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Job Announcement Number:
AJP-15-TDC-1417881-BU

Control Number: 405799400

Department of Veterans Affairs

Job Title: Visual Information Specialist

Department: Department Of Veterans Affairs

Agency: Department of Veterans Affairs - Agency Wide

Job Announcement Number: AJP-15-TDC-1417881-BU

SALARY RANGE: \$39,570.00 to \$62,920.00 / Per Year

OPEN PERIOD: Tuesday, June 9, 2015 to Monday, June 29, 2015

SERIES & GRADE: GS-1084-07/09

POSITION INFORMATION: Full Time - Recent Graduates

PROMOTION POTENTIAL: 11

DUTY LOCATIONS:

1 vacancy in the following location(s):

Birmingham, AL [View Map](#)

Little Rock, AR [View Map](#)

Long Beach, CA [View Map](#)

Minneapolis, MN [View Map](#)

Saint Louis, MO [View Map](#)

[More Locations](#) (4)

WHO MAY APPLY:

•Recent graduates who have completed, within the previous 2 years, a qualifying associates, bachelors, master's, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.

SECURITY CLEARANCE:

Public Trust - Background Investigation

SUPERVISORY STATUS:

No

JOB SUMMARY:

Vacancy ID: 1417881

OUR MISSION: To fulfill President Lincoln's promise - "To care for him who shall have borne the battle, and for his widow, and his orphan" - by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

The **Department of Veterans Affairs** (VA) needs employees who possess the energy, compassion, and commitment to serve those who served our Country. Whatever the job title, every position in VA will give you a chance to make a meaningful and personal contribution to the lives of truly special and deserving people - our Veterans. VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities. Working for VA is one of the most emotionally satisfying and professionally rewarding ways to dedicate the best within you to your Country's service.

If you are transitioning from the military or a Veteran already, we invite you to explore the benefits of continuing your career at the VA. **The VA is committed to hiring Veterans.** The VA is much more than just another employer. It is an honorable, open and welcoming community of those who care. Gratitude is our motivation and service is our mission.

The VA has adopted Core Values and Characteristics that apply universally across the Department. The five Core Values define "who we are," our culture, and how we care for Veterans, their families and other beneficiaries. The Values are **I**ntegrity, **C**ommitment, **A**dvocacy, **R**espect and **E**xcellence ("**CARE**").

America's Veterans need you! To find out more, go to <http://www.va.gov/jobs/>.

Special Employment Consideration: VA encourages persons with disabilities to apply, including those eligible for hiring under 5 CFR 213.3102(u), Schedule A, Appointment of persons with disabilities [i.e., intellectual disabilities, severe physical disabilities, or psychiatric disabilities], and/or

Disabled veterans with a compensable service-connected disability of 30% or more. Contact the Agency Contact for information on how to apply under these appointment authorities.

TRAVEL REQUIRED

- Occasional Travel
- 1-5 days maximum per quarter required to be in travel status

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. citizen to apply for this job
- You may be required to serve a probationary period
- Background investigation may be required
- Selective Service Registration is required for males born after 12/31/1959

DUTIES:

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This position involves a multi-grade career ladder. The major duties listed represent the full performance level of GS-11. At the GS-7 & GS-9 grade levels, you will perform assignments of a more limited scope and with less independence. You will progressively acquire the background necessary to perform at the full performance level. Promotion is at the discretion of the supervisor and is contingent upon satisfactory performance, availability of higher level work, and availability of funds. Promotion is not guaranteed and no promise of promotion is implied.

Veterans Preference applies and Veterans will be given 1st consideration. To receive Veteran preference, you must submit your Veteran documentation with your application materials.

This is a Recent Graduate position in the Pathways Program.

This position is covered by AFGE bargaining unit in the Birmingham, AL, Northport, NY, and Cleveland, OH locations – Per the AFGE Master Agreement, the Area of Consideration will be:

- First – Facility-wide (including satellites) Best Qualified Candidates.
- Second – Any promotion candidate or candidate required to compete from other VA facilities.
- Third – All other status candidates.

This is a Recent Graduate position in the Pathways Program. Selected individuals are placed in a dynamic 2 year developmental program in the excepted service designed to lead to a civil service career in the Federal government. At the successful conclusion of this program, the agency may non-competitively convert individuals to a term or permanent position in the competitive service. Conversion to a Federal competitive service position will be at the discretion of the agency and is neither guaranteed nor implied.

This position can be filled at any of the 9 locations listed.

Salaries will vary depending on the location of the position due to different locality pay scales.

This position is located with e-Learning Division within EES – Employee Education System. This is a training development position at the GS-7/9 levels where you will provide educational support for information software implementations and initiatives (platforms and applications), and coordinate the efforts of staff involved in the design, development, delivery, and evaluation and the ongoing efforts in support of information technology (IT) application end-user training and staff training and development. Duties will include:

- Designing, developing, and/or editing of highly engaging, interactive learning tools for both synchronous and asynchronous training events.
- Developing SCORM 1.2 and SCORM 2004 conformant e-Learning content.
- Ensuring all e-learning content and training resources are fully compliant with regulations.
- Providing educational programming which address VA's training needs and becoming familiar with qualified consultants

and other resources.

- Serving as point of contact for managing content for websites.
- Identifying and using consultants and other resource persons in the development of quality e-learning products for training.
- Collaborating with e-LPs, project teams and other stakeholders throughout the life cycle of the e-Learning training development and maintenance.
- Providing advisement regarding practices and processes for the development of e-learning training materials.
- Maintaining all required project tracking information including work hours and project status.
- Serving as we master/contact for applicable EES sites.
- Facilitating ongoing communication with management and stakeholders, regarding policy updates, clarification, and implementation.
- Maintaining and electronic repository for e-Learning content and artifacts.

Work Schedule: Monday - Friday 8:00am - 4:30pm. Compressed schedule available. Telework available after 6 months on duty.

QUALIFICATIONS REQUIRED:

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Recent Graduate Program Eligibility Requirements (TRANSCRIPTS REQUIRED):

*Recent graduates who have completed, within the previous 2 years, a qualifying associates, bachelors, master's, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.

OR

*Veterans unable to apply with 2 years of receiving their degree, due to military service obligation, have as much as 6 years after degree completion to apply.

AND

GS-7 Qualifications

Specialized Experience: 1 year of Specialized Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of Visual Information Specialist, and that is typically in or related to the position. To be creditable, specialized experience must have been equivalent to at least GS-5 grade level.

Knowledge of current standard application packages for the development of e-Learning training products including Adobe Creative Suite, Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat, and Media Encoder, MS Office Applications, Captivate, Soundbooth, and Camtasia; ability to design and develop highly engaging interactive learning tools for both synchronous and asynchronous training events; ability to use various aspects of media design in the development of e-learning training products; knowledge in the use of computers for instructional delivery such as designing, flowcharting, and prototype test e-learning instructional materials; experience communicating with stakeholders at all levels; and ability to manage content for websites.

NOTE: Evidence of specialized experience must be supported by detailed documentation on your resume or OF-612. Also provide work experience information such as hours per week, salary and starting/ending dates of employment (month and year format) to establish one (1) full year of Specialized Experience.

OR

Education: Successfully completed 1 full year of graduate level education or achieved superior academic achievement, with a major study in commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, visual communication, or other fields related to the position. (TRANSCRIPT REQUIRED)

Superior Academic Achievement is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

1. *Class standing* -- Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. *Grade-point average (G.P.A.)* -- Applicants must have a grade-point average of:
 1. **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 2. **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
3. Honor Society Membership-Election to membership in a national scholastic honor society--Applicants can be considered eligible based on membership in one of the national scholastic honor societies.

OR

Combining Education and Experience: Equivalent combinations of successfully completed graduate education and

specialized experience may be used to meet total experience requirements. (TRANSCRIPTS REQUIRED)

GS-9 Qualifications

Specialized Experience: 1 year of Specialized Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of Visual Information Specialist, and that is typically in or related to the position. To be creditable, specialized experience must have been equivalent to at least GS-7 grade level.

Experience using current standard application packages for the development of e-Learning training products including Adobe Creative Suite, Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat, and Media Encoder, MS Office Applications, Captivate, Soundbooth, and Camtasia; experience designing and developing highly engaging interactive learning tools for both synchronous and asynchronous training events; experience using various aspects of media design in the development of e-learning training products; experience using computers for instructional delivery such as designing, flowcharting, and prototype test e-learning instructional materials; experience communicating with stakeholders at all levels; and experience managing content for a website.

NOTE: Evidence of specialized experience must be supported by detailed documentation on your resume or OF-612. Also provide work experience information such as hours per week, salary and starting/ending dates of employment (month and year format) to establish one (1) full year of Specialized Experience.

OR

Education: Successfully completed a master's or equivalent graduate degree, two (2) full years of progressively higher level graduate education leading to such a degree, or LL.B. or J.D., with a major study in commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, visual communication, or other fields related to the position. (TRANSCRIPT REQUIRED)

OR

Combining Education and Experience: Equivalent combinations of successfully completed graduate education and specialized experience may be used to meet total experience requirements. (TRANSCRIPTS REQUIRED)

You will be rated on the following competencies as part of the assessment questionnaire for this position. *Narrative responses are not required at this time.*

- Knowledge and skill using current standard application packages for the development of e-Learning training products including Adobe Creative Suite, Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat, and Media Encoder, MS Office Applications, Captivate, Soundbooth, and Camtasia.
- Ability to design and develop highly engaging interactive learning tools for both synchronous and asynchronous training events.
- Ability to use various aspects of media design in the development of e-learning training products.
- Knowledge in the use of computers for instructional delivery such as designing, flowcharting, and prototype test e-learning instructional materials.

If you are referred for consideration, you will be asked to submit a completion of a work sample demonstrating the above competencies.

PHYSICAL DEMANDS

The importance, frequency, and variety of work and deadlines may cause stress and may require after hours or weekend work. Work is usually performed sitting at a desk, in conferences, meetings, etc., riding in an automobile or public transportation. Some light physical exertion is necessary to move and carry conference equipment and materials; however, no special physical demands are required.

For more information on these qualification standards, please visit OPM's web site at <http://www.opm.gov/qualifications/standards/indexes/alph-ndx.asp>.

IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. If your resume/application does not support your

questionnaire answers, we will not allow credit for your response(s).

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

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. If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

Veterans' Preference: When applying for Federal Jobs, eligible Veterans should claim preference on the Occupational Questionnaire in the section provided and provide a legible copy of your DD214(s) showing all dates of service as well as character of service (honorable, general, etc.). Additionally, Veterans with service-connected disability of 10% or more must also submit a copy of their official statement from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying their service-connected disability and/or their receipt of compensation for service-connected disability. If the military member is within 120 days of separation and does not yet have a DD214, the member may instead submit any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed.

Veterans with service-connected disability of less than 10%, non-service-connected disability, and Purple Heart recipients, as well as those claiming derived preference for a spouse, widow or widower, or natural mother, should refer to and submit a completed SF-15, "Application for 10-Point Veteran Preference" and required documentation with your application materials.

For more information on Veterans' Preference, please visit <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

HOW YOU WILL BE EVALUATED:

After the vacancy announcement closes, those applicants who meet the minimum qualification requirements for the position are referred to the hiring manager for further consideration and possible interview.

BENEFITS:

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VA offers a comprehensive benefits package. This link provides is an overview of the benefits currently offered: <http://www.vacareers.va.gov/why-choose-va/benefits/index.asp>.

VA supports the use of telework as a way to help attract and retain talented individuals in public service, increase worker productivity, and better prepare the agency to operate during emergencies. This position may be authorized for telework. Telework eligibility will be discussed during the interview process.

OTHER INFORMATION:

Veterans and Transitioning Service Members: Please visit the [VA for Vets](#) site for career-search tools for Veterans seeking employment at VA, career development services for our existing Veterans, and coaching and reintegration support for military service members.

Placement Policy: The posting of this announcement does not obligate management to fill a vacancy or vacancies by promotion. The position may be filled by reassignment, change to lower grade, transfer, appointment, or reinstatement. Management may use any one or any combination of these methods to fill the position.

The Interagency Career Transition Assistance Plan (ICTAP) and Career Transition Assistance Plan CTAP) provide eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. To be qualified you must submit appropriate documentation and be found well-qualified (have a final rating of 85 or more before any Veterans preference points) for this vacancy. Information about ICTAP and CTAP eligibility is on [OPM's Career Transition Resources website](#).

Receiving Service Credit for Earning Annual (Vacation) Leave: VA may offer newly-appointed Federal employees credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

This job opportunity announcement may be used to fill additional vacancies.

HOW TO APPLY:

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All applicants are encouraged to apply online.

To apply for this position, you must complete the [View Occupational Questionnaire](#) and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Monday, June 29, 2015 to receive consideration.

1. To begin, **click Apply Online** to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
2. **Click Submit My Answers** to submit your application package.

NOTE: It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date. To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

REQUIRED DOCUMENTS:

The following documents are required:

1. Resume
2. Responses to the Occupational Questionnaire
3. Other documents - use this [checklist](#) to make sure you have included other documents required for your application, such as a copy of your transcript (if using education to qualify), ICTAP/CTAP documentation (for well-qualified, displaced Federal employees), or documentation to support Veterans Preference claims. You will not be contacted for additional information.

Faxing Applications or Supporting Documents: You are encouraged to apply online. Applying online will allow you to review and track the status of your application. If you are unable to apply online or unable to upload your supporting documents to your online application, follow the directions located at the following site: [Fax Options](#). The Vacancy ID of the job opportunity announcement is 1417881.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203-FX)

as this will overwrite your prior online responses and may result in you being found ineligible.

AGENCY CONTACT INFO:

VHA Nationwide DEU
Phone: (844)456-5208
Email: CAVHS.DEU@VA.GOV

Agency Information:
VHA HRSS VSHO
MAILED APPLICATIONS NOT
ACCEPTED
APPLY ONLINE OR BY FAX ONLY, AR
00000

WHAT TO EXPECT NEXT:

After we receive application packages (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. During our review, if your résumé and application package do not support your questionnaire answers, we will adjust your rating accordingly. After the review is complete, a referral certificate(s) is issued and applicants will be notified of their status by email (if provided); otherwise, applicants will receive a notification letter via the U.S. Postal Service. Referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants receive a final notification once a selection decision has been made.

You may check the status of your application at any time by logging into your USAJOBS account and clicking on "Application Status." For a more detailed update of your status, click on "more information." Information regarding [applicant notification points](#) can be found in the USAJobs Resource Center.

Additional Duty Location Info

1 vacancy in the following locations:

- Birmingham, AL [View Map](#)
- Little Rock, AR [View Map](#)
- Long Beach, CA [View Map](#)
- Minneapolis, MN [View Map](#)
- Saint Louis, MO [View Map](#)
- Northport, NY [View Map](#)
- Cleveland, OH [View Map](#)
- Salt Lake City, UT [View Map](#)
- Arlington, VA [View Map](#)

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