

**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

OPENING DATE: August 17, 2009
CLOSING DATE: August 28, 2009

Recruiting Bulletin No. 23-09-D10-286
Location of Local Census Office
Monocacy Center East, Building 1
1660 Bowman's Road, Suite 107
Frederick, MD 21701

Local Census Office (LCO) - Frederick

POSITION TITLE:
Assistant Manager for Recruiting (AMR)

PAY RATE \$19.75 per hour

NUMBER OF VACANCIES: One (1)

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of an one year extension.

AREA OF CONSIDERATION: All U.S. citizens who reside within the Maryland counties of: Allegany, Carroll, Frederick, Howard, Garrett or Washington.

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Anyone residing in the area of consideration (see above).

DUTY LOCATION: Frederick, MD

DUTIES: Assistant Manager for Recruiting (AMR): Responsible for the management and supervision of the recruitment and testing of applicants to fill ELCO/LCO positions. Prepares an ELCO/LCO recruiting plan to ensure that staffing needs are met for all field and office positions. Implements and evaluates the recruiting plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the ELCO/LCO to ensure a locally representative workforce of census employees. Assists the Local Census Office Manager (LCOM) to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Conducts the recruitment process to assure that applicants are identified and tested. Maintains liaison with organizations that refer applicants and other employment sources. Recruits, selects, and trains recruiting assistants, office operations supervisors (OOS), and the office clerks responsible for scheduling and conducting employment tests of applicant indigenous to the ELCO/LCO operations area. Monitors the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the ELCO/LCO.

QUALIFICATIONS: To qualify for the Assistant Manager for Recruiting position, all applicants **MUST**

- 1) Pass a written management test; and
- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Attachment**. [SEE ATTACHED “TIPS” FOR EVALUATION CRITERIA STATEMENT ON PAGE 7.] 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 Recruitment. 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: Each applicant must submit:

1. An **Application**: The following formats may be used
 - a. **Optional Application for Federal Employment (OF-612)**, (A PDF version is available on our Regional website, www.census.gov or at www.opm.gov.) or
 - b. A **resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, or
 - c. An **Application for Federal Employment (SF-171)** – this form is obsolete but may be used.

Additionally, 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.

- 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**).
- Veteran’s Preference – Applicants claiming 10-point veterans’ preference must submit an SF-15, Application for 10-Point Veteran’s 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 Active Duty. If the applicant does not provide the 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).
- 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 (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., 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 via Government FAX machines will not be accepted.

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 1-866-564-5420.

2. OF-306, Declaration of Federal Employment, (A PDF version is available on our Regional website, www.census.gov or at www.opm.gov.)

3. Each applicant must submit the attached form with answers to the Evaluation Criteria Statement for the Assistant Manager for Recruiting on pages 5 and 6.

4. Complete attached Employment References Worksheet on page 8.

5. Take a test for the position.

APPLICATION DEADLINE: Application materials, outlined above, must be received by the closing date of the recruiting bulletin.

Applications received after this date will not be considered.

Application materials must be submitted, by mail, (No Faxes), to the address below:

SEND ALL APPLICATION INFORMATION TO:

**Philadelphia Regional Census Center
Attn: Recruiting LCO Management
1234 Market Street, suite 340
Philadelphia, PA 19107
1-866-564-5420**

Payment of relocation expenses IS NOT authorized.

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 prior to the appointment.
- 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 statements 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.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE,
COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL
ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE
ORGANIZATION, OR OTHER NON-MERIT FACTOR.**

To be considered, applicants must complete the form below addressing each of the following questions and submit with application.

APPLICANT NAME:

OFFICE LOCATION: [INSERT OFFICE NAME]

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR RECRUITING**

COLUMN A

COLUMN B

Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.

Applicants are also required to complete the following.

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.

1. Please select the answer that best describes your experience managing a time critical recruitment operation.

- a. I have managed a geographically dispersed team of recruiters that included **all** of the following: a) managing 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)); b) managing more than 20 employees; and that c) included **all** of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.
- b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included **some** of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.
- c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead **or** I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for **some** of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR RECRUITING**

COLUMN A

COLUMN B

2. Please select the answer that best describes your experience maintaining effective relationships with the local news media, community leaders, and organizations, and/or local governments' officials in order to promote community assistance in finding applicants.

- a. I have experience at the executive level building and maintaining strong relationships with all of the following groups to find and encourage applicants: community based organizations, volunteer organizations, and government entities. I have experience managing vacancy announcements and postings in local media for an entire organization.
- b. I have experience building and maintaining strong relationships with some of the following groups: community based organizations, volunteer organizations, and government entities but not at a senior level. I have experience posting job vacancy announcements via media outlets.
- c. I have experience collaborating with other groups or being responsible for the soliciting of applicants via media outlets.

My experience is less than what is described above.

3. Please select the answer that best describes your experience preparing and presenting recruitment talks and formal speeches to moderate sized or larger groups (over 20 people).

- a. I have experience developing and making oral and written presentations for groups of 20 or more people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences on recruitment topics.
- b. I have experience developing and making oral and written presentations to groups of fewer than 20 people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences, but have not used this experience related to recruitment topics.
- c. I have developed oral and written presentations in the past or developed presentations for a supervisor. However, I have not personally delivered a presentation in front of a group in a professional setting.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.

EVALUATION CRITERIA STATEMENT-TIPS

- ❖ You **must** complete a separate Evaluation Criteria Statement for each position.
- ❖ In "Column A", circle the answer which best fits your experience; circle an answer for **all three** questions.
- ❖ In "Column B":
 - Write the specific name of the position (as listed on your OF-612/Resume or SF-171), for all three questions, which supports your answer; *or*
 - If your supporting experience is *not* listed on your OF-612/Resume or SF-171 write the employer's name & address, title of position, dates of employment, and a **detailed** description of the experience which supports your answer.
- ❖ Your answer to all three questions **must** be supported by: your OF-612/Resume or SF-171, **OR** by a complete description in Column B. Failure to support your answers with a detailed description of your experience, may result in a lower rating, or loss of consideration.
- ❖ When describing your experience on the OF-612/Resume or SF-171, or in Column B- include the actual (or estimated) number of employees you supervised. Also include the level of management you worked at (i.e. General Manager, First-Line Supervisor...), the number of management levels, and a detailed answer for *each part* of the question.

Each position has a different
Evaluation Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
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 completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included all of the following: a) managing 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)); b) managing more than 20 employees; and that c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment: recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included some of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</p> <p>c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead or I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR</p> <p>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> <p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>XYZ Company 1007 Mary Lane, York, PA 17404 Recruiter, 5/2000-10/2005 As a Recruiter, I managed a staff of 12 employees; I was the first-line supervisor. As a Recruiter, I worked with the HR Dept. to determine the hiring need. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p> </div>

Circle the appropriate answer in Column A

Support your answer by completing Column B. Your answer must be supported by information provided in Column B, or on your OF-612/Resume.

Employment References Worksheet

Applicant's Name: _____

Applicant's Phone #: _____

Please complete the form below, and include with your application package. Include only those references you approve us to contact.

Professional References (include supervisors and others who know you in the work place)				
	First and Last Name	Phone #s (Include Area Code)	Email address if known	Relationship to you
1		(W) _____ (C) _____ (H) _____		
2		(W) _____ (C) _____ (H) _____		
3		(W) _____ (C) _____ (H) _____		

Personal References (do not include relatives or partners)				
	First and Last Name	Phone #s (Include Area Code)	Email address if known	Relationship to you
1		(W) _____ (C) _____ (H) _____		
2		(W) _____ (C) _____ (H) _____		
3		(W) _____ (C) _____ (H) _____		