

**INTERNATIONAL BROADCASTING BUREAU, VOICE OF AMERICA
BROADCASTING BOARD OF GOVERNORS, DELEGATED COMPETITIVE EXAMINING UNIT**

RECRUITING BULLETIN

ANNOUNCEMENT NO. BBG-08-004

ANNOUNCEMENT PERIOD:

March 24, 2008 – May 9, 2008

TITLE, SERIES, GRADE:

**Radio Broadcast Technician
(Operations) WB-3940-2**

SALARY:

\$26.04 - \$40.36 per hour

AGENCY LOCATION:

**Operations Directorate
Technical Support Division
Voice of America, Washington, DC**

U.S. CITIZENSHIP IS REQUIRED FOR THIS POSITION

FAILURE TO SUBMIT ALL REQUIRED MATERIAL (SEE HOW TO APPLY) AND KSA STATEMENTS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

Introduction: The Voice of America (VOA) is an element of the Broadcasting Board of Governors. VOA broadcasts news and information to millions of people throughout the world in more than 40 languages, via radio, television, and the Internet. The vast majority of VOA programs originate from our main studios in Washington, DC.

DUTIES: Technicians operate studio equipment for the control of English and foreign language radio programs, for both recordings and live airshows, using professional, high quality digital recording software and equipment. Technicians are responsible for the operation of all types of broadcast equipment and facilities in use by the Bureau to control, record, regulate, send and receive program materials. Technicians work closely with producers and broadcasters to present high quality programs. Technicians also may be assigned to the VOA intake center to receive, record, distribute and/or route correspondent reports and related audio and video segments.

EXPERIENCE REQUIREMENTS: Applicants must have proven technical experience in professional radio and/or the audio portion of television that clearly demonstrates a professional knowledge of the principles, practices and methods of radio broadcasting. The experience must have been progressively responsible and must clearly demonstrate the applicant's competence in studio control operations and digital recording.

HOW YOU WILL BE EVALUATED: To determine if you are qualified for this job, a review of your resume and KSA statements will be made. The numeric rating you receive is based on your responses to the KSA statements. The score is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position.

DIRECTIONS FOR COMPLETING THE KSA'S: *Consider what in your background indicates you possess each knowledge, skill, or ability (KSA). Provide clear, concise examples for each element. Relate your experience to the position for which you are applying. Use examples that show the depth of knowledge, level of skill, or degree of ability you have. You may refer to paid or volunteer work, education or training, or any other applicable experience.*

KNOWLEDGE, SKILLS, AND ABILITIES: Relative numerical values equate to a total of 30 POINTS.

1. Demonstrated experience in the operation of digital and analog equipment and audio editing software in broadcast studios/control rooms for live on-air broadcast, recording and production of radio programs (e.g. multi-channel audio consoles, professional compact disc and mini-disc machines, microphones, digital telephone hybrids and digital editing and recording equipment and software programs). (9) **MANDATORY**
2. Demonstrated ability to operate a variety of professional recording equipment, which includes analog tape, compact disc, mini-disc and high-speed duplication systems and the application of computer-based digital software. (9) **MANDATORY**
3. Demonstrated ability to follow instructions and operate as a team member and promote teamwork with supervisors, production and broadcast staff and others within a multicultural environment. (7) **MANDATORY**
4. Professional working knowledge of computer operations, specifically in relation to audio/video conferencing over IP and point-to-point networks, multi-media file transfer applications and protocol and broadcast automation systems. (5)

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/oca/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>

VETERANS PREFERENCE: Five points may be added to the eligible ratings of veterans who: entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; or, served in a military action for which they received a campaign badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Ten points may be granted to the eligible ratings of disabled veterans, Purple Heart recipients, spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran.

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 at 85 or above on the rating criteria for this position. ICTAP eligible 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 current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-conditional tenure, or you will not be considered under the merit promotion process. Also, you should submit your most recent performance appraisal.

3. 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.

4. If you are a male applicant of U.S. citizenship 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.

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: All applicants may submit any of the following: an Optional Application for Federal Employment (OF-612), or a resume. Those applicants claiming Veterans Preference must submit a copy of their DD Form 214. Individuals eligible for ICTAP must submit a copy of their specific RIF notice and documentation reflecting the promotion potential of their most recent federal position. Selection priority will be given to Well-Qualified ICTAP applicants. Applicants must indicate if they are available and willing to work weekends, shifts, and rotating shifts.

All applicants **MUST** include the following: a Supplemental Qualifications Statement (on a separate sheet of paper). If additional pages are necessary, include your name and Social Security Number on each page. (See back for additional required information). **FAILURE TO SUBMIT ALL REQUIRED MATERIAL AND KSA STATEMENTS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**

WHERE TO APPLY: Submit a completed OF-612, or resume, KSA Statements, and additional documentation as instructed to: INTERNATIONAL BROADCASTING BUREAU, PERSONNEL OFFICE, Room 1543, Delegated Examining Unit, 330 Independence Avenue, SW, Washington, DC 20237.

More information may be obtained by contacting Ms. Leslie Brown at (202) 619-3117. The inventory of eligible candidates established under this Bulletin will be used primarily to fill positions in Washington, DC. Applicants must indicate if they are available for permanent, term and/or temporary employment and if they are willing to work weekends, shifts and rotating shifts.

VOA OPERATES 7 DAYS A WEEK, 24 HOURS A DAY. DUTY HOURS DEPEND ON PROGRAMMING NEEDS.

**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 for which you are applying.

WORK EXPERIENCE - Give the following information for your paid and nonpaid work experience related to the job for which you are applying. Job Title (**include series and grade if Federal job**), Duties & Accomplishments, Employer's name & address, Supervisor's name & number, Starting & ending dates (**month/year**), Hours per week, Salary and indicate if we may contact your current supervisor.

PERSONAL INFORMATION - Full name, mailing address (with Zip Code) and day and evening phone numbers (with area code), Social Security Number, Country of Citizenship, Veterans' Preference, Reinstatement Eligibility and Highest Federal civilian grade held.

OTHER QUALIFICATIONS - Job-related training courses. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses. Job-related honors, awards, and 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**).

EDUCATION - High School (Name, city, and State), Date of diploma or GED. Colleges and universities (Name, city, and State), Majors, Type & year of 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.

OTHER IMPORTANT INFORMATION - Before hiring, the agency will ask you to sign and certify the accuracy of all information in your application. ***If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.***

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER