



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

ISSUE DATE: **May 25, 2007**  
CLOSING DATE: **June 8, 2007**

Recruiting Bulletin No. 3100-07-07

**GEOGRAPHIC SPECIALIST**  
**GG-0301-05/07/09/11/12**  
**Salary Range: \$30,753/67,572**

NUMBER OF POSITIONS: Three - Positions are located at the Census Bureau office in Lakewood, CO.

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

AREAS OF CONSIDERATION: The following counties; Denver, Jefferson, Douglas, Adams, Arapahoe, Boulder.

**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 geospatial 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 5; Experience:** Applicant must have three years general experience that demonstrates the ability to: (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) ability to communicate effectively orally and in writing.

**Education:** Successful completion of a full four year course of study leading to a bachelor's degree that equipped the applicant with the 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 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 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.

**Payment of relocation expenses IS NOT authorized.**

For further information on this vacancy you may contact, Administrative Officer at 303-264-0202.

**HOW TO APPLY:** Each applicant must submit a completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for this grade level, listing your work duties and accomplishments relating to the job for which you are applying. 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**).
- 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 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. 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.
- 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 (303) 264-0202.

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

Bureau of the Census  
Regional Office  
6900 W. Jefferson Ave. Ste. 100  
Denver, CO 80235  
ATTN: Administrative Officer, Peggy Miller

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the 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.
- 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 you application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; 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**

**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.**