

**Job Title, Series, Grade:** Telecommunications Specialist, GS-13-0391

**Location:** 810 Vermont Avenue, Washington D.C. (ADHOC Telework Authorized)

**Tour of Duty:** 8 hours, performed within Core Hours

**Application Deadline:** 23 August 2022 (1700hrs EDT)

**Who May Be Considered:** Special Hiring Category (See Below)

### **Description of the Program Office**

This position is in the Department of Veteran Affairs (VA), Office of Operations, Security, and Preparedness (OSP), Office of Emergency Management and Resilience (OEMR), Veterans Affairs Integrated Operations Center (VAIOC). The VAIOC is the Department's hub for situational awareness, a common operating picture, information fusion, information dissemination planning and communications in support of VA crisis management, operational coordination and disaster response. Telecommunications upholds this mission by planning, managing, directing, coordinating, evaluating, and overseeing a program of telecommunications activities in a multiple vendor environment that is nationwide in scope and impact. Services provided and supported include nationwide voice, data, and video services; radio frequency systems management; local area networks; telephone private branch exchange systems, including interactive voice response, automatic attendant, voice mail and other associated systems; and automatic call distributors. Reporting to a Supervisory Emergency Management Specialist, the purpose of this position is to serve as the frequency manager by managing the radio frequency spectrum to ensure compatible operation throughout the VA. In this capacity, the incumbent serves as the primary VA spokesman with senior VA officials, foreign government officials, and subject matter experts in subcommittees, interagency meetings, and ad-hoc committees with responsibility for overall coordination with other Federal agencies (e.g., NSA, Air Force, DHS, White House, FCC, etc.) and top-level negotiation with officials from these Federal agencies and foreign governments.

### **Duties and Responsibilities**

The incumbent will perform the following duties and responsibilities which include, but are not limited to:

- Responsible for properly selecting, obtaining, protecting, and assigning radio frequencies to satisfy the telecommunications requirements of the VA as well as for providing technical support nationwide. Review and conduct in-depth analysis of the Table of Frequency Allocations on a short- and long-term basis in order to select appropriate frequency bands.
- Negotiate and make recommendations to the Commerce Spectrum Management Advisory Committee (MAC) on allocations for VA and government use.
- Analyze, evaluate, and resolve critical problems associated with frequency bands (e.g., auctions, negotiations, etc.).
- Work closely with vendors, equipment managers, and congressional committees to restore capability.
- Review actual usage of frequencies assigned to VA to ensure proper use of frequency spectrum.

- Participate as a VA technical expert in meetings, conferences, and other events that concern specific issues on the usage of frequency spectrum as it relates to telecommunications projects and programs.
- Represent the VA as a primary member of the Frequency Assignment Subcommittee (FAS), Spectrum Planning Subcommittee (SPS), and Emergency Preparedness Subcommittee (Ad Hoc 134). Represent the VA as an alternate member of the Shared Resources (SHARES) High Frequency Radio Program. Serve as the VA liaison with the Interdepartmental Radio Advisory Committee (IRAC), FAS, SPS, Federal Communications Commission (FCC), and VA field activities concerning the management and usage of radio spectrum along with frequency assignment and station licenses.
- Review and coordinate a variety of projects that include telecommunications equipment/systems that use radio frequency spectrum. Such equipment or systems may include radio paging; two-way radios; land mobile radios; biomedical telemetry; high frequency radios; microwaves; and satellite sites.
- Actively participate in the design phase and throughout the project process on a wide variety of engineering developments. Provide assistance and expertise in preparing engineering data on radio frequency telecommunications and other telecommunications equipment matters.
- Provide international coordination with foreign governments concerning radio spectrum usage and interference to VA allocated frequencies. This involves in-depth spectrum analysis in which the incumbent research assignments; accesses classified databases to determine the availability of frequencies; assesses and calculates frequencies; and makes recommendations to senior officials on negotiating frequency issues on both Federal and civil bands.
- As the SME on frequencies and emergency communication systems, the incumbent provides technical expertise and assistance to the VA Emergency Management Resources Sharing Service for emergency preparedness coordination, planning, policy, development, and implementation of procedures.
- Assist in disaster response, recovery, preparation, and prevention activities. Develop the communication plan in emergency events; assess and determine needs and availabilities; and coordinate with facilities, as necessary.
- Negotiate with FEMA for use of local VA frequencies in a disaster area.
- Performing other duties as assigned.

### **Knowledge, Skills and Abilities Required**

- Expert knowledge of frequency management to implement international and national level frequency guidance to senior officials and subject matter experts in the VA, other Federal agencies, and foreign governments.
- Ability to resolve highly complex, critical, and conflicting telecommunications requirements, issues, and problems in existing telecommunications systems and programs that require innovative solutions.
- Specialized knowledge of radio frequency spectrum sufficient to translate national and international frequency management policy into VA communications systems standards, guidelines, policy direction, and goals.
- Broad expertise in frequency management in order to make decisions and to develop policies in very difficult assignments concerning all aspects of radio frequency spectrum VA-wide.
- Ability to implement national guidance in VA standards, guidelines, or policies for major telecommunications programs.

- Comprehensive knowledge of electromagnetic frequency spectrum to control, plan, coordinate, and allocate frequencies for major VA elements and to forecast and assign specific frequencies for VA use, both on a short- and long-term basis.
- Scientific and technical knowledge of telecommunications operations, hardware, electronics, and automation.
- Thorough knowledge of data gathering techniques and methods as well as systems analysis and design techniques.
- Comprehensive knowledge and understanding, knowledge of various SCI administrative actions, appropriate security protection programs in place
- A self-starter that does not need intense direction daily.
- Ability to multi-task and thrive in a customer driven, high-impact, fast-paced policy environment.
- Detail-oriented, excellent at meeting deadlines with well-developed time management skills.
- Ability to be flexible and adaptable to contribute to problem-solving activities.
- Ability to evaluate and edit the content, structure, and format of a range of written material.
- Skills in the use of database management, word processing, spreadsheet and/or presentation software.
- Highly qualified applicants would have familiarity with Spectrum 21 Management System

## **Conditions of Employment**

- Security: Employee must obtain/maintain a Special Sensitive (Top Secret/SCI) security clearance

**You must meet the requirements of at least one of the authorities listed in the Who May Apply section above/below to receive further consideration.**

### **Who May Apply:**

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected.

- 10-Point Other Veterans Rating
- 30 Percent or More Disabled Veterans
- Disabled Veteran w/ a Service-Connected Disability, More than 10%, Less than 30%
- Schedule A

**Submission Process:** To receive consideration, please submit a copy of your current resume, latest SF-50 and/or Disability letter to Terrell Taylor, at [Terrell.Taylor1@va.gov](mailto:Terrell.Taylor1@va.gov) **COB 23 AUG 2022 1700 EDT.**