

# Survey Statistician \*EXAMPLE\*

DEPARTMENT OF AGRICULTURE

NATIONAL AGRICULTURAL STATISTICS SERVICE

## Overview

- **Open & closing dates**

XXX to XXX

This job will close when we have received **100 applications**, which may be sooner than the closing date.

- **Service**

Competitive

- **Pay scale & grade**

GS 5 - 9

- **Salary**

\$34,916 to \$68,777 per year\*

*\*Salary may be higher or lower, depending on location*

- **Appointment type**

Permanent

- **Work schedule**

Full-Time

## Locations

Vacancy in the following location(s):

XXX

### **Relocation expenses reimbursed**

Yes You may qualify for reimbursement of relocation expenses in accordance with agency policy.

### **Telework eligible**

Yes, as determined by agency policy

## **This job is open to:**

- **[Career transition \(CTAP, ICTAP, RPL\)](#)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.

- **[The public](#)**

U.S. citizens, nationals or those who owe allegiance to the U.S.

### **Clarification from the agency**

U.S. Citizens and Nationals; no prior Federal experience is required.

### **Announcement number**

XXX

### **Control number**

XXX

## **Duties**

### **Summary**

This position is located with the Field Operations for the National Agricultural Statistics Service (NASS) in [location].

In this position, you will plan and conduct agricultural surveys and in preparing

estimates and forecasts concerning crops or commodities of major importance within the overall economy of the State.

### **Responsibilities**

- Develops both broad and detailed plans and procedures for the conduct of surveys and for the analysis and preparation of estimates, forecasts, and reports.
- Examines listings and tabulations, recognizing deviations and trends and verifying the accuracy of data.
- Determines validity and representative quality of reports; assures comparability of indications; eliminates erroneous or unrepresentative reports and ensures proper sampling at the county, district, and State level.
- Assesses variability and bias in sample data.

### **Travel Required**

Occasional travel - You may be expected to travel for this position.

### **Supervisory status**

No

### **Promotion Potential**

12

- **Job family (Series)**

1530 Statistics

# Requirements

## Conditions Of Employment

- You must be a U.S. Citizen or U.S. National
- Males born after 12/31/1959 must be Selective Service registered or exempt
- Subject to satisfactory adjudication of background investigation and/or fingerprint check
- Successful completion of one-year probationary period, unless previously served.
- Direct Deposit - Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>

## Qualifications

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement, including specialized experience and/or education, as defined below.

### **Basic Requirements:**

**1. Degree:** that included 15 semester hours in statistics (or in mathematics and statistics, provided at least 6 semester hours were in statistics), and 9 additional semester hours in one or more of the following: physical or biological sciences, medicine, education, or engineering; or in the social sciences including demography, history, economics, social welfare, geography, international relations, social or cultural anthropology, health sociology, political science, public administration, psychology, etc. Credit toward meeting statistical course requirements should be given for courses in which 50 percent of the course content appears to be statistical methods, e.g., courses that included studies in research methods in psychology or economics such as tests and measurements or business cycles, or courses in methods of processing mass statistical data such as tabulating methods or electronic data processing.

**OR**

**2. Combination of education and experience:** courses as shown above, plus appropriate experience or additional education. The experience should have included a full range of professional statistical work such as (a) sampling, (b) collecting, computing, and analyzing statistical data, and (c) applying statistical techniques such as measurement of central tendency, dispersion, skewness, sampling error, simple and multiple correlation, analysis of variance, and tests of significance.

**AND**

**At The GS-05:** Applicants who meet the basic requirements described above requirements are fully qualified for the GS-05 level.

**At The GS-07 Specialized Experience:** Specialized experience is experience directly related to the position to be filled. Specialized experience must be described for each grade level advertised. The specialized experience requirements for this position are: Qualifying experience for GS-07 includes one year of specialized experience comparable to GS-05 which is directly related to the work of this position and which has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position. For this position, specialized experience is experience analyzing statistical data and assisting with preparing statistical estimates.

**OR**

**Education:** Completion of 1 full academic year of graduate level education, if related. Related degrees may include degrees in the field of agriculture, agricultural business, mathematics, or statistics.

**OR**

**Superior academic achievement (SAA):** Superior Academic Achievement must have been gained in a curriculum that is qualifying for the position to be filled. S.A.A. is based on (1) A grade point average of B (a GPA of 3.0 or higher) for all completed undergraduate courses, or those completed in the last 2 full years of undergraduate study; OR (2) A grade point average of B (a GPA of 3.5 or higher) for all courses in your major field of study, or those courses in your major completed in the last two years of undergraduate study; OR (3) Rank in the upper one-third of your class in the college, university, or major subdivision; OR (4) Membership in a national honor society (other than freshman honor societies)

recognized by the Association of College Honor Societies.

**OR**

Combination of specialized experience and graduate level education.

**At the GS-09:** Qualifying experience for GS-09 includes one year of specialized experience comparable to GS-07 which is directly related to the work of this position and which has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position. For this position, specialized experience is experience analyzing statistical data; preparing statistical estimates; and recognizing deviations or trends in collected data.

**OR**

**Education:** 2 years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree, if related. Related degrees may include degrees in the field of agriculture, agricultural business, mathematics, or statistics.

**OR**

Combination of specialized experience and graduate level education.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

### **Education**

Please see above for education qualification requirement information.

### **Additional information**

Career Transition Assistance Plan (CTAP), Reemployment Priority List (RPL), or Interagency Career Transition Assistance Plan (ICTAP): Visit the [OPM](#) website for information on how to apply as a CTAP, RPL, or ICTAP eligible. To exercise

selection priority for this vacancy, CTAP/RPL/ICTAP candidates must meet the basic eligibility requirements and all selective factors. CTAP/ICTAP candidates must be rated and determined to be well qualified (or above) based on an evaluation of the competencies listed in the How You Will Be Evaluated section. When assessed through a score-based category rating method, CTAP/ICTAP applicants must receive a rating of at least 85 out of a possible 100.

Recruitment or Relocation Incentive may be authorized. Final determination to pay an incentive will be made by the hiring official at time of job offer.

### **How You Will Be Evaluated**

Applications will be evaluated in accordance with Office of Personnel Management's (OPM) Delegated Examining Procedures and USDA policy using category rating. Applicants who meet basic minimum qualifications will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. Category placement will be determined based on applicants' quality of experience and the extent they possess the following knowledge, skills, and abilities (KSA) or competencies:

- Internal Controls
- Statistics
- Survey Methodology

Your application, including the online Assessment Questionnaire, will be reviewed to determine if you meet (a) minimum qualification requirements and (b) the resume supports the answers provided to the job-specific questions. Your resume must clearly support your responses to all the questions addressing experience and education relevant to this position. Those determined to be in the best qualified category will be referred to the selecting official for consideration.

Note: If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score may be adjusted to more accurately reflect your abilities, or you may be found ineligible. Please follow all instructions carefully. Errors or omissions may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action up to including removal from the Federal service.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview

and does not initiate the application process. To initiate the online application process, click the "Apply" button to the right.

To view the application form, visit: XXX

## **Background checks and security clearance**

### **Security clearance**

Not Required

### **Drug test required**

No

### **Position sensitivity and risk**

Non-sensitive (NS)/Low Risk

### **Trust determination process**

Suitability/Fitness

## **Required Documents**

The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- Resume that includes: 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) other qualifications.
- If education is required or you are using education to qualify, you must submit a copy of your college transcripts. An unofficial copy is sufficient



with the application if it includes your name and the necessary course information; however, if you are selected, you will be required to submit official transcripts prior to entering on duty. Education must have been successfully obtained from an accredited school, college or university. If any education was completed at a foreign institute, you must submit with your application evidence that the institute was appropriately accredited by an accrediting body recognized by the U.S. Department of Education as equivalent to U.S. education standards. There are private organizations that specialize in this evaluation and a fee is normally associated with this service. For a list of private organizations that evaluate education, visit the [NACES](#) website. All transcripts must be in English or include an English translation.

- If claiming veteran's preference, you must submit a DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Veteran's preference must be verified prior to appointment. Without this documentation, you will not receive veteran's preference and your application will be evaluated based on the material(s) submitted.
- If claiming 10-point veteran's preference you must provide the DD214 or certification requirements (see above bullet), plus the proof of entitlement of this preference as listed on the SF-15 Application for 10-point Veterans' Preference. The SF-15 should be included but is not required. Failure to submit these documents could result in the determination that there is insufficient documentation to support your claim for 10-point preference. For more information on veterans' preference, visit [FEDSHIREVETS](#).
- Surplus or displaced employees eligible for CTAP, RPL, or ICTAP priority must provide: proof of eligibility (RIF separation notice, notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area, notice of disability annuity termination), SF-50 documenting separation (as applicable), and your most recent SF-50 noting position, grade level, and duty location with your application per 5 CFR 330.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)

- [Healthcare insurance](#)
- [Pay and leave](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

Please read the entire announcement and all instructions before you begin. You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

Applying online is highly encouraged. We are available to assist you during business hours (normally 8:00a.m. - 4:00p.m., Monday - Friday). If applying online poses a hardship, contact the Agency Contact listed below well before the closing date for an alternate method. All hardship application packages must be complete and submitted no later than noon ET on the closing date of the announcement in order to be entered into the system prior to its closing.

This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact the Agency Contact to request this.

To begin, click "Apply" and follow the instructions to complete the Assessment Questionnaire and attach your resume and all required documents.

**NOTE:** If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. You must verify that uploaded documents from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Applicants may combine all like required documents (e.g. SF-50s or veteran docs) into one or more files and scan for uploading into the application. Each file must not exceed 3MB. Grouping like documents into files will simplify the application process. Documents must be in one of the following formats: GIF, JPEG, JPG, PDF, PNG, RTF, or Word (DOC or DOCX). Uploaded documents may not require a password, digital signature, or other encryption to open.

### Agency contact information

XXX

National Agricultural Statistics Service  
1400 Independence Avenue, SW  
Washington, DC 20250  
US

The National Agricultural Statistics Service (NASS) is the data collection and dissemination arm of the U.S. Department of Agriculture. NASS gathers and publishes a vast array of information on every facet of U.S. agriculture, including production, economics, demographics, and the environment.

### **Next steps**

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. If further evaluation or interviews are required, you will be contacted. Log in to your [USAJOBS](#) to check your application status. We expect to make a final job offer approximately 40 days after the deadline for applications.

Multiple positions may be filled from this announcement.

## **Fair & Transparent**

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### **Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

### **Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the

remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).

### **Legal and regulatory guidance**

- [Financial suitability](#)
- [Social security number request](#)
- [Privacy Act](#)
- [Signature & False statements](#)
- [Selective Service](#)
- [New employee probationary period](#)