

## 2020 Census Enumerator Jobs in Alameda County



## What You Need to Know to Join the Team!

✓ Great Pay ✓ Flexible Hours ✓ Short Commute ✓ Paid Training

### Why YOU should apply for a 2020 Census Enumerator Job Opportunity!

The results of the 2020 Census will help determine each state's representation in Congress, as well as how certain funds are spent for schools, hospitals, roads, and more. When everyone is counted, local cities receive their fair share of federal funds to provide services and programs to their residents. Because of your knowledge of the community, your job as an enumerator can help ensure that everyone in Alameda County is counted, while also working a flexible schedule at \$25/hour. Come meet more community members and be a part of something important!

#### Description:

Interview and count residents of Alameda County who have not yet responded to the Census. Must be available to work when people are usually at home, such as in the evening or on weekends. Must like working with people and be comfortable interacting with new people in new locations.

#### Details:

Pay is \$25 / Hour	Application Now through Dec. 2019	Selection Process Begins in 2020	Positions occur between March-July 2020
--------------------	-----------------------------------	----------------------------------	---

#### To be an eligible 2020 Census Enumerator, you must\*:

- Be at least 18 years old
- Have a valid Social Security number
- Be a U.S. citizen
- Have a valid and active e-mail address
- Complete a Census application with assessment questions answered\*\*
- Be registered with the Selective Service System or have a qualifying exemption (only for males born after Dec. 31, 1959)
- Pass a Census criminal background check, including fingerprinting
- Complete enumerator training
- Be available to work flexible hours, which can include days, evenings, and/or weekends
- Have access to transportation, a vehicle with valid driver's license or public transit

Eligible candidates who speak more than one language are highly desirable

\*If you are employed elsewhere, your current job must be compatible with Census Bureau employment and not create a conflict of interest. You must not engage in any partisan political activity while on duty. \*\*Some assessment questions will be available in Spanish but accessing those translations may require an English proficiency test.

Learn more at:

[www.2020census.gov/jobs](http://www.2020census.gov/jobs)

## Ready to Apply?

Fantastic! The Bureau needs people like you who are committed to public service and ensuring a complete count of your community on Census 2020!

- ★ The Bureau is committed to hiring people to work in the area where they live. After all, they are likely the most familiar with the people and places within their own community.
- ★ No prior work experience or education is required.
- ★ *Eligible candidates who are bilingual are highly desirable.*

### Before you apply, here is what you will need to complete the application:

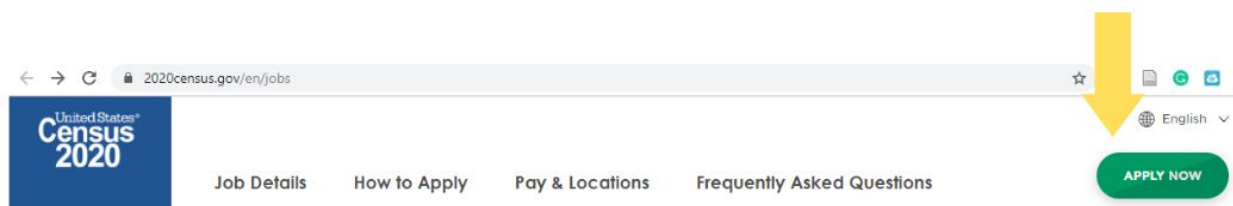
- ❑ **Social Security Number:** You cannot apply without a Social Security number. It will serve as your unique identifier. Visit the Social Security Administration website ([www.ssa.gov](http://www.ssa.gov)) or contact your local SSA office for more information. To find the nearest office, visit
  - <https://secure.ssa.gov/ICON/ic001.do>
- ❑ **Home Address (physical and mailing address)**
- ❑ **E-mail Address:** The Census Bureau will communicate with candidates via e-mail. If you do not have an e-mail address, you can obtain one for free from providers such as Yahoo! Mail, Google Mail, Hotmail, etc.
  - It is imperative to actively check your email, as the Census Bureau uses these methods to contact job applicants.
- ❑ **Date of Birth**
- ❑ **Place of Birth**
- ❑ **Valid Driver's License**, if available, but not required
- ❑ **Education Information**, if applicable
- ❑ **Work Experience**, if applicable
- ❑ **[Veterans Preference](#)**. Veterans who would like to claim veterans' preference will need supporting documentation, such as a copy of their DD-214: Certificate of Release or Discharge from Active Duty, or other acceptable documentation. Applicants claiming 10-point preference will need to submit Form SF-15.
  - If you need assistance, call or visit Alameda County VSO Anthony Marchante, Veterans Service Officer  
6955 Foothill Blvd, 3rd Floor Oakland, CA 94605  
(510) 577-5611 or [Anthony.Marchante@acgov.org](mailto:Anthony.Marchante@acgov.org)

## How to Apply: Part 1 Creating an Applicant Profile

To get started, you will need a valid e-mail address. No E-Mail Address? No problem! If you do not have an e-mail address, you can obtain one for free from providers such as Yahoo! Mail, Google Mail, etc. Make a note of your username, password, and e-mail address so you can log into your account later for updates (see last page of this packet for helpful place to save your password).

**IMPORTANT:** Please regularly check your email and phone for updates and next steps from the Census Bureau. These are methods the Census Bureau uses to contact job applications.

**STEP 1:** Go to [www.2020census.gov/jobs](http://www.2020census.gov/jobs) and click on **Apply Now**



**STEP 2:** Click on **First-Time Applicants** to register or **Returning Applicants** if you already created a profile.

**STEP 3:** Enter the following information and select "Create Profile":

- First Name
- Last Name
- Valid Email Address
- Confirm Valid Email Address
- Create Password
- Confirm Password and Save Password for later access to profile
- Confirm you are not a robot by checking "I'm not a robot" box

**STEP 4:** Check your e-mail for an e-mail titled "*U.S. Census Bureau Prospective Candidate Confirmation Email.*" **TIP:** Open this email on the computer which you'll be applying on (NOT YOUR PHONE).

**STEP 5:** Log on to your e-mail account. Click on the confirmation validation link located in the email to complete your registration. This step must be completed within the period specified in the e-mail.

**Note:** You may need to check spam, clutter or junk mail folders for the message if you do not find it in the inbox. If the e-mail does not appear, the e-mail address may have been entered incorrectly. You may need to create a profile again or contact the Census Bureau at (855) 562-2020, select option 1.

**STEP 6:** Provide your mailing zip code and click on **Complete Registration.**

**NOTE: You are not done yet with your application, keep going!**

## How to Apply: Part 2

### Completing the Online Job Application

This process takes about **30 minutes**. Before hitting submit, all applicants will be asked to answer 2 separate sections of assessment questions about your education, work and other experience at the end of the application process. If you are applying for a supervisory role, there is one more additional section of questions to complete.

#### Section 1:

##### **Voluntary Questions: Additional Applicant Information**

Completing this section of the application in part or in its entirety is voluntary. The information collected is used to determine if the Census equal opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. It is important for you to know that:

- No individual personnel selections are made based on the information you provide.
- There will be no impact on your application if you choose not to answer any of the questions.
- Responses to the questions are **confidential** and will not be shown to the selecting hiring official or to anyone else who can affect your application.
- This form will also not be placed in your Personnel File nor will it be provided to your supervisor(s) should you be hired.
- The aggregate information collected through these questions will be kept private to the extent permitted by laws.

Types of questions that may be asked include:

##### **Example 1**

- How did you hear about census job opportunities? *(Choose from a list of sources)*

##### **Example 2**

- Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino

#### Section 2:

##### **Basic Assessment Questions**



Before completing the online employment application, you will be required to answer **33 basic assessment questions**. The assessment questions are designed to indicate your fit for a variety of Census jobs. *Please note that you do not have the opportunity to change answers after submitting and you will only have **one** opportunity to pass the assessment portion of the application process.*

*You will have the opportunity to answer the basic assessment questions in Spanish or English; however, if you choose to complete the basic assessment in Spanish, you will be required to take the English proficiency assessment.*

Basic assessment questions include questions about yourself, your work style and preference, and experiences in school or work. For example, if are you willing to perform repetitive tasks, how you handle confrontation, if you are reliable/punctual, if you prefer to work independently or as part of a team, etc. Some questions will ask you to reflect on a realistic view of yourself and beliefs. You will be asked to indicate whether you believe the statement is “Mostly True” or “Mostly False.” For the purpose of the assessment, “Mostly True” means that you believe the statement is true in most cases, and “Mostly False” means that you believe the statement to be false in most cases.

Types of questions that may be asked include:

**Example 1**

- I dislike being the center of attention.
  - Mostly true
  - Mostly false

Other questions ask you to describe yourself as how others may perceive you. For example, if you are flexible and can easily adapt to change, if you are willing to listen and consider new ideas/solutions; if you can work independently and as part of a team, if you can adjust your communication/interaction style with others depending on the situation, etc.

These questions may allow you to choose a “Do not know” response. Looking at the example question below, you would answer “Do not know” only if you believe your previous supervisors or teachers would respond “Do not know” when asked to describe your self-discipline. Note that a response of “Do not know” to these types of questions, where applicable, means that you would expect the other person not to know or to have no way to judge if asked to describe you.

**Example 2**

- My previous supervisors (or teachers, if not previously employed) would likely describe my self-discipline as:
  - Superior
  - Above average
  - Average
  - Below average
  - Do not know



**Things to note:**

- What is the ***Electronic Disclosure and Privacy Act Burden Statement***? Read the Electronic Disclosure and Privacy Act Burden Statement carefully. By electronically signing at the bottom of the page you are stating that the information you provide in the application and accompanying documentation is true and complete. You also understand that any false or misleading information or significant omissions may disqualify you from employment with the Federal Government of the United States and is grounds for your immediate dismissal if discovered.
- The application process is physically accessible to people with disabilities. Reasonable accommodations will be made on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, click on the link titled Instructions for Reasonable Accommodations for further instructions: <https://www.census.gov/about/census-careers/disability.html>.
- If you are a male born after December 31, 1959, you must be registered with the Selective Service System. You will need to certify whether you are registered. This is a requirement of all male applicants for jobs with the federal government. If you are registered, you will need to provide your Selective Service Number. If you are not registered, you will need to provide supporting documentation.
  - For applicants to register or verify their selective service registration they have to follow these steps:
    - Go to <https://www.sss.gov/Home/Verification>
    - Click on Check Registration
    - Click Verify Now
    - Enter Last Name
    - Enter Social Security Number
    - Enter DOB
    - Click on I'm not a Robot - box (CAPTCHA)
    - Click Submit

**More Questions? Please visit the U.S. Census Bureau Frequently Asked Questions section at <https://2020census.gov/jobs/faqs.html> or contact Alessia Simmonds, Outreach Manager at Alameda Complete Count Committee at 831/998-4441 and [Alessia.Simmonds@acgov.org](mailto:Alessia.Simmonds@acgov.org)**

## How to Apply: Part 3

### Job Interview Process

#### ☐ Interview Process

- If selected, your job interview will be conducted by phone. Your interviewer may call at different times of the day, including evening hours, and will leave voice message that includes a callback number.
- Your phone interview will take approximately 10-15 minutes. During your phone interview, you may be asked to clarify information on your application as well as questions to assess your skills, interest, and suitability for a census job.

#### ☐ Employment Offer

- If selected, you will receive a verbal *conditional* job offer by phone.
  - If you accept the conditional job offer, you will receive an e-mail with information on completing your background check and hiring paperwork. Employment is contingent upon successfully completing a background check. You can be hired for only one position at a time, but you can be considered for additional work if it becomes available in your area.
  - If you decline a job offer you will be placed back into the applicant pool for all positions for which you qualify. If you decline job offers three times, you will be removed from the applicant pool.

#### ☐ Background Process

- The Census Bureau performs background checks and reviews criminal records as part of assessing applicants' past conduct and suitability for employment. All candidates who receive a conditional job offer will need to go through a background process that includes fingerprinting.
- You will receive an e-mail with forms and instructions on how to schedule a fingerprint appointment online.

#### ☐ Getting Started and Training

- Selected applicants are officially hired when they are sworn in and have taken the oath of office. This usually happens on the first day of work or training.
- Once hired, you will receive an e-mail with instructions on when and where training will be held and what to bring. The position that you have been selected for will determine your time commitment for training.
- Employees will be compensated during their time at training and will also be reimbursed for mileage, parking, tolls, or other related expenses to attend training. If employees are asked to travel and spend the night at a location for training, then they will be reimbursed for those related expenses as well.

## Census Enumerator Application Checklist

Step	Action	What it Entails	When	Done?
1	Submit Online Application	<ul style="list-style-type: none"> <li>● Create profile</li> <li>● Save password</li> <li>● Complete, submit application</li> </ul>	Apply Now through December 2019	
2	Job Interview	<ul style="list-style-type: none"> <li>● Verbal job interview</li> <li>● Job offer made verbally</li> <li>● Will also receive offer via email</li> </ul>	January - February 2020	
3	Background Check	<ul style="list-style-type: none"> <li>● Submit fingerprints, additional security documentation if asked</li> <li>● Offer may be rescinded if background check fails</li> </ul>	Process can take several weeks from job offer to your first day on the job.	
4	Training	<ul style="list-style-type: none"> <li>● In person training to cover all parts of Enumerator position</li> <li>● Information will be communicated during interview or by email</li> <li>● Compensation for training participation</li> </ul>	Exact time commitment for training will be determined by location selection.	
5	Getting Started	<ul style="list-style-type: none"> <li>● You are officially hired after being sworn in by taking the oath of office</li> </ul>	Usually occurs the first day of work or training.	

### How to Save Your Password and Information for your Application

*Fill in your information here:*

Email Used for Application:	
Password for Application:	
Phone Number Used Application:	

### Other Tips to Be Successful in Application Process

- If you have a lot of time flexibility, click "Select All" for greatest chance at getting an interview
- Check your phone and email often for messages from Census Bureau
- Set up reminders on phone to check your email



## 2020 Census Form (sample)



OMB No. xxx-xxxx Approval Expires xx/xx

United States  
**Census  
2020**

This is the official questionnaire for this address.  
It is quick and easy to respond, and your answers are protected by law.

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

Address Number (For example: 5007)

Street Name (For example: N Maple Ave or Rural Route Address)



Apt/Unit (For example: Apt A or Lot 3)

ZIP Code



**Start here** OR go online at [XXXX.XXXX.gov](http://XXXX.XXXX.gov) to complete your 2020 Census questionnaire

Use a blue or black pen.

Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.

- Count all people, including babies, who live and sleep here most of the time.
- If no one lives and sleeps at this address most of the time, go online at [XXXX.XXXX.gov](http://XXXX.XXXX.gov) or call the number on page 8.

The census must also include people without a permanent place to live, so:

- If someone who does not have a permanent place to live is staying here on April 1, 2020, count that person.

The Census Bureau also conducts counts in institutions and other places, so:

- Do not count anyone living away from here, either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2020.
- Leave these people off your questionnaire, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

**1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?**

Number of people =

**2. Were there any additional people staying here on April 1 that you did not include in Question 1?**

Mark  all that apply.

- Children, related or unrelated, such as newborn babies, grandchildren, or foster children
- Relatives, such as adult children, cousins, or in-laws
- Nonrelatives, such as roommates or live-in babysitters
- People staying here temporarily
- No additional people

**3. Is this house, apartment, or mobile home — Mark  ON**

- Owned by you or someone in this household with a mortgage or loan? Include home equity loans.
- Owned by you or someone in this household free and clear (without a mortgage or loan)?
- Rented?
- Occupied without payment of rent?

**4. What is your telephone number?**

We will only contact you if needed for official Census Bureau business.

Telephone Number

 -  - 

FORM D-Q-UL (01-02-2019) Dist 18

11630019



**Person 1**

**5. Please provide information for each person living here. If there is someone living here who pays the rent or owns this residence, start by listing him or her as Person 1. If the owner or the person who pays the rent does not live here, start by listing any adult living here as Person 1.**

What is Person 1's name? *Print name below.*

First Name MI

Last Name(s)

**6. What is Person 1's sex? Mark  ONE box.**

- Male  Female

**7. What is Person 1's age and what is Person 1's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.**

Age on April 1, 2020 *Print numbers in boxes.* Month Day Year of birth  
 years

→ **NOTE: Please answer BOTH Question 8 about Hispanic origin and Question 9 about race. For this census, Hispanic origins are not races.**

**8. Is Person 1 of Hispanic, Latino, or Spanish origin?**

- No, not of Hispanic, Latino, or Spanish origin  
 Yes, Mexican, Mexican Am., Chicano  
 Yes, Puerto Rican  
 Yes, Cuban  
 Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.*

**9. What is Person 1's race?**

Mark  one or more boxes **AND** print origins.

- White – *Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.*

- Black or African Am. – *Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.*

- American Indian or Alaska Native – *Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfoot Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*

- Chinese  Vietnamese  Native Hawaiian

- Filipino  Korean  Samoan

- Asian Indian  Japanese  Chamorro

- Other Asian – *Print, for example, Pakistani, Cambodian, Hmong, etc.*  Other Pacific Islander – *Print, for example, Tongan, Fijian, Marshallese, etc.*

- Some other race – *Print race or origin.*

→ **If more people were counted in Question 1 on the front page, continue with Person 2 on the next page.**