

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

**OPENING DATE:** November 6, 2008  
**CLOSING DATE:** Open Continuous

Recruiting Bulletin No. 08-2599-049  
Regional Census Center  
Chicago, IL

**POSITION TITLE:** Geographic Specialist  
GG-0301-12  
Salary range: \$71,074- \$92,401

**NUMBER OF VACANCIES:** few

**NOTE:** Bulletin will remain open until positions are filled. It will be open a minimum of 10 days. Qualified applicants will be referred to selecting officials as requested.

**AREA OF CONSIDERATION:** All Qualified US Citizens

**DUTY LOCATION:** Chicago Regional Census Center, Chicago IL

• Applicants must submit an OF-306 with the application. Please visit OPM website:  
[http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)

**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:** Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 or older to be hired.
2. To be eligible for this position, you must have the specialized experience, education, or a combination of both as indicated below:

**GG-0301-12: 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.

**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.

**Partial relocation authorized.**

**For further information on this vacancy, contact Jodi Wysocki at (312) 488-1500.**

**HOW TO APPLY: Applicants must follow the 4 steps outlined below:**

**STEP ONE:** Each applicant must submit a completed Optional Application for Federal Employment, OF-612, a resume, or a SF-171, Application for Federal Employment (this form is obsolete but may be used), for the position for which you are applying, list your work duties and accomplishments relating to the job. 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 veteran's preference MUST submit the SF-15, Application for 10-Point Veteran 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. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- 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 (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.

Individuals with a disability may request reasonable accommodations by calling (312) 488-1500.

**Step 2:** Submit an application package. If you are submitting an OF-612, you may visit the OPM web site to download the form: [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). Include your completed OF-306 as indicated on page one of this bulletin.

**Step 3:** Submit your separate, individual statement addressing each of the Evaluation Criteria listed in this bulletin with your application.

**Step 4:** Submit complete application package (facsimile and e:mail applications will not be accepted) must be submitted to:

Bureau of the Census  
 Chicago Regional Census Center  
 500 W Madison, Suite 1600  
 Chicago, IL 60661 ATTN: Jodi Wysocki - Human Resource Specialist

**CONDITIONS OF EMPLOYMENT:**

- 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.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "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.

**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, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.