

# 2020 Census Briefing Tennessee State Data Center's 2019 Data Users Conference

Philadelphia Regional Census Center

*Kevin McGowan, Area Manager  
Faye Anderson, Partnership Coordinator  
Chris Conklin, Partnership Specialist*

October 22, 2019

Shape  
your future  
START HERE >

United States<sup>®</sup>  
Census  
2020

# TN Area Census Offices

*Wave 1: April 2019*

✓ Shelbyville

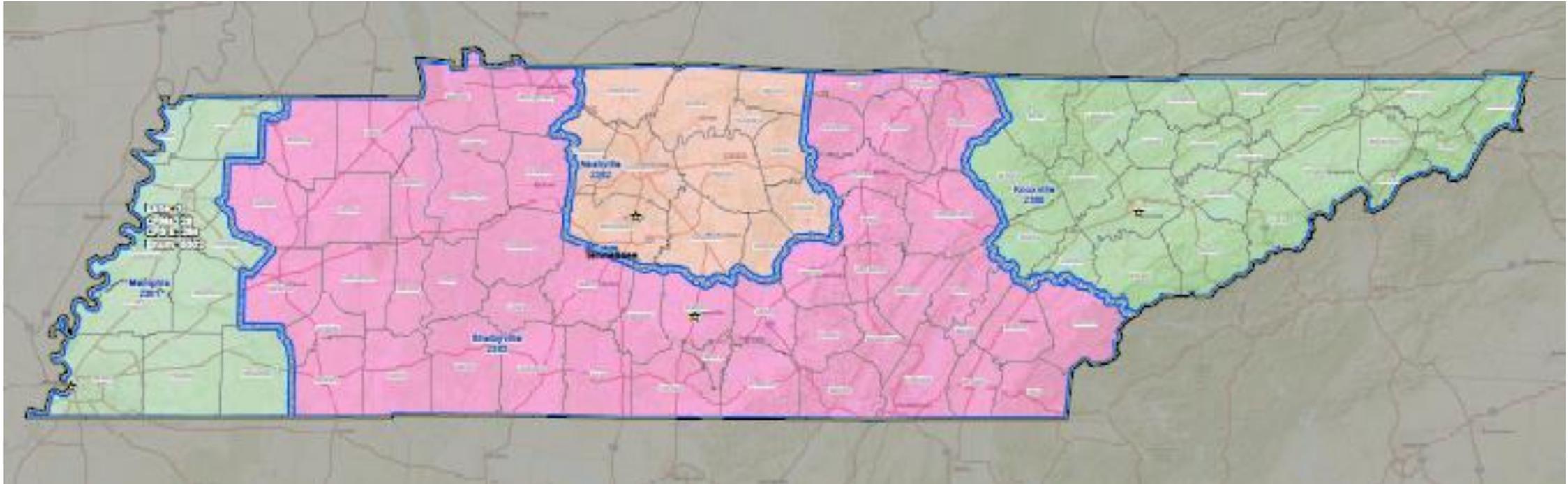
*Wave 2: October 2019*

✓ Memphis

✓ Knoxville

✓ Knoxville

# 2020 Area Census Offices



Wave 1 Offices	Wave 2 Offices
<ul style="list-style-type: none"><li>• Shelbyville, TN (Opened January 2019)</li></ul>	<ul style="list-style-type: none"><li>• Memphis</li><li>• Nashville (Williamson Co.)</li><li>• Knoxville</li></ul>

# ACO Job Title & Descriptions

- ✓ **Area Census Office Manager** - Responsible for the general supervision and administration of the office.
- ✓ **Census Field Manager / Lead CFM**– Responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary.
- ✓ **Administration Manager** – Responsible for administrative functions, such as personnel, payroll and supply. Manages and monitors all office requisitioning, equipment and shipping.
- ✓ **IT Manager** – Leads all office computing environment, mobile computing environment, and automation support efforts.
- ✓ **Recruiting Manager** – Oversees the recruiting and testing of job applicants for field position and clerks.
- ✓ **Recruiting Assistant** – Assists in recruiting and testing of job applicants.
- ✓ **Census Field Supervisor** – Appoints, trains, and supervises enumerators that are engaged in data collection.
- ✓ **Office Operations Supervisor** – Coordinates, supervises, and oversees the work of office clerks in specific functional areas.
- ✓ **Enumerator** – Locally hired workers who perform field enumeration activities in and around their respective neighborhoods.
- ✓ **Clerk** – Office clerks perform a wide variety of clerical functions in support of field data collection, recruiting, payroll/personnel, automation technology, and quality assurance operations.

# ACO Managers

- **Eleven (11) positions in the ACO**
  - All management positions have been hired
- **apply via [www.usajobs.gov](https://www.usajobs.gov)**
  - Applicants should use Keyword – **census** and Location – **TN** to find the appropriate vacancy announcement

# ACO Office Staff (non-managerial)

- **Approximately 11 Office Operations Supervisors**
- **Approximately 45 clerks**
- **Recruiting Now**
- **On-Line Job Application Process is live**
- **[2020census.gov/jobs](https://2020census.gov/jobs)**

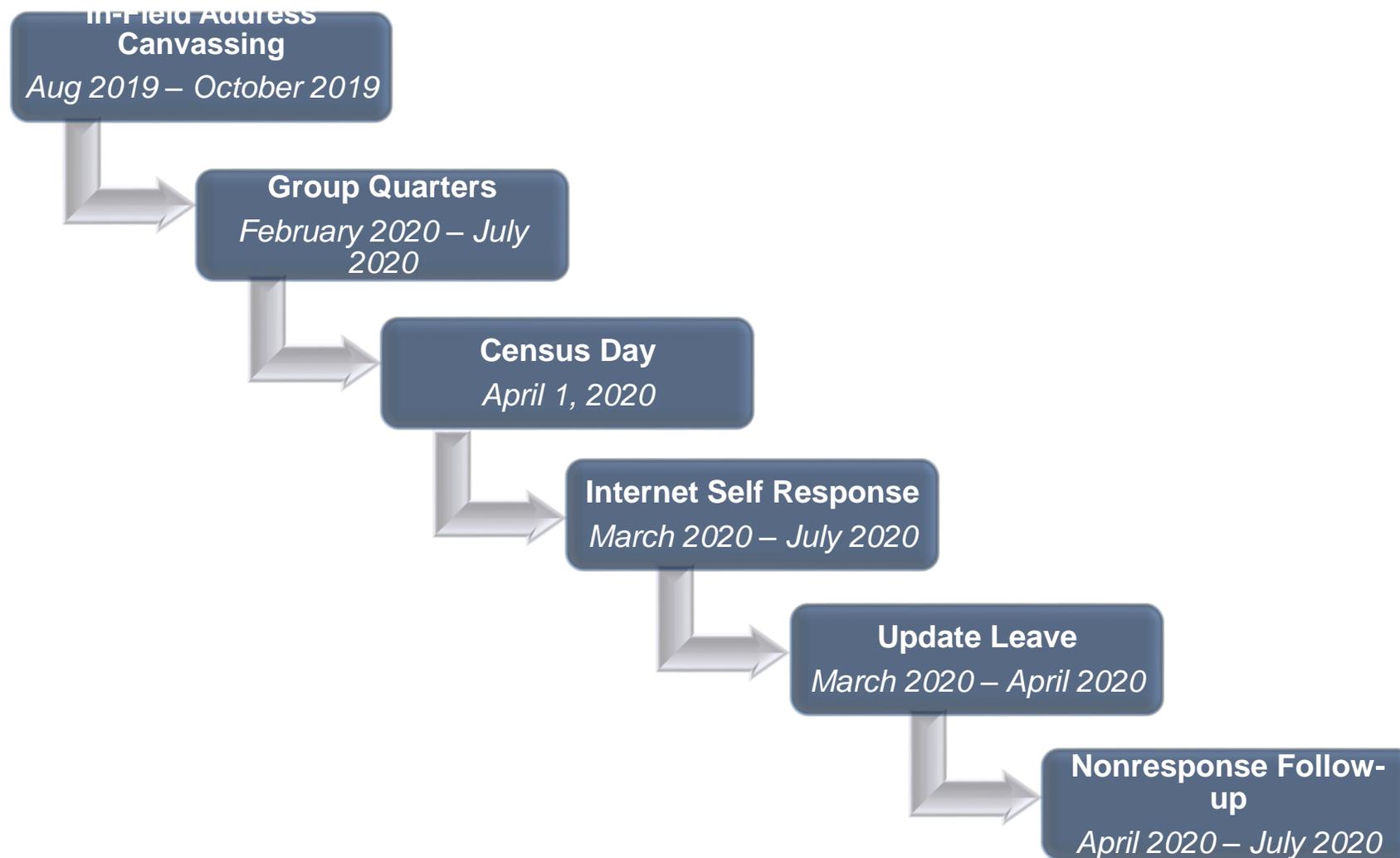
# ACO Field Staff

- **Recruiting Assistants (RAs)**
- Approximately 125 RA positions
  - RAs will recruit approximately 50,000 applicants in the state of Tennessee for operations
- **Census Field Supervisors (CFSs)**
  - Peak Ops- Start recruiting CFSs now
- **Enumerators**
  - Peak Ops - Start recruiting Enumerators now

# 2020 Area Census Pay Rates

Position	Average Pay Rates (subject to change)	Staffing Timeline (Peak Operations)
Area Census Office Manager	\$24.00-\$32.50	June 2019
Lead Census Field Manager	\$20.50-\$27.50	June 2019
Census Field Manager	\$17.50-\$24.00	June 2019
Administration Manager	\$17.50-\$24.00	June 2019
IT Manager	\$17.50-\$24.00	June 2019
Recruiting Manager	\$17.50-\$24.00	June 2019
Recruiting Assistants	\$15.50-\$21.00	August 2019
Census Field Supervisor	\$15.50-\$21.00	February 2020
Office Operations Supervisor	\$14.50-\$19.50	July 2019
Enumerator	\$14.00-\$19.00	March 2020
Clerk	\$12.00-\$15.00	September 2019

# 2020 Census Timeline



## Address Canvassing (AdCan)

- **Field AdCan will be conducted August 2019 to October 2019**
- **100% review and update of the address list**
- **Enumerators will use a laptop**

# Non-Response Follow Up (NRFU)

- **NRFU will be conducted May 2020 through July 2020.**
- **The largest operation of 2020 Decennial Census.**
- **Households who have not completed a questionnaire will be visited.**
- **Field staff will verify addresses we could not match to our database.**

## WHAT WE WILL SEND IN THE MAIL

On or between	You'll receive:
March 12-20	An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)
March 16-24	A reminder letter.
	<b>If you haven't responded yet:</b>
March 26-April 3	A reminder postcard.
April 8-16	A reminder letter and paper questionnaire.
April 20-27	A final reminder postcard before we follow up in person.

## We understand you might miss our initial letter in the mail.

- Every household that hasn't already responded will receive reminders and will eventually receive a paper questionnaire.
- It doesn't matter which initial invitation you get or how you get it—we will follow up in person with all households that don't respond.

# 2020 Census

## Self-Response Mail Strategy

### Self-Response

- Two-panel design: Internet First (invitation letter on first contact) and Internet Choice (questionnaire on first contact)
- Internet First panel is divided into four cohorts to best distribute calls to Census Questionnaire Assistance
- Internet Choice panel is in a single cohort, mailed on the same schedule as Internet First, Cohort 2

MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Dates in the table below are in-home dates.

Panel	Cohort	Mailing 1 <i>Letter (Internet First) or Letter + Questionnaire (Internet Choice)</i>	Mailing 2 <i>Letter</i>	Mailing 3* <i>Postcard</i>	Mailing 4* <i>Letter + Questionnaire</i>	Mailing 5* <i>"It's not too late" Postcard</i>
Internet First	1	March 12, 2020	March 16, 2020	March 26, 2020	April 8, 2020	April 20, 2020
	2	March 13, 2020	March 17, 2020	March 27, 2020	April 9, 2020	April 20, 2020
	3	March 19, 2020	March 23, 2020	April 2, 2020	April 15, 2020	April 27, 2020
	4	March 20, 2020	March 24, 2020	April 3, 2020	April 16, 2020	April 27, 2020
Internet Choice	N/A	March 13, 2020	March 17, 2020	March 27, 2020	April 9, 2020	April 20, 2020

(\*)Targeted to only nonresponding households

# How States Can Collaborate with the U.S. Census Bureau

## *Operational Support*

- ✓ Provide space that can be used for testing, on-boarding, training, etc.
- ✓ E.g. Computer labs, Libraries, Schools
- ✓ Provide lists of residential institutions
- ✓ Provide lists of shelters, service providers, and transient locations
- ✓ Promote temporary job opportunities

# 2020 Census Recruiting

- The Census is recruiting more than 500,000 positions Nationwide
- More than 20,000 term positions in Tennessee
- These Positions are both part-time and full-time
- Competitive pay and flexible hours

**Apply  
Online!**

**Join the 2020 Census Team!  
Be a part of History!**

**[2020census.gov/jobs](https://2020census.gov/jobs)**

**1-855-JOB-2020  
(1-855-562-2020)**

Federal Relay Service: (800) 877-8339 TTY / ASCII  
[www.gsa.gov/fedrelay](http://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.

# Questions 2020 Census Operations and Positions?

**Contact us:**

**Recruiting Hotline - 1-888-480-1639**

**Philadelphia Regional Census Center- 1-844-507-2020**

**Email us at - [Philadelphia.rcc.partnership@census.gov](mailto:Philadelphia.rcc.partnership@census.gov)**