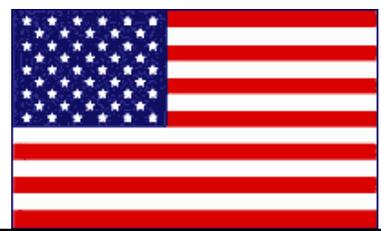




# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
 Vancouver, Washington Division  
 Community Based Outpatient Clinics  
 Salem, OR Bend, OR  
 Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

<b>1. Announcement Number</b>  <b>MP-09-0101-DG</b>	<b>2. Title, Series, Grade, Salary</b>  <b>Audiovisual Production Specialist</b> (60023/60024) <b>GS-1071-5, target 7 or GS-7</b> <b>\$32,353 to \$52,099 per annum</b> (Based on full-time employment)	<b>3. Tour of Duty</b>  <b>7:30am to 4:30pm</b> <b>M-F</b>	<b>4. Duty Station</b>  <b>Education Division,</b> <b>Portland Division</b>
<b>5. Type &amp; Number of Vacancies</b>  <b>Permanent</b> <b>1 Full-time position</b>	<b>6. Contact</b>  <b>Human Resources Assistant</b> <b>503-273-5236</b>	<b>7. Opening Date</b>  <b>01/09/09</b>	<b>8. Closing Date</b>  <b>01/30/09</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

### MAJOR DUTIES:

This position is located in Education Division, which includes Medical Media, Staff Education, Patient and Family Education, and Academic Affiliations. Operating under the Special Assistant, Education Division, the primary purpose of this position is to provide audiovisual support for the facility, arranging appropriate sequences of action, visual effects, sounds effects and music to create and to edit effective staff, Medical Education and Marketing programs for the three-division, affiliated Medical Center. The incumbent fulfills assignments in all areas of the Medical Center using motion media as specified by the requirements of the particular assignment. Assignments cover a variety of subject matter; medical procedures, patient diagnostic imaging, visual aids for teaching programs, scientific/research activities and marketing.

The Medical Center participates in a number of very active teaching programs for students, Interns and residents from affiliated medical institutions, the incumbent must possess technical competency and production experience in: video camera operation and technology, audio and video recording, editing, and playback equipment, and computer graphics technology. Incumbent selects appropriate background in which to orient medical subjects to obtain a diagnostically significant image; a variety of light sources and lighting techniques to illuminate subject matter; a variety of materials to be incorporated into visual aids which communicate information to selective audiences; the most appropriate camera perspective, and creative interpretation of the scene to produce effective raw footage. The incumbent operates/utilities both portable and studio configured video cameras; video editing equipment to insert and assemble sequences in logical fashion; creates and images word text and graphics; motion media to photograph medical procedures under sterile conditions; slide/tape sequences fulfilling technical production and editing; sound "bites" for inclusion in media productions; studio audio and video mixing board for transmission of events. The incumbent participates in planning, organizing, and executing formal request for media productions. Requests for audiovisual production come from a wide variety of staff within the facility and may need to be coordinated with several areas within the hospital. Projects can be a wide variety of subjects or events ranging from educational offerings, medical procedures, patient diagnostic imaging, visual aids for teaching programs, scientific/research activities and marketing programs throughout all divisions of departments/divisions. Coordinates work production with other divisions/services and negotiates deadlines with all areas with a vested interest in a particular project.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-1071 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** At least one (1) year of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Substitution of Education for Experience:** **GS-5:** Successful completion of a four-year course of study above the high school level leading to a bachelor's degree with a major study of at least 24 semester hours in subjects directly related to the position. **GS-7:** at least one (1) year of graduate level education or superior academic achievement. **If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.**

### BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

**On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:**

1. Knowledge and strength in all areas of video production.
2. Expert use of audiovisual equipment.
3. Skill in producing audiovisual products in a medical clinical environment.
4. Creativity and technical ability to present information interpreting and describing historical events or personages, scientific concepts or phenomena, and educational concepts.

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5. Ability to work in clinical environments including: sterile and surgical, medical procedures, research and diagnostic.
6. Ability to work with clinicians, staff and patients in a variety of clinical and non-clinical settings to determine professional media outcomes.
7. Skill in negotiating deadlines and schedules with complimentary activities to complete projects in a quality and timely manner.

#### **CONDITIONS OF EMPLOYMENT:**

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

#### **HOW TO APPLY:**

##### **Portland VAMC Permanent Employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 02/06/09)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 02/06/09)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

**All application packets must be received in Human Resources by Close of Business (COB) on 01/30/09 (except as noted above).** Application forms may be obtained in Human Resources Office or on our internal website.

<http://vwww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

Attn: **MP-09-0101-DG**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

#### **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

#### **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**