## 2020 Census Jobs



## New York Regional Census Center



# **Frequently Asked Questions**

- Benefits of Working for the Census
- Where Census Staff Works
- Types of Census Jobs
- Application Requirements
- Application Process
- How to Apply for Census Job Opportunities
- How Census Staff is Trained and Paid



### **Apply Online Today!**

#### 2020census.gov/jobs 1-855-JOB-2020 (1-855-562-2020)

Federal Relay Service: (800) 877-8339 TTY / ASCII www.gsa.gov/fedrelay The Federal Relay Service (FedRelay) provides telecommunications services to allow individuals who are deaf, hard of hearing, and/or have speech disabilities to conduct official business with and within the federal government. The U.S. Census Bureau is an Equal Opportunity Employer.



The largest number of openings are for census takers. In areas where the Census Bureau has local offices, supervisory and clerical jobs are also available. In addition, there are a few recruiting outreach positions.



# **Area Census Office Staffing**

### Hiring Now through Spring of 2020

#### **Office Positions**

- Area Census Office Manager
- Lead Census Field Manager
- Census Field Manager
- Administrative Manager
- Information Technology Manager
- Recruiting Manager
- Office Operations Supervisor\*
- Clerical Support\*

#### **Field Positions**

- Recruiting Assistants\*
- Census Field Supervisors\*
- Enumerators\*

\* Indicates apply now through 2020 at the below link for our Field Operations <u>https://2020census.gov/jobs</u>

All other positions must apply on www.USAJobs.gov



## **Requirements and Qualifications**

- 18 Years Old
- United States Citizen
- Must have a Valid Social Security Number
- Must have a Valid Email Address
- Males born after Dec. 31, 1959 must be registered with the Selective Service System
- Complete Application and Assessment
- Pass Background Check Including Fingerprinting
- Commit to Complete Training



# How to Apply

- 2020census.gov/jobs
- Access to Valid Email Address
- Create a Password
- Selective Service Number
- DD-214



## 2020Census.Gov



Earn extra income while helping your community. The U.S. Census Bureau is recruiting thousands of people across the country to assist with the 2020 Census count

APPLY NOW



## 2020Census.Gov

### On the Census Team, every one counts.

Joining Census gives you the opportunity to put your skills to work in a challenging environment where innovation is part of the mission. The Census Bureau provides you with the opportunity to survey the horizon, from coast-to-coast and door-to-door, in business and in industry.

As a valued member of the Census Team, you will be responsible for contributing to the fabric of our nation - where every one counts.

To view all current openings, and to apply for jobs with the United States Census Bureau, please choose from the following:

First-time Applicants Register Here Returning Applicants Login Here





Career Site

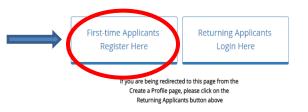
Create a Profile | Log

#### On the Census Team, every one counts.

Joining Census gives you the opportunity to put your skills to work in a challenging environment where innovation is part of the mission. The Census Bureau provides you with the opportunity to survey the horizon, from coast-to-coast and door-to-door, in business and in industry.

As a valued member of the Census Team, you will be responsible for contributing to the fabric of our nation - where every one counts.

To view all current openings, and to apply for jobs with the United States Census Bureau, please choose from the following:







	Cr	reate a Profile	
	All fields marked * are requi Passwords cannot ha Passwords cannot ba Passwords must con Passwords must con Passwords cannot ha characters	ired. ave leading or trailing spaces e the same as email. tain both upper and lower case letters tain alpha <u>and</u> numeric characters ave three or more consecutive same tain at least one special character	
	* First Name J		
		lohnDoe.USMC@gmail.com JohnDoe.USMC@gmail.com	
	Phone 7	718-555-8989	
	* Confirm password		
Verification is needed —	By creating a profile	robot reCAPTCHA Privacy-Terms	
	<< Back to Search	Create Profile	<ul> <li>Click to "Create Profile"</li> </ul>





will be briefly unavailable due to a software update.

Please use the link sent to your email to confirm your account.

18.1031.1841









Thank you for your interest in temporary employment with the U.S. Census Bureau! The application process has three (3) parts:

- Profile setup follow the link below and enter the email address and password you previously created to login and secure your account. IMPORTANT: This step must be completed within 48 hours of when the link was sent to you in this email.
- 2. Application during the application process you will enter your personal information, including Social Security number, address, and phone number.

**Click Here to confirm your Profile** 

3. Assessment Questions - based on your job interests you will need to complete one or more sets of assessment questions.

Please click the following link to continue the registration process and create your profile.

Click here to complete your registration and application

Thank you for your interest in working for the U.S. Census Bureau!



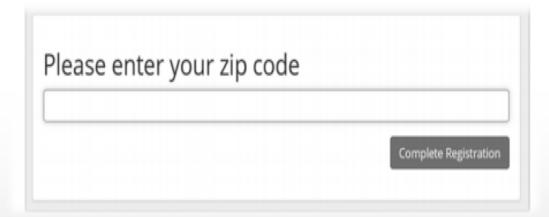


🐟 Reply 🛛 🗰 Forward

you have any questions or did not initiate this account, please call 1-055-562-2020 and select option 3

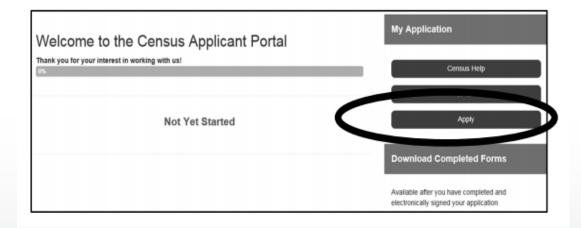


### **Enter Zip Code**





### Click "Apply"





#### Electronic Disclosure

#### Please read the information carefully and electronically sign at the bottom of the page. By entering information in the screens included in this Census Application process, I state that the information provided in this and accompanying documentation is true and complete. I also understand that any false or misleading information or significant omissions may disqualify me from employment with the Federal Government of the United States, and is grounds for my immediate dismissal if discovered at a later date. By using this website, I agree to use an electronic signature in lieu of a paper-bas are legally If you do not acknowledge this statement binding in the United States and in other countries. I further agree not to electronic at the form to the best of my knowledge, thus demonstrating that I am able to access the electric you cannot complete your online Privacy Act and Burden Statement application. If you have questions please DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT call 1-855-562-2020 and select option 3 I acknowledge that I have read and understand the statement above. and enter your Zip code to be routed to O I choose to opt out of the electronic Census Application process and will use th the local office for your area. PLEASE NOTE THAT IF YOU CHOOSE TO USE THE MANUAL PROCESS, TH APPLY ONLINE. Help Desk Number: 1-855-562-2020



### **Enter Personal Information**

Personal Information			
6			
Social Security Number*			
555-55-5555			
Confirm Social Security Number*			
555-55-5555			
LEGAL NAME			
First Name* 🚯	Last Name *	Middle Initial	Suffix
Joe	Poe	М	×



## You Must be 18+ to Apply

Message f	rom webpage	Х
Â	Applicants must be 18 or older to qualify for Census jobs. Based on your birth date, you are not yet 18 years old. Your application will be placed on hold until you reach that age, and will automatically be considered at that time.	
	OK	]



HOME ADDRESS	
Please do NOT enter a PO Box or other non-physical address.	Hiring may be partly based on where you live.
E-911 addresses, street addresses and RFD numbers are acce	ptable (include apartment number, if any).
Address *	
102 Main Street	
Address Continued	
Address Continued	
Zip Code *	
20001	
City *	
Washington, DC	×
County, Parish, Borough, Municipio (Puerto Rico) *	
DC	
State *	
District of Columbia	~



### For Males born after 1959

FOR MALES ONLY: If you are a male born after December 31, 1959, and you want to Selective Service System. Select one that applies. "	be employed by the Federal Government, you must be registered with the
Note: To find your Selective Service Number, please visit the Selective Service website: h an exemption or provide an explanation. If you are unable to upload a document and woul 2020 and select the option for all other calls. Enter your zip code to be connected to a repr	d like to submit a paper copy of your supporting documentation, please call 1-855-562-
I certify that I am registered	I certify that I am not registered
Help Desk Number: 1-855-562-2020	
Previous	Next Save & Exit

#### Must have registered with Selective Service

I certify that I am registered
Selective Service Number*



### **Selective Service**



#### ATTENTION CUSTOMERS:

On Thursday, November 8, 2018, starting at 1:00 p.m. ET to 5:00 p.m. ET, the Selective Service System's Registration Information Office will be closed. These customers who need to speak with a representative should try their call after 5:00 p.m. ET when the Registration Information Office re-opens. Self-service registration and verification services will still be available through the automated phone system and the internet.

#### SELECTIVE SERVICE MISSION

To register men and maintain a system that, when authorized by the President and Congress, rapidly provides personnel in a fair and equitable manner



## Assessments

#### Assessment for Data Collection, Outreach, and Office Positions

#### E-Signature

	85%		
By signing this statement I certify answered all questions without th		who answered all assessment o	uestions. I
There are additional assessments completed before your application	,	for which you indicated interest t	hat must be
E-Signature			
Signature	Date		
Joe M. Poe	8/29/2018 12:07:50 PM		
Thank you for providing your elec	tronic signature!		
Help Desk Number: 1-855-562-202	0	Continue Application Process	Save & Exit

#### **Assessment for Supervisory Positions**

#### E-Signature

95%

By signing this statement I certify that I am the same person who answered all assessment questions. I answered all questions without the assistance of others.

You have completed your application and have taken all assessments required for the position(s) to which you indicated interest.

When you click the button below your application will be submitted for consideration. You will get notification emails when the status of your application changes. You will need to login to your account to check the status. Although your application status may indicate that the application is available for consideration, not all candidates are contacted for work. When candidates are contacted, it may be several weeks between the time of application and the time of contact.

Electronically Sign

Save & Exit



#### Almost Done

Congratulations! You have submitted all the required information to be considered for most census jobs. However, you indicated that you were also interested in being considered for supervisory positions.

Click Next to complete the assessment for supervisory positons. The assessment contains 9 questions and will take approximately 15 minutes to complete.

Click Save and Exit to come back later.

Click Finished if you changed your mind and like to skip the supervisory assessment questions.

Help Desk Number: 1-855-562-2020

Next Save & Exit Finis



# **Congratulations!** You have now successfully completed the application

Congratulations	
Congratulations! You have finished your application and it has been submitted for consideration. Thank you for your interest in Census jobs!	
Help Desk Number: 1-855-562-2020	Exit



## **Application Status**

Welcome to the Census Applicant Portal Thank you for your interest in working with us!
Application Pending - Your application is in the review process, check back later
My Application
Census Help
FAQs
Download Completed Forms
Application:  8/7/2018 10:08 pm Download
D-186F: Census Employment Agreement Available after you have completed and electronically signed your D-186F form
D-1129: Personal Telephone Agreement Available after you have completed and electronically signed your D-1129 form
D-999: Overtime Policy Agreement Available after you have completed and electronically signed your D-999 form

Census Bureau

# **Census Training**

- Classroom and Online Training
  - Day 1 Classroom
  - Day 2- 6 Online Training on Personal Device
  - Final Day Classroom
- Payrates
  - Pay rates vary by county
  - Paid weekly
  - Paid training and reimbursable expenses



## 2020Census.gov



Earn extra income while helping your community.

The U.S. Census Bureau is recruiting thousands of people across the country to assist with the 2020 Census count.

APPLY NOW

#### Job Details

We are hiring for a variety of temporary jobs, including census takers, recruiting assistants, office staff, and supervisory staff. To be eligible, you must be at least 18 years old, have a valid Social Security number, and be a U.S. citizen.

Review job qualifications

#### How to Apply

Candidates must complete an online job application. The application includes assessment questions about your education, work, and other experience.

Learn more about the application process

#### Locations

Positions for the 2020 Census are located throughout the United States and Puerto Rico. Explore our interactive map to find the pay rates in your county or municipio.

Check pay rates in your area



## **Census Positions at USAJobs.gov**

- Location of Positions
  - New York Regional Census Center
  - Area Census Office
  - Work at Home
- Requirements and Qualifications
- Training

Hiring is ongoing from now through 2020 at the below link: www.USAJobs.gov



# New York Regional Census Center

**Types of Positions** 

- Clerical Staff (Grades 5-6)
- Professional Staff (Grades 7-12)
  - Partnership Specialist: Community Preferred and/or Language Requirements
  - Regional Technician
- Managerial Staff (Grades 13-14)

www.USAJobs.gov



# **Area Census Office**

### **Types of Positions**

- Area Census Office Manager
- Lead Census Field Manager
- Census Field Manager
- Administrative Manager
- Information Technology Manager
- Recruiting Manager

www.USAJobs.gov



# Work at Home

### **Types of Positions**

- Partnership Specialists
  - Work with the trusted voice of the community they are serving and provide guidance to Partners on how we can achieve the most accurate count for Census 2020.

### Regional Technician

 Liaison from the RCC to the Area Census Offices, as a technical and procedural specialist for the RCC or work directly with management.

### Area Manager

Provide planning, coordination, technical direction, and logistical support of our Field

Operations during the 2020 Census.



# **Key Requirements to Apply**

Applicants must meet all qualification requirements by the closing date of the job announcement

- U.S. Citizenship
- Must be 18 years or older to be hired
- Suitability/Background Investigation for Federal employment
- Registered for Selective Service if applicable (www.sss.gov)



# Qualifications

- Specialized Experience
- Education, if applicable to position posting
- Online Questions
- Required Documents
  - Resume showing relevant experience
  - Veterans' Preference Documentation, if applicable
  - Education Documents
    - If this position requires proof of higher education, or you are substituting education for experience, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned.



# USAJobs.gov

- To apply on-line, you must complete and submit an application by accessing the USAJOBS website at <a href="http://www.usajobs.gov/">http://www.usajobs.gov/</a>. To begin, click the "Apply" button and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. (After registering in your USAJOBS account and clicking "Submit," you will automatically transition to the Census Bureau site where you will complete your application.
- Must create a Login.gov account and setup profile
- Upload or create resume
- Create saved searches to be alerted (via email) when jobs are posted
- We recommend that you preview the online questions for this announcement before you start the application process. To preview the questions, click on the "Requirements" link on the top of the job announcement and scroll to the bottom and click on the "click here" link.



# Area Manager, GG-0301-12

### Location

FEW vacancies in the following location:

🔾 New York, NY

#### **Duties**

#### Summary

The incumbent is responsible for assisting the Assistant Regional Census Manager (ARCM) or designated supervisor in the management of all field, office, and evaluation operations for Decennial pretests and Decennial Operations including the Census Coverage Management (CCM) and Quality Assurance (QA) operations.

This vacancy is for an Area Manager position located in New York, NY.

#### Qualifications

Specialized Experience:

For the **GG-12**, you must have one year of experience at a level of difficulty and responsibility equivalent to the **GS-11** grade level in the Federal service.

**EXPERIENCE:** Applicants must have one year of experience at a level of difficulty and responsibility equivalent to the GS-11 grade level in the Federal service. Examples of specialized experience include experience in working in a team environment and giving presentations and conducting meetings. Experience in supervising employees and supervisory personnel engaged in a decentralized field data collection activity or demonstrated supervisory potential. Experience designing and implementing large scale surveys. Experience or academic training in data analysis. Experience preparing cost reports and memoranda. Experience in recruiting, testing, interviewing and hiring new employees. Experience in evaluating performance and determining when disciplinary action is warranted.

Education cannot be substituted for experience at this grade level.



### **Required Documents**

**Resume showing relevant experience; cover letter optional.** Your resume should list your educational and work experience including the dates (mm/dd/yy) of each employment along with the number of hours worked per week. Your resume may be used to validate your responses to the scored occupational questionnaire. Your resume should also indicate your citizenship and if you are registered with the Selective Service System if you are a male born after 12/31/59.

**Veterans' Preference Documentation:** Please indicate on your resume the type of veterans' preference you are claiming and provide the appropriate supporting documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.) to validate your claim. For more information regarding eligibility requirements, please go to: http://www.fedshirevets.gov/job/vetpref/index.aspx.

If you are relying on your education to meet qualification requirements:

**Education Documentation**: If this position requires proof of higher education, or you are substituting education for experience, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. **This also includes Census Bureau employees**. Education completed in foreign colleges or universities may be used to meet the requirements.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.



### **How to Apply**

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

To apply on-line, you must complete and submit an application by accessing the USAJOBS website at <u>http://www.usajobs.gov/</u>. To begin, click the "Apply" button and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. (After registering in your USAJOBS account and clicking "Submit," you will automatically transition to the Department of Commerce's specific site where you will complete your application. You must click "Submit" at the end of the application process to send your application for consideration.)

To return to your saved application, log in to your USAJOBS account at <u>http://www.usajobs.gov/</u> and click on "Applications." Click on the position title, and then select "Update Application."

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Help Desk by e-mail at mgshelp@monster.com or by phone at 866.656.6831. The help desk is available Monday—Friday, 7:00 a.m. to 7:00 p.m. ET.



# Training

- Orientation at the New York Regional Census Center
  - Full Week (5 days)
  - Brief Overview of 2020 Census Functional Areas: Administration, Field Operations, Recruiting, Geography, Partnership, IT Support
  - Department Specific Training Provided by Supervisor
- On the Job Training
- Field Observations



# **Key Dates**

- 2020census.gov/jobs
  - Apply Now!
  - ACO positions May through July 2019
  - Address Canvassing June 2019
  - Non Response Follow Up February 2020
  - Backfill selections
- USAJobs.gov
  - ACO managerial positions February/March 2019
  - RCC & WAH positions now through July 2020
    - Create an account and sign up for email updates



### **Contact Us**

#### **Jennifer Dublin**

Assistant Regional Census Manager, New York Regional Office (212) 882-2120 <u>Jennifer.C.Dublin@2020census.gov</u> New.York.RCC.Recruiting@2020census.gov

#### Lisa Moore

Assistant Regional Census Manager, New York Regional Office (212) 882-2120 <u>Lisa.moore@2020census.gov</u> New.York.RCC.Partnership@2020census.gov

### Jeff T. Behler

Regional Director (212) 882- 2120 Jeff.T.Behler@2020census.gov

