



**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau**

Recruiting Bulletin

ISSUE DATE: March 17, 2008
First Cut Off Date: March 28, 2008
CLOSING DATE: April 25, 2008

Recruiting Bulletin No.: 28 – 08 –D10 – ERB – 044
Charlotte Regional Office
Charlotte, North Carolina

Special Note: Referral lists may be issued after the first cut off date. Applications received after the first cut off date will be considered after the closing date.

GEOGRAPHIC SPECIALIST

Annual Salary Range:

GG-0301-07: \$ 36,822 - \$47,864
GG-0301-09: \$ 45,040 - \$58,557
GG-0301-11: \$ 54,494 - \$70,843
GG-0301-12: \$ 65,315 - \$84,913

NUMBER OF VACANCIES: Few

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: This is an excepted services time-limited Schedule A appointment with an NTE date of one year with possible one-year extensions up to a total of 4 years.

DUTY LOCATION: Charlotte, North Carolina

WHO MAY APPLY: Public

Note: All current Census employees serving on an appointment of less than one year, such as an LCO employee, must apply to the external announcement.

DUTIES: The incumbent performs geographic support activities for decennial censuses and surveys. Geographic activities include: improvement of the Topologically Integrated Geographic Encoding and Referencing system, (TIGER); update of the Master Address File (MAF) for designated areas; maps for use in geographically structuring census operations; and geographic correction activities. In addition, the incumbent provides guidance, advice, and assistance to departmental geographers, statisticians, and headquarters personnel. The incumbent will be required to establish and maintain long-term partnerships with state, tribal, and local governments regarding the exchange of paper maps and geo-spatial data including GIS data and address files. Incumbent will communicate the designs, requirements, and timelines of census programs to federal, state, tribal, and local officials by making telephone calls, attending meetings, and traveling to regional conferences. Participates in training regional office staff to improve use and availability of TIGER. Participates in the hiring and training of interviewer staff to create additional address lists as needed. Incumbent will perform a variety of GIS analysis on data received from local governments to determine suitability for use in the Master Address File and the TIGER modernization program.

QUALIFICATIONS:

Grade 7: Experience: Applicant must have one year of specialized experience equivalent to next lower grade 5 in the Federal service. Specialized experience must have provided the knowledge of geographic principles such as map scales and symbols and geographic classification codes 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 knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping. You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 9: Experience: Applicant must have one year of specialized experience equivalent to next lower grade 7 in the Federal service. Specialized experience must have provided (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) knowledge of GIS software and concepts of processing digital geographic files.

Education: Two full years of graduate education or master's degree directly related to the position that provided (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) knowledge of GIS software and concepts of processing digital geographic files. You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 11: Experience: Applicant must have one year of specialized experience equivalent to next lower grade 9 in the Federal service. Specialized experience must have provided (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) ability to utilize GIS software and concepts of processing digital geographic files.

Education: Three full years of graduate education or the Ph.D., directly related to the position that provided (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) ability to utilize GIS software and concepts of processing digital geographic files. You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 12: Experience: Applicant must have one year of specialized experience equivalent to next lower grade 11 in the Federal service. Specialized experience must have provided (1) knowledge of geographic principles such as map scales and symbols and geographic classification codes used in cartographic output and mapping; and (2) ability to utilize GIS software and concepts of processing digital geographic files.

Education:

No substitute of education for experience is permitted.

You may qualify for a position based on your education, experience, OR a combination of both.

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 communication skills 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.

BASIS OF RATING: Applicants will be evaluated on the extent and quality of their experience and/or education. Time-in-grade requirements must be met by the closing date of the announcement.

HOW TO APPLY: Each applicant must submit a completed Optional Application for Federal Employment (OF-612), **OR** a resume, for **EACH GRADE LEVEL YOU ARE APPLYING FOR**. 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.

- 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**)
- Temporary Census Bureau employees who are competing for other positions are considered external for recruitment purposes and veterans preference applies.
- 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.).

- The 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 704-315-6000.

Complete application package must be received by the closing date of the bulletin and submitted to:

**U.S. Census Bureau
Charlotte Regional Census Center
3701 Arco Corporate Drive – Suite 250
Charlotte, North Carolina 28273**

**ATTN: Pamela Warren
RCC Administration Phone: 704-315-6000
RCC Fax: 704-909-6713**

APPLICATION DEADLINE: Application materials must be received by the closing date indicated for this Recruiting Bulletin. Applications received after this date will not be considered.

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.

- FAIR LABOR STANDARDS ACT (FLSA): Grade GG-07 is nonexempt from the minimum pay and overtime provisions of the FLSA (as amended by P.L. 93-259) based on the absence of duties, which are identified with exemption criteria. NOTE: Grades GG-09, and above are exempt.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

-Payment of relocation expenses is not authorized

**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.