http://www.census.gov/roden/www/emply.html> (cut and paste)

### Recruiting Bulletin

**ISSUE DATE:** April 10, 2009 **Recruiting Bulletin No. 3199-09-AMFO-06**  
**CLOSING DATE:** May 1, 2009  
**POSITION TITLE:** **Assistant Manager for Field Operations (AMFO)**  
**EXCEPTED SERVICE APPOINTMENT:** **Schedule A Appointment, Effective October 1, 2009, with a possible 1-year extension**  
**WORK SCHEDULE:** **This is a temporary full-time position.**  
**DUTY LOCATION/PAY RATE:** **See "How to Apply" on the website for a listing of locations and pay rates.**  
**AREA OF CONSIDERATION:** **All U.S. Citizens**

**BI-LINGUAL SELECTIVE FACTOR:** If the position you are applying for requires bi-lingual skills in Spanish or Navajo, you must also submit a separate statement addressing the selective factor outlined in the "How To Apply" Document, Step One. AMFO positions in the following locations have a Spanish bi-lingual requirement: Pueblo, CO; Yuma, Arizona; Phoenix SE; Las Cruces, NM

**DUTIES:** 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 ELCO/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. Determines assignment areas for data collection activities. Manages material and assignment preparation for all field operations in 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 Office Manager, 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 this position, you MUST

- Pass the written Census Supervisor Test (D-270); **and**
- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three 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.

**HOW TO APPLY:** See "How to Apply for LCO Management Positions" on the website for detailed information on the application process.

Applicant Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR FIELD OPERATIONS	
COLUMN A	COLUMN B
<p>Applicants <b>are required</b> to answer each of the <b>three</b> questions below in Column A by circling the best response <b>and</b> supporting that response in Column B.</p> <p><i>(Attach additional sheet if necessary)</i></p>	<p><b>Applicants are also required to complete the following:</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b>OR</b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>1. Please select the answer that best describes your experience managing time-critical production or quality control operation.</b></p>	<p><i>Response must support answer circled in Column A</i></p>
<p><b>a.</b> As my primary responsibility, I have experience with <b>all</b> of the following: I have experience with <b>all</b> 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; <b>and</b> analyzing budget, quality, and production data reports in order to identify problems and <b>implement</b> corrective actions.</p>	
<p><b>b.</b> As my primary responsibility in a former position, I have experience with <b>both</b> 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)); <b>and</b> analyzing budget, quality, and production data in order to identify problems and <b>implement</b> corrective actions.</p>	
<p><b>c.</b> I have experience with <b>both</b> of the following: Managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <b>and</b> using various management reports to identify problems and <b>recommend or implement</b> corrective actions.</p>	
<p><b>d.</b> My experience is less than what is described above.</p>	

<p><b>2. Please select the answer that best describes your experience in training, developing, and disciplining employees. (Circle the appropriate letter.)</b></p>	<p><b><i>Response must support answer circled in Column A</i></b></p>
<p><b>a.</b> 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 <b>and</b> 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 <b>and</b> I have been responsible for the termination/firing of employees.</p>	
<p><b>b.</b> 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 <b>and</b> disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. Have been responsible for the termination/firing of <b>at least one</b> employee.</p>	
<p><b>c.</b> 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 <b>and</b> 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.</p>	
<p><b>d.</b> My experience is less than what is described above.</p>	

<p><b>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.</b></p>	<p><i>Response must support answer circled in Column A</i></p>
<p><b>a.</b> I have experience establishing working relationships with diverse <b>cultural, community, religious, or other nongovernmental organizations</b> 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.</p>	
<p><b>b.</b> 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 <b>cultural, community, religious, or other nongovernmental organizations</b>. 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.</p>	
<p><b>c.</b> 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 <b>internal</b> customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.</p>	
<p><b>d.</b> My experience is less than what is described above.</p>	

## **Appendix C - REQUIRED INFORMATION ON OF-612 OR RESUMÉ AND CONDITIONS OF EMPLOYMENT**

Within the application or resume, **you must provide the following information** in order 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**).

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 (eg. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (eg. 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 sent from a Government FAX machine will not be accepted.

### **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

- 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 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).