



U.S. DEPARTMENT OF COMMERCE

Bureau of the Census

Recruiting Bulletin

ISSUE DATE: April 24, 2009

Recruiting Bulletin No. PAR-06037-LGBT-09-78s
Los Angeles Regional Census Center

CLOSING DATE: May 7, 2009

Position Title: *Partnership Specialist*
Los Angeles County

SEE SELECTIVE FACTOR CRITERIA LISTED BELOW

GG-0301-7/9/11/12

Grade and Salary Range:

GG-07: (\$42,352-\$55,058 steps 01-10) GG-11: (\$62,678-\$81,476 steps 01-10)

GG-09: (\$51,805-\$67,346 steps 01-10) GG-12: (\$75,125-\$97,658 steps 01-10)

Applicants new to federal service will be appointed to the grade qualified at the step 01 level

PROMOTION POTENTIAL: GG-0301-12

Number of Vacancies: Few

SELECTIVE FACTOR: **Ability to develop relationships and productive partnership agreements with leaders in the Lesbian, Gay, Bisexual, or Transgender community.**

Duty Station: Los Angeles County, California
Payment of relocation expenses IS NOT authorized.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to- Exceed date of June 30, 2010, may be extended beyond 6/30/2010 if agency needs arise.

AREA OF CONSIDERATION: *Open to all U. S. Citizens.*

DUTIES: The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program.

QUALIFICATIONS:

1. 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 indicated below.
2. **Specialized experience is defined as:** 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. This experience must be found within your resume or Application for Federal Employment (OF-612).
3. **Selective Factors:** This position requires the possession of specialized knowledge, skills, and/or abilities. **Only applicants who show evidence of meeting the Selective Factor will be considered for this position.** This information must be addressed in the statement for the Selective Factor listed below and returned with your application packet. (See attached sheet with the Selective Factor question(s).
4. **Evaluation Criteria:** Applicants must provide information demonstrating they have the knowledge and experience listed in the Evaluation Criteria. This information must be addressed in the statements for Evaluation Criteria listed below and returned with your application packet. (See attached sheet with the Evaluation Criteria questions.)

You may qualify for a position based on your education only, experience only, or a combination of both- as indicated below.

If you are using education to qualify for a position 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 of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-07: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 05 level in the Federal service. Specialized experience is work experience explaining nontechnical information or providing on-the-job training on regulations, policies, or procedures to others or at briefings, meetings, conferences, or hearings **OR** work experience in providing instructions or coaching others in athletic, leisure, or community activities, helping customers, clients, or members of the public who were hostile or upset, handling customer complaints or providing instructions to customers or the public either in writing or by telephone.

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 speech communication; broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-09: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 07 level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers.

EDUCATION: Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-11: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 09 level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities.

EDUCATION: Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-12: Applicants must have the experience indicated below.

You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience (1) conducting public affairs programs involving public information community relations activities and seeking cooperation; and presenting information to internal and external groups to inform them of program

objectives and activities and gaining cooperation; and (2) ability to present information to the public including media, state, and local government officials, community businesses, and organization program officers.

EDUCATION: No substitution of education for experience is permitted.

HOW TO APPLY- Each applicant must submit:

Step One: Optional Application for Federal Employment (OF-612) http://www.opm.gov/forms/pdf_fill/of612.pdf , **OR Resume** for **EACH GRADE LEVEL YOU ARE APPLYING FOR**. List your work duties and accomplishments relating to the job for which you are applying.

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

- Recruiting Bulletin number (found at the top of this listing), title of position, and lowest grade acceptable (i.e.GG-0301-9). (Please do not mail a copy of the vacancy announcement as proof of the position.) If you are applying for multiple grades (i.e. 09, 11, 12) you will need to submit a complete application packet for each grade.
- 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. (Member 4 copy is preferred.)
- 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, Graduates 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/former 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 (818) 717-6700.

Step Two: To be considered, applicants must submit a separate individual statement addressing each Selective Factor statement. **This statement must be completed and submitted along with the application. See attached sheet with the Selective Factor question(s).**

Step Three: 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 Evaluation Criteria statement. **These questions must be completed and submitted along with the application. See attached sheet with the Evaluation Criteria Questions.**

Step Four: Complete an OF-306, Declaration for Federal Employment and return with your application packet. http://www.opm.gov/forms/pdf_fill/of306.pdf

Step Five: Check to see you have a complete application package which includes **all** of the following:

- Resume or Optional Application for Federal Employment (OF-612)
- Declaration for Federal Employment (OF-306)
- Statement addressing Selective Factor(s).
- Statement addressing Evaluation Criteria Questions.
- (Optional) Any Veteran's Preference eligibility documents mentioned above.

If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 09, 11, and 12 they would submit THREE separate and complete application packets indicating on the paperwork with grade each application is for.

APPLICATION DEADLINE: Application materials must be received by 4:30 p.m. (PDT) on the closing date of the recruiting bulletin. Applications received after this date will not be considered. **Facsimile, online, and emailed applications are not accepted.**

Send all application information to:

**U.S. Census Bureau
Los Angeles Regional Census Center
9301 Corbin Avenue, Ste. 1000
Northridge, CA 91324
ATTN: Human Resources**

READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS. For further information on this vacancy you may contact, Lita Eastman, Human Resource Specialist, at (818) 717-6772.

Payment of relocation expenses IS NOT authorized.

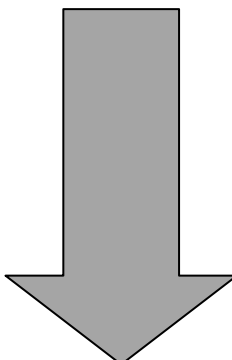
CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate 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 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 and 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 (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, AND AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

**KEEP SCROLLING DOWN FOR THE VARIOUS CRITERIA QUESTIONS THAT
NEED TO BE ANSWERED AND RETURNED WITH EACH APPLICATION.**



SELECTIVE FACTORS STATEMENT FOR: PAR-06037-LGBT-09-78s Last Name:

PARTNERSHIP SPECIALIST – Lesbian, Gay, Bi-Sexual, Transgender Communities

This position requires the possession of specialized knowledge, skill and/or abilities.

Candidates will be evaluated on the extent and quality of their knowledge, skills and/or abilities in meeting these factors. **Only applicants who show evidence of meeting the following factors will be considered for this position.**

To be considered, applicants must answer the questions below addressing each area.

Applicants are required to complete the following: In the space below write your experience that supports your answer.

**** RETURN WITH YOUR APPLICATION****

Use additional paper for longer answers

1. Ability to develop relationships and productive partnership agreements with leaders in the Lesbian, Gay, Bisexual, or Transgender community.

EVALUATION CRITERIA QUESTIONS FOR: PAR-06037-LGBT-09-78s Last Name:

PARTNERSHIP SPECIALIST – Lesbian, Gay, Bi-Sexual, Transgender Communities

This position requires the possession of specialized knowledge, skill and/or abilities.

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 answer the questions below addressing each area.**

Applicants are required to complete the following: In the space below write your experience that supports your answer.

**** RETURN WITH YOUR APPLICATION****

Use additional paper for longer answers.

1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.

2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.

3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.