



Recruiting Managers May 2009



27 Offices opening fall 2009

Offices will be located in the local census areas Southern California and Hawaii

How to apply

Step 1:

1. Look for the Official Recruiting Bulletin on our website. Applications accepted only during the filing period.
2. Complete the Application or Resume which includes the title of the position you wish to apply for along with the Recruiting Bulletin Number for the Position. Prepare the application/resume that will best demonstrate your experience related to the job you are applying for.
2. Complete the Evaluation Criteria Statement – This is 2 pages included in the recruiting bulletin specific to each Manager position. Make sure to circle the answer that best reflects in your resume or application that **completely addresses all of the criteria**. If not please elaborate in the description column the experience of your duties that apply.
3. Declaration for Federal Employment, background questionnaire required. [Click here for sample forms](#)

Step 2:

Attend the next available exam in your area.....If you have previously taken the 60 min Management/Supervisory Test (D-270) you do not have to re-test. Submit your forms to the address listed in the recruiting bulletin.

What to bring:

- ✓ Completed application forms
- ✓ 3 references
- ✓ Identification for employment Eligibility form
Most common Drivers License and SS card or Passport

There may be an additional application forms required at the test site.

For additional information please call

866-861-2010

Press zero and enter your zip code

Minimum Qualifications

- Must be U.S. Citizen
 - Applicants must be 18yrs of age or older
 - Pass a background/fingerprint check
 - Pass Census Bureau written exam
 - Separate application/resume required for each position desired
- Applications assigned within residence of the local census office boundaries.**

Position Listing Information

Local Census Office Manager

***\$27.00-\$29.00/hr**

Manage the Local Census Office activities and operations with support from the Los Angeles Regional Census Center to ensure execution of all operational functions, resources and personnel

Assistant Manager for Field Operations

***\$22.00-\$24.50/hr**

Responsible for accomplishing production and quality goals in field operation under their span of control. Supervises 10-15 supervisors and indirectly supervises 400-600 field employees at peak operation. Coordinates staff training, creates work assignments, monitors progress, and reassigns work as needed.

Assistant Manager for Administration

***\$19.25-\$21.25/hr**

Manages all personnel, payroll, supply requisitioning, office security and safety, and other administrative activities. Supervises up to 10 clerks and shift supervisor

Assistant Manager for Recruiting

***\$19.25-\$21.25/hr**

Manages all recruitment and testing activities to support field and office operations for the Local Census Office. Trains and supervises field recruiting assistants and several office clerks.

Assistant Manager for Quality Assurance

***\$19.25-\$21.25/hr**

Advises the Assistant Manager for Field Operations and Local Census Office Manager on compliance with pre-established quality assurance goals and procedures for all field data collection operations. Acts as principal technical advisor on quality assurance aspects of field data collection operation in the Local Census Office.

Assistant Manager for Technology

***\$19.25-\$21.25/hr**

Responsible for managing automation functions in the Local Census Office. This job includes troubleshooting duties and evaluating, analyzing, and coordinating automation operations to efficiently support Local Census Office functions.

*2009 Administratively Determined Pay rates. Cost of Living Allowance (COLA) or locality pay has already been included in how the pay rates were determined and are not in addition to the current pay rate. Therefore additional COLA or locality does not apply.

For more information including testing and locations, please contact

1-866-861-2010

Press zero and enter your zip code

**Department of Commerce
U.S. Census Bureau
AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Department of Commerce to prohibit discrimination based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, national origin, age (40 years of age and over), and disability (physical or mental), including the provision of reasonable accommodations for qualified applicants and employees with disabilities. Retaliation against those who initiate discrimination complaints or otherwise oppose discrimination and harassment is strictly prohibited.



Sample Page for required application forms to take to written exam

Sample of Application with Job title & Announcement Number

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612				Form Approved OMB No. 3206-0219
Section A - Applicant Information				
Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.				
1. Job title in announcement Local Census Office Manager		2. Grade(s) applying for	3. Announcement number 3299-LCOM-08-001	
4a. Last name Doe	4b. First and middle names John		5. Social Security Number	
6a. Mailing address 123 That Street			7. Phone numbers (include area code if within the United States of America)	
			7a. Daytime	
6b. City Los Angeles	6c. State CA	6d. Zip Code 90000	7b. Evening	
6e. Country (if not within the United States of America)				
8. Email address (if available)				
Section B - Work Experience				
Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job description.				
1. Job title (if Federal, include series and grade) Manager				
2. From (mm/yyyy) 01/2006	3. To (mm/yyyy) 01/2007	4. Salary per \$	5. Hours per week xx	
6. Employer's name and address Apples and Oranges Company, 123 The Street, The City			7. Supervisor's name and phone number	
			7a. Name	
			7b. Phone	
8. May we contact your current supervisor? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

Sample of Evaluation Criteria Statement

Applicant Name: <u>Doe, John</u>		Office Location: <u>Nonwalk Office</u>
Evaluation Criteria Page 1 of 2		
EVALUATION CRITERIA STATEMENT FOR LOCAL CENSUS OFFICE MANAGER		
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>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. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 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 both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.)</p> <p>a. As my primary responsibility, I have experience with both of the following: Managing a staff of 100 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 multiple geographic locations; and ensuring that work product is conducted in accordance with government or corporate policy and regulations.</p> <p>b. As my primary responsibility in a former position, I have experience with both of the following: a) Managing a staff of 30 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); and, ensuring that work product is conducted in accordance with government or corporate party regulations.</p> <p>c. I have experience with both of the following: Managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and ensuring that work product is conducted in accordance with government and corporate policy</p>	<p>Response must support answer circled in Column A</p> <p>As a Manager/Supervisor for XYZ Company as listed in my resume/application. I managed a staff of 31 employees that included 2 levels of subordinate management. I supervised 10 team leads who in turn supervised a crew of 3-5 field techs in the production of our product. Ensuring that they followed our company's regulations and integrity.</p>	

Sample Declaration for Federal Employment

Declaration for Federal Employment			
Form Approved OMB No. 3206-0182			
GENERAL INFORMATION			
1. FULL NAME (First, middle, last) ◆ Doe, John Me		2. SOCIAL SECURITY NUMBER ◆	
3. PLACE OF BIRTH (Include city and state or country) ◆ Anywhere, USA		4. DATE OF BIRTH (MM/DD/YYYY) ◆	
5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc) ◆ none ◆		6. PHONE NUMBERS (Include area codes) Day ◆ (111) 111-1111 Night ◆ (111) 111-1111	
Selective Service Registration			
If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.			
7a. Are you a male born after December 31, 1959?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO <i>If "NO" skip 7b and 7c. If "YES" go to 7b.</i>
7b. Have you registered with the Selective Service System?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO <i>If "NO" go to 7c.</i>
7c. If "NO," describe your reason(s) in item #16.			
Military Service			
8. Have you ever served in the United States military?		<input type="checkbox"/> YES <i>Provide information below</i>	<input type="checkbox"/> NO
<i>If you answered "YES," list the branch, dates, and type of discharge for all active duty. If your only active duty was training in the Reserves or National Guard, answer "NO."</i>			
Branch	From <small>MMDD/YYYY</small>	To <small>MMDD/YYYY</small>	Type of Discharge

BC-170D ..application processing form. *If previously tested form not required.*

http://2010.census.gov/2010censusjobs/documents/BC-170D_fillable.pdf

The documents listed above consist of a complete application packet to bring with you to testing. If you are applying for more than one position, a separate resume/application and evaluation criteria statement is required reflecting title of position and recruiting bulletin number, however the one test score can be applied to more than one of the manager positions.

**For additional information, please contact
1-866-861-2010
Press zero and enter your zip code**

www.census.gov/losangeles