



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruitment Bulletin**

**ISSUE DATE: 12/21/2016
CLOSING DATE: Until Filled**

Recruitment Bulletin No. 16-2299-036
New York Regional Census Center
New York, New York 10005

POSITION: Geographic Specialist

SALARY RANGE:

GG-0301-07 \$21.67 to \$28.18 per hour
GG-0301-09 \$26.51 to \$34.46 per hour
GG-0301-11 \$32.07 to \$41.70 per hour
GG-0301-12 \$38.44 to \$49.98 per hour

PROMOTION POTENTIAL: GG-0301-12

NUMBER OF VACANCIES: FEW

CUT-OFF DATES: The initial cut-off date of this recruitment bulletin is 5:00 P.M. EST Wednesday, January 4, 2017. All qualified applications received by this date will be on the first list referred to the selecting official.

There will be subsequent cut-off dates until all positions is filled. All qualified applications received by the cut-off dates listed below will be referred to the selecting official. Applicants need only apply one time to this recruitment bulletin.

5:00 P.M. EST – Wednesday, January 18, 2017
5:00 P.M. EST – Wednesday, February 1, 2017

EXCEPTED SERVICE APPOINTMENT: This position is a time-limited, Excepted Service, Schedule A position with an initial Not to Exceed date of 09/30/2017, with 1-year extensions Not to Exceed 9/30/2020. This position cannot be made permanent.

BENEFITS: If hired, you may be entitled to the following: health benefits, life insurance, leave accrual, within grade increases, and participation in the Thrift Savings Program (TSP).

WORK SCHEDULE: This position has mixed-tour work schedule. A mixed-tour work schedule provides periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidates selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

AREA OF CONSIDERATION:

This position is located in the New York Regional Census Center office in New York, NY.

WHO MAY APPLY:**External – All Sources**

All U.S. citizens.

RELOCATION:

Relocation expenses will not be paid.

TRAVEL REQUIRED:

Yes – *Occasional*

DUTIES: The incumbent is responsible for reviewing and analyzing geographic methodology, operations, and procedures. Provides advice and assistance to state, tribal and local governments on questions related to Census Bureau geographic programs. Attends staff and regional meetings, and participates in discussions related to geographic planning and/or operational activities. Uses GIS software to import and export local map and address digital files. Studies and critiques statistical methodology and general data collection specifications as they affect geographic support functions. Reviews and identifies improved/updated maps and address lists for geographic program activities. Evaluates the effectiveness of geographic support materials. Trains regional office staff on geographic programs and how to support decennial operations. Assigns work and gives technical advice to geographic clerks and lower grade geographic specialists and monitors the quality of that work. Resolves geographic problems for the Area Census Offices and assists operations, recruiting, administration, partnership and management with geographic questions and issues.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below.

If you are using education to basically qualify for a position, you **MUST** submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.

EDUCATION: Successful completion of a full four year course of study leading to a bachelor's degree that equipped that applicant with the knowledge of geographical principles such as map scales and symbols and geographic concepts used in cartographic output and mapping.

GG-0301-07

EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade 5 level that provided the knowledge of geographic principles such as map scales and symbols and geographic concepts used in cartographic output and mapping.

EDUCATION: Bachelor's degree in any area with Superior Academic Achievement OR one full year of graduate education directly related to the position that provided the applicant with the knowledge of geographical principles such as map scales and symbols and concepts used in cartographic output and mapping.

GG-0301-09

EXPERIENCE: Applicant must have one year of specialized experience equivalent to next lower grade 7 level that provided the knowledge of geographic principles such as map scales and symbols and geographic concepts used in used in cartographic output and mapping and knowledge of GIS software and concepts of processing digital geographical files.

EDUCATION: Two full years of graduate education or master's degree directly related to the position that provided the knowledge of geographic principles such as map scales and symbols and geographic concepts used in used in cartographic output and mapping and knowledge of GIS software and concepts of processing digital geographical files.

GG-0301-11

EXPERIENCE: Applicant must have one year of specialized experience equivalent to next lower grade 9 level that provided the knowledge of geographic principles such as map scales and symbols and geographic classification codes used in used in cartographic output and mapping and knowledge of GIS software and concepts of processing digital geographical files.

EDUCATION: Three full years of graduate education or a Ph.D., directly related to the position that provided the knowledge of geographic principles such as map scales and symbols and geographic concepts used in used in cartographic output and mapping and knowledge of GIS software and concepts of processing digital geographical files.

GG-0301-12

EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade 11 level that provided the knowledge of geographic principles such as map scales and symbols and geographic concepts used in used in cartographic output and mapping and knowledge of GIS software and concepts of processing digital geographical files.

EDUCATION: No substitution of education for experience is permitted.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

1. Demonstrated skills in oral and written communication, including; writing technical program guidelines and procedures, conducting program evaluations, planning and

conducting technical workshops and meetings, and evaluating geographic operational procedures.

2. Demonstrated experience in manipulating raster and vector data within ESRI ArcGIS. Including; vector re-projection, metadata documentation, raster overlay, topological evaluation, nearest neighbor analysis, buffer analysis, data conversion, and statistical analysis.
3. Experience in data processing including; Microsoft Access, Excel, Oracle/ SQL, tabular data manipulation, data extraction/data mining, network database communications, and distributed computing environments.

HOW TO APPLY: Applicants must submit a separate completed BC-170D, Census Employment Inquiry or a resume for each grade level for which you are applying. Be sure to include the grade level, on each application, and be sure to list the Recruitment Bulletin and Title on each application. List your work duties and accomplishments relating to the job for which you are applying. 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 grade for which you are applying.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- E-mail address if available
- Social Security number.
- Country of Citizenship (**this Federal Job requires U.S. Citizenship**)
- Veterans' Preference – Applicants claiming 10-point veterans' preference must submit an SF-15, Application for 10-point Veterans' Preference, with the required proof (i.e., statement from Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide this supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Male applicants born after 12/31/59 must confirm their selective service registration status.
- 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.

- To qualify based on education, submit a copy of your college transcript, along with your application.
- 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 (for example, other languages, typing speed, computer software/hardware, or tools), certificates/licenses (current), and honors, awards, and special accomplishments (for example, publications or memberships in professional societies.).

Please Note: 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.

Applicants requiring reasonable accommodation for any part of their application and hiring process should call the New York Regional Census Center recruitment office at 866-593-6155.

Complete application package must be received by the close of business, 5:00pm EST, on the closing date of the announcement and submitted to:

**US CENSUS BUREAU
NEW YORK REGIONAL CENSUS CENTER
ATTN: RECRUITMENT
32 OLD SLIP, 9TH FLOOR
NEW YORK, NY 10005**

For further information on this vacancy, contact the New York Regional Census Center recruitment office at 866-593-6155.

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

OTHER INFORMATION:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.

- 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.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years or older to be hired.
- Applicants must be a U.S. citizen.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a 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.
- 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 New York Regional Census Center recruitment office at 866-593-6155.
- Selected applicants must pass a background investigation.
- You may be entitled to benefits.

For further information on this vacancy, call Recruitment at 866-593-6155.

**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 866-593-6155. THE DECISION OF GRANTING A REASONABLE ACCOMMODATION WILL BE 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.