

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-AMT-10**
CLOSING DATE: May 1, 2009
POSITION TITLE: **Assistant Manager for Technology (AMT)**
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**

DUTIES: Incumbent is responsible for managing automation functions in the LCO. Individually, or through designated automation staff, is the first line of contact for all hardware, software, and telecommunication problems in the LCO and between the LCO and Regional Census Center (RCC). This job includes troubleshooting duties and evaluating, analyzing, and coordinating automation operations to efficiently support LCO functions. The individual is responsible for managing LCO support functions for Mobile Computing Equipment (MCE) to be used for automated data collection. Works under the direction of the Local Census Office Manager and provides technical guidance and support to Assistant Managers at the LCO, in such areas as: training; making adjustments to expedite production, including the scheduling and coordinating of data entry operations for optimal use of workstations and print devices; managing the property control system for Office Computing Equipment (OCE), MCE and peripherals; coordinating printing activities and assuring that printers are prepared to handle large, long-running print jobs without jams, breakdowns, toner shortages, and so on; and coordinating the workflow of documents in and out of the automation area. Selects and supervises Technical Support Supervisors and Inventory Control Clerk(s) responsible for supporting various automation activities. As needed trains, or supervises others to train, LCO office employees on software, hardware and automation operations. The incumbent will be responsible for installation and configuration support operations for OCE, MCE and associated peripheral devices. The incumbent will also lead all OCE, MCE and automation support efforts and coordinate resources to support all LCO data entry and related automation activities for the operations control system, asset management systems, and payroll and personnel system. The incumbent will be responsible for administering user accounts for the various programs utilized by the LCO staff. The incumbent is responsible for the paper and automated tracking of property management to include: ensuring necessary forms are accurately filled out; property management systems are updated; and regular audits.

QUALIFICATIONS: To qualify for this position, you **MUST** Pass the written Census Supervisor Test (D-270); **and**

- Have at least the minimum experience (level “c”) in each of the three areas contained in the Evaluation Criteria Attachment.
- **HOW TO APPLY:** See “How to Apply for LCO Management Positions” on the website for detailed information on the application process.

Appendix B

Applicant Name: _____

Office Location: _____

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR ADMINISTRATION	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and supporting that response in Column B.</p> <p><i>(Attach additional sheet if necessary)</i></p>	<p>Applicants are also required to complete the following:</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/ supervisors. (Circle the appropriate letter.)</p>	<p><i>Response must support answer circled in Column A</i></p>
<p>a. As my primary responsibility, I have experience with <u>both</u> of the following: Managing a staff of 20 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)); and, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p>	
<p>b. As my primary responsibility, I have experience with <u>both</u> of the following: Managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p>	

<p>c. As my primary responsibility: I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead or I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature.</p> <p>d. My experience is less than what is described above.</p>	
<p>2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle the appropriate letter.)</p>	<p><i>Response must support answer circled in Column A</i></p>
<p>a. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for all of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, and training and developing administrative staff.</p>	
<p>b. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for some of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, and/or training and developing administrative staff.</p>	
<p>c. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have not been personally responsible for any of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, or training and developing administrative staff.</p>	
<p>d. My experience is less than what is described above.</p>	

<p>3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. Circle the response to indicate your answer.</p>	<p><i>Response must support answer circled in Column A</i></p>
<p>a. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to manage the implementation of solutions.</p>	
<p>b. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to implement effective solutions myself.</p>	
<p>c. I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to recommend effective solutions to managers, or I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.</p>	
<p>d. 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).