

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

ISSUE DATE: **November 6, 2007**  
CLOSING DATE: **December 7, 2007**

Recruiting Bulletin No. 3199-07-07

**THIS AMENDS RECRUITING BULLETIN #3199-07-07 TO CHANGE THE FOLLOWING:**

**Extended original closing date from November 21, 2001 to December 7, 2007.**

**INFORMATION TECHNOLOGY SPECIALIST  
GG-2210-07/09/11/12**

**Salary Range:  
GG-07: \$38,094 - \$49,523  
GG-09: \$46,597 - \$60,574  
GG-11: \$56,378 - \$73,294  
GG-12: \$67,572 - \$87,847**

**NUMBER OF POSITIONS:** Few – 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.

**AREA OF CONSIDERATION:** Denver Regional Office area

**WHO MAY APPLY:** All U.S. citizens.

**DUTIES:** Has responsibility for management and maintenance of the Bureau of the Census (BOC) Local Area Network (LAN) in the Regional Census Center (RCC). Manages the users of the system, creating and deleting users as appropriate, providing access rights to applications, files, and system devices. Troubleshoots hardware and software problems and resolves them if possible; initiates problem resolution procedures as necessary. Will assist with installation of the BOC LANs and PCs in the RCC. Will manage the inventory of all the hardware and software on the BOC LAN. Conducts feasibility studies and recommends course of action. Reviews requirements of projects to determine objectives of the program, concepts, nature of the unprocessed data, and processes required in support of the computer effort in order to organize work processes and problems for computer solution. Oversees the creation of general utility routines and systems and independently develops the more complex routines and detailed sequences of internal program logic by coding, testing and debugging. Provides user training.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. Your responses to these elements will be evaluated independently from your resume/application. **Provide detailed and specific examples of your experience for each evaluation requirement.**

1. Experience with system management responsibilities of a Local Area Network (LAN) connectivity and network operating systems.
2. Experience with the design, implementation, backup, security and contingency planning, resource allocation of disk and users, installation of LAN hardware and operating system software.
3. Experience using and supporting Novell's Netware 5.x, 6.5, MS Window Server 2003 and MS Windows XP desktop, experience supporting PC hardware and COTS software such as MS Office suite and Lotus Notes email, demonstrated knowledge or experience working with Novell eDirectory and MS Active Directory.

## QUALIFICATIONS:

**GG-7: Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade in translating detailed logical steps developed by others into language codes that computers accept, operating computer consoles, scheduling the sequence of programs to be processed by computers, and preparing documentation on cost/benefit studies including summarizing the material and organizing it into logical fashion

**Education:** One full year of graduate education or superior academic achievement with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

**GG-9: Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system, analyzing the interrelationships of pertinent components of the system; planning the sequence of actions necessary to accomplish the assignment.

**Education:** Two full years of progressively higher level graduate study or a master's degree in one of the following majors: computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or another major which provided knowledge equivalent to major in a computer field.

**GG-11: Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area, planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls, adapting guidelines or precedents to the needs of an assignment.

**Education:** Three full years of progressively higher-level graduate education leading to a Ph.D., or equivalent doctoral degree with major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

**GG-12: Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that include analyzing a number of alternative approaches in the process of advising management concerning major aspects of ADP system design such as system inter-relationship, operating mode, system software, and/or equipment configuration.

**Education:** No substitution of education for experience is permitted.

You may qualify for all positions, except GG-12, based on your education, experience, or a combination of both.

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. Applicants selected for the position will be required to supply original transcripts.

For further information on this vacancy, contact Wade Frary, Human Resources Specialist, (303) 984-6011.

**HOW TO APPLY:** Each applicant must submit a completed Optional Application for Federal Employment (OF-612), OR a resume **FOR EACH GRADE LEVEL FOR WHICH YOU ARE APPLYING**. List your work duties and accomplishments relating to the job for which you are applying. **Additionally, you MUST submit statements responding to each of the elements in the Evaluation Criteria in order to be considered for this position**

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.
- 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.).
- 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.
- 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.
- Complete applications package must be received by the closing date of the bulletin and submitted to:

Bureau of the Census  
Denver Regional Office  
6900 W. Jefferson Avenue – Suite 100  
Denver, CO 80235  
ATTN: Wade Frary, Human Resource Specialist

**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 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, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.