



**BROADCASTING BOARD  
OF GOVERNORS**  
VOICE OF AMERICA

Agency: Broadcasting Board of Governors

Job Announcement Number: **DEU- 08-119A**

**Television Production Specialist, GS-1071-11**

**SALARY RANGE:** 58,206 – 75,669 USD per year

**OPEN PERIOD:** August 14, 2008 to  
September 10, 2008

**SERIES & GRADE:** GS-1071-11

**POSITION INFORMATION:** Full Time  
Career Conditional

**DUTY LOCATIONS:** 1 position  
Washington, DC

**AMENDED TO EXTEND CLOSING DATE**

**WHO MAY BE CONSIDERED:** All Qualified Applicants

**NON-U.S. CITIZENS MAY BE CONSIDERED FOR THIS POSITION IN THE ABSENCE OF EQUALLY OR BETTER QUALIFIED U.S. CITIZENS. IF A NON-U.S. CITIZEN IS SELECTED, HE/SHE WILL BE PLACED IN THE EXCEPTED SERVICE.**

**JOB SUMMARY:** This position is located in the Spanish Service of the Latin America Division of the Voice of America (VOA) in Washington, DC with responsibility for coordinating the production of Spanish television programming within the television unit of the Spanish Service.

**THIS IS A BARGAINING UNIT POSITION.**

**INTRODUCTION TO THE AGENCY:**

The Voice of America is a component of the Broadcasting Board of Governors. The VOA broadcasts news and information to millions throughout the world in more than 40 languages, via radio, television and the Internet. Our diverse, multicultural and dedicated professionals staff correspondent bureaus, transmission stations and marketing offices around the world in addition to our main offices in Washington, D.C.

**The Full Performance Level: GS-11**

**KEY REQUIREMENTS:**

- Relocation Expenses **WILL NOT BE PAID.**
- Willingness to work nights, weekends, holidays is required.

**MAJOR DUTIES:** The incumbent serves as a television producer in the Voice of America's Latin America Division, Spanish Service, responsible for the production of Spanish television programming within the television unit of the Spanish Service. He/she is responsible for the flawless on air execution of live Spanish television programs, including the production of high quality packages. Creates a rundown, times the segments and line produces the show. Ensures that all the production elements, packages, graphics and chyrons in the show are accurate and shown in order.

Communicates the reports/segments with the on-air talent. Coordinates production elements in a timely fashion. Coordinate the incoming daily tape feeds. Works closely with other producers to provide input, advice, and to receive guidance, as to the best format or method to achieve the program objectives. Views all visual materials including openings, closings, bumpers, roll-in packages, graphics and Chyron information to confirm accuracy and on-air worthiness.

- 2 -

Keeps abreast of the media climate in the target region to ensure the competitiveness of TV programming in the marketplace. When required, assists in booking appropriate high-level spokespersons, field produce shoots and directing on location and as required writes stories for on camera packages.

## **QUALIFICATIONS AND EVALUATION**

### **QUALIFICATIONS REQUIRED:**

Applicants must meet the following basic requirements:

1 year of specialized experience equivalent to the next lower grade level.

**SPECIALIZED EXPERIENCE:** The candidate must be experienced in the use of the Spanish language in TV broadcasting or film journalism. Work experience must include producing live television programming in Spanish and be fully competent in the use of current technical editing software. The candidate must have comprehensive knowledge of the political, economic, cultural, and social conditions of the audience areas, as well as an in-depth knowledge of the history, customs, and psychology of the target areas.

**SCREEN OUT FACTOR:** Native fluency of Spanish language to produce, edit and direct, the development and production of Spanish television programs.

**HOW YOU WILL BE EVALUATED:** Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. Your application will be evaluated and rated under the Category Rating and Selection Procedures. Your resume and supporting documentation will be reviewed and compared to your responses to the KSAs (as applicable) to determine if you meet the minimum qualifications for this position. If you meet the minimum qualifications for this job, your qualifications will be further reviewed by a Human Resources Specialist and a Subject-Matter Expert, **OR** a panel of subject-matter experts to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the critical experience requirements listed in this vacancy announcement. You will then be placed in one of three rating categories:

- **Qualified Category** – Meets the specialized experience outlined in the minimum qualifications requirements section of the vacancy announcement.
- **Well-Qualified Category** – Meets the basic qualification requirements for the vacancy announcement and demonstrates proficiency in the critical competencies for this position.
- **Best Qualified Category** – Meets the basic qualification requirements for the vacancy announcement and has successful experience in the same or similar job that has demonstrated “**outstanding**” proficiency in applying knowledge, skills and ability in the critical competencies for this position to work of increased levels of difficulty and complexity.

You should be aware that your ratings are subject to evaluation and verification. If a determination is made that you have rated yourself higher than is supported by your resume, you will be assigned a rating commensurate to your described experience. Providing false information may be grounds for not selecting you or termination after appointment.

**VETERANS PREFERENCE:** Application of Veterans' Preference: the Category Rating Method does not add veterans' preference points or apply the rule of three, but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who do not have a service-connected disability of 10 percent or more will be assigned to the appropriate quality category based upon the job-related assessment and will be listed ahead of non-preference eligibles within the appropriate quality category.

**DIRECTIONS FOR COMPLETING KSA STATEMENTS:** Consider what in your education and experience background best reflects your possession of each knowledge, skills, and ability (KSA). For each KSA, provide a clear, concise statement demonstrating your possession of the KSA as it relates to the position for which you are applying. Your statements should illustrate the degree to which your background has equipped you with each KSA, reflecting the scope and depth of your knowledge, skills, or ability and your level of responsibility. You may refer to paid or volunteer work, education or training, or any other applicable experience.

**KNOWLEDGE, SKILLS, AND ABILITY FACTORS:** Relative numerical values equate to a total of 30 points.

1. Knowledge of line producing for live satellite broadcasting. Strong time management skills and proven ability to meet deadlines. This knowledge embraces a range of television formats from conception to completion and applies skills to develop productions technically and aesthetically comparable to that created by commercial television industries. (8 points)
2. Hands-on experience of control room protocol, editing principles and practices using current digital technology, to direct the development and production of television programs. (8 Points)
3. Hands-on experience in both pre and post-production of television shows and dealing with a large technical crew (camera operators, technical directors, audio technicians, videotape operators, floor managers, gaffers and grips). (5 points)
4. Knowledge of recent developments in the field of television production and satellite broadcasting. (5 points)
5. Knowledge of national and international news events and trends in order to effectively direct a live or pre-taped news or public affairs program. (4 points)

The submission of statements addressing the Knowledge, Skills, and Abilities (KSAs) listed above is ***highly encouraged*** so as to assure that your relevant experience for the position for which you are applying is clearly articulated and geared towards each KSA element. KSA statements should be clear, concise examples of your experience that show the depth of your knowledge, level of skill or the degree of your ability related to the individual KSA elements.

If you do not submit KSA statements, your relevant experience will be gleaned from the information affected in your application or resume ***only*** in order to evaluate your credentials against the KSAs. Please note however, that failure to submit KSA statements may result in lower scores being assigned during the evaluation process, in comparison with other candidates who submit targeted KSA statements.

#### **Benefits and other Information**

##### **BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

**Health Insurance** - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oaca/leave/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

**Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, and Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

#### **OTHER INFORMATION:**

**1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position.** To be well qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated 85 or above on the rating criteria for this position. ICTAP eligibles must submit one of **the** following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

**2. If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference,** you must attach a copy of your DD-214 or other proof of eligibility. **If you are claiming 10-point veterans' preference,** you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

**If you are a veteran applying under the Veterans Recruitment Authority (VRA),** you must clearly annotate "VRA" on your resume. If you are filing under the VRA, you must include a copy of your DD-214 or other proof of eligibility with your application.

If you are still on active duty, you may submit a statement of service from your Personnel Command which states the date you entered active duty, the date you are separating, and the campaign medals you have received. For more information on the VRA, consult the Vets Guide at: <http://www.opm.gov/veterans/html/vetguide.htm>

**3. If you are a male applicant** who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

**4. All qualification requirements must be met by the closing date of this announcement.** Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at: <http://www.opm.gov/qualifications>.

**5. REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

**HOW TO APPLY:**

**DO NOT ATTACH ANY ADDITIONAL FORMS WHICH ARE NOT REQUESTED IN THIS ANNOUNCEMENT.**

To submit the documents requested, follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted by fax, mail or by hand-delivery. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

**Instructions on submitting resume and supporting documents in hard copy via fax or by mail:**

**If you fax your documentation you must use a cover page.** The information contained on the cover page should match the information you provided to the occupational questionnaire. The Vacancy ID number **DEU-08-119**, your Name, and SSN should be written accurately and neatly. If the information is inaccurate or incomplete it will delay the processing of your application or you may not receive consideration for this position.

You can mail or hand deliver your application materials to the address below:

International Broadcasting Bureau  
330 Independence Avenue, SW  
ATTN: Office of Human Resources  
(Room 1543), Cohen Building  
Washington, DC 20237  
Attention: **DEU-08-119**

**REQUIRED DOCUMENTS:** Failure to submit all required documents will result in your application not being considered.

- **Resume**
- **Veterans preference documentation, if applicable.**

**AGENCY CONTACT INFO:**

**Carolyn Brooks**

Phone: (202) 382-7539

Fax: (202) 382-7541 or (202) 382-7542

Internet: [cbrooks@bbg.gov](mailto:cbrooks@bbg.gov)

**Or write to:**

International Broadcasting Bureau  
Office of Human Resources, (Room 1543)  
ATTN: Carolyn Brooks  
330 Independence Avenue, SW  
Washington, DC 20237  
USA

**WHAT TO EXPECT:**

After a review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.

**Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement)**

**JOB INFORMATION**

Announcement number, and title and grade(s) of the job you are applying for.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code) Social Security Number Country of Citizenship (Most Federal jobs require United States citizenship.) Veterans' preference Reinstatement eligibility (If requested, attach SF 50 proof of your career or career-conditional status.) Highest Federal civilian grade held (Also give job series and dates held.)

**EDUCATION**

High School  
Name, city, and State (ZIP Code if known)  
Date of diploma or GED

**Colleges or universities**

Name, city, and State (ZIP Code if known)  
Majors  
Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)  
Send a copy of your college transcript only if the job vacancy announcement requests it.

**WORK EXPERIENCE**

Give the following information for your paid and nonpaid work experience related to the job you are applying for. (Do not send job descriptions.)

Job title (include series and grade if Federal job)  
Duties and accomplishments  
Employer's name and address  
Supervisor's name and phone number  
Starting and ending dates (month and year)  
Hours per week  
Salary  
Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job-related training courses (title and year)  
Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed  
Job-related certificates and licenses (current only)  
Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested.)