

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Bay Pines, FL	5. Duty Station 516	1. Agency Position No. 8391 R2
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		6. OPM Certification	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisor <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncrit <input type="checkbox"/> 4-Special		13. Competitive Level Code X06		14. Agency Use	

Interpreter, GS-1040-7
8391 R1

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Interpreter	GS	1001	7	AGC	04-11-02
e. Recommended by Supervisor or Initiating Office	Sign Language Interpreter	GS	1047	9		

16. Organization Title of Position (If different from the official title) Sign Language Interpreter	17. Name of Employee (If vacant, specify) ATKINSON, Katey A.
18. Department, Agency, or Establishment Dept. of Veterans Affairs	c. Third Subdivision Geriatrics, Rehabilitation & Extended Care
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision Audiology & Speech Pathology Service
b. Second Subdivision Chief Of Staff/Patient Care Services	e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position. Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor Frederick E. Cobb, Ph.D., Asst. Chief/Audiology & Speech Path Signature: <i>F. Cobb</i> Date: 3-21-02	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Harvey B. Abrams, Ph.D., Chief, Audiology & Speech Path Signature: <i>H. Abrams</i> Date: 3/22/02
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21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
Qualifications Std for GS Positions
Quals Std for Position involving FEO Collateral Assign. 3/22/99
PCS Language Spec Series, GS-1040, TS-41, 3/80;
Language Clerical Series, GS-1046, TS-41, 3/80 **
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action
Ara Jean Carbonneau
HR Specialist(Classification)SSC, Topeka, KS
Signature: *Ara Jean Carbonneau* Date: 04-11-02

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks ** and Definition of GS-1001 series in the OPM Handbook of Occupational Groups and series, January 1999.

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION
SIGN LANGUAGE INTERPRETER

This position is located in Dept. of Veterans Affairs Medical Center, Bay Pines, Florida in the Audiology and Speech Pathology Service. The Incumbent serves as an Interpreter in a variety of settings for the deaf and hard of hearing employees, and also serves as an instructor of sign language for VA Bay Pines employees. The incumbent serves as an EEO counselor for the deaf/hard of hearing and other employees with a disability. The incumbent provides other administrative functions as designated by the Director or designee. In this capacity, the incumbent provides interpreting services, conducts language instruction for employees and assists with the placement of employees in VA Bay Pines through special employee programs.

MAJOR DUTIES:

Duties and responsibilities to be performed include but are not limited to:

Serves as an interpreter in a variety of settings involving deaf and hard of hearing employees who are not familiar with manual communication. Simultaneously interprets, with equal facility in both oral and language, spoken primarily English in American Sign Language (ASL). Pidgin Signed English (PSE) or Manually Coded English (MCE) may also be required. Also interprets manual languages into English as required.

Interprets for hard of hearing employees engaged in applicant interview, career counseling, performance evaluation discussions and other discussions with supervisors or other staff members and occasionally in emergency situations related to health and safety.

Interprets for deaf/hard of hearing employees engaged in specialized meetings, seminars or training programs that utilize technical terminology unique to those fields (e.g., engineering, computer science, and physical sciences).

Interprets for deaf/hard of hearing employees at formal and informal staff meetings so those employees have an equal opportunity for participation and information.

Interpretations for deaf/hard of hearing employees at formal conferences and ceremonies. Such situations require simultaneous, uninterrupted platform interpreting and typically involve high-level staff and/or dignitaries as special guest speakers.

Conducts in-house language instruction for employees as needed: develops the curriculum and course objectives, implements the training, and evaluates the program effectiveness. The program is primarily for VA Bay Pines employees who are interested in learning manual communication. Develops courses at beginning, intermediate and advanced levels.

Assists VA Bay Pines management to identify barriers and resolve difficult communication problems between supervisors and employees in the workplace. The incumbent advises VA Bay Pines supervisors and managers concerning employment policies and practices that affect disabled individuals. Recommendations to others may include personnel issues concerning the employment of the disabled and required the incumbent to assist with job placement, supervisory practices interpreting services for the deaf/hard of hearing. Advises managers and supervisors about deaf culture.

Identifies accommodations or job restructuring to make VA Bay Pines positions available to deaf/hard of hearing persons. Assists in coordinating with personnel officials to obtain qualified candidates.

Assists management in the development of guidelines specific to the implementation of sign language training, technical training which occurs within the employee's unit, training aids for supervisors, scheduling incumbent's own time when conflicts arise, applying the Interpreter's Code of Ethics to specific situations encountered within the VA Bay Pines, and placement of deaf/hard of hearing individuals within the VA Bay Pines.

Makes necessary arrangements, completes purchase order requests, tracks hours and funds allocated for additional interpreters when demands on the incumbent's time and availability conflict.

Receives and places telephone calls utilizing a specialized Telecommunications Device for the Deaf (TDD) for the purpose of contact with deaf/hard of hearing employees.

Interprets, as necessary, for voice telephone calls placed by deaf/hard of hearing employees.

Makes necessary travel arrangements when interpreting for official training classes or conferences, involving completion of processing of travel requests and vouchers. (75%)

Upon completion of required VA Bay Pines training, serves as a certified Lead EEO counselor and mediator. Conducts informal inquiries into discrimination complaints. Prepares counselor reports and makes recommendations for resolution of discrimination complaints. (25%)

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of ASL, PSE, and MCE, to simultaneously transliterate (interpret from English to a sign language, and sign language to English) in a variety of settings, with no interruption of the speaker; and skill in indicating nuances, tones, etc. of manual or verbal communication in order to accurately convey the message. Comprehensive Skills Certification by National Registry of Interpreters for the Deaf is desirable but not required.

Knowledge of various manual sign languages in order to determine the most effective means of communication as they pertain to each deaf/hard of hearing individual.

Knowledge of interpreting procedures in a variety of settings (i.e., small group, platform, and individual) in order to most effectively communicate.

Knowledge and ability to develop training curriculum and to utilize various teaching methods and audio-visual materials in the instruction of sign language courses.

Skills in communicating effectively by preparing written narrative reports and orally/manually explaining procedures, regulations and concepts.

Knowledge of TDD calling procedures in order to effectively communicate with deaf/hard of hearing individuals on the telephone.

Familiarity with scientific terminology unique to such fields as computer science and the physical sciences is desirable.

FACTOR 2 SUPERVISORY CONTROLS

The incumbent works under the general supervision of the Chief, Audiology/Speech Pathology Service. The supervisor provides administrative direction, making assignments in terms of broadly defined goals and resources available to the programs. The incumbent is given broad latitude in determining priorities, scheduling assignments, and carrying out assignments. Interpretation and transliteration assignments are

the sole responsibility of the incumbent. Work is reviewed in terms of fulfillment of assignments, objectives, and program effectiveness. Interpreting in particular is evaluated by the degree of satisfaction expressed by those served.

FACTOR 3 GUIDELINES

Guidelines for administrative and training tasks include EEOC and Dept. of Veterans Affairs mission statements; rules, regulations, directives, and established procedures and oral guidance from the supervisor as to specific goals of training and general personnel practices. For tasks involving interpreting the few guidelines available for the incumbent to utilize include the Code of Ethics for interpreters. The incumbent uses initiative in selecting, interpreting and implementing pertinent guides and regulations to complex work assignments of more routine nature; however, guidelines will sometimes be inadequate to cover complex or unusual situations, requiring the incumbent to use judgement and resourcefulness based on experience to resolve such problems. The incumbent develops guidelines and instructional methods to implement sign language training.

The incumbent must also follow a strict Code of Ethics, keeping information confidential and refraining from offering personal opinions while interpreting for the deaf/hard of hearing.

FACTOR 4 COMPLEXITY

Assignment includes assisting VA Bay Pines with identifying and initiating changes that will eliminate barriers to equal employment for disabled individuals. The incumbent is typically faced with a wide range of work situations: interfacing between management and the deaf/hard of hearing work force; mentoring the deaf/hard of hearing; remaining objective and neutral when dealing with difficult situations; providing interpreting services for day and night shift personnel, sometimes with no advance notice, during an emergency related to safety or health. The incumbent deals with conflicting attitudes of co-workers, supervisors, and managers toward disabled persons.

The incumbent interprets specialized terminology for small and large, formal and informal group situations. Frequently, the incumbent interprets for meetings where the subject matter ranges from routine and non-technical instructions to difficult technical and/or scientific material, where different sign language (MCE, PSE, ASL) and local dialects are required. The incumbent conveys the appropriate nuance, tone, emphasis, etc. when interpreting and when reverse interpreting. The incumbent determines immediate and long-range sign language training needs; determines ways that training can assist in solving problems of low morale or misunderstandings; develops internal office instructions which govern the sign language instruction program; develop course material particular to various learning levels; and provides sign language instruction. The work requires concentration (frequently for long periods of time) to communicate effectively with students who have various levels and experience in sign language communication and may themselves be disabled. The incumbent utilized skills and proficiencies acquired over an extended period of time, and exercises resourcefulness, independent judgement, and the ability to work under extreme pressure to accomplish work assignment.

FACTOR 5 SCOPE AND EFFECT

The primary purpose of the work is to facilitate essential communications between deaf/hard of hearing individuals by providing sign language(s) interpretation and transliteration; develop and implement a training curriculum for sign language skill, and provide a support to special employment programs by assisting with placement of disabled employees.

The accuracy of the incumbent's interpreting skills impacts on the performance of individuals and is critical to the exchange of information such as that of a performance appraisal or grievance procedure. The incumbent's teaching skills and methods affect the success in communicating the organization's need for misunderstanding between supervisors, co-workers, and deaf/hard of hearing employees. The incumbent's efforts also impact the efficiency and effectiveness of the organization's mission and established goals for special programs.

FACTOR 6 PERSONAL CONTACTS

Personal contacts include management officials, personnel specialists, supervisors, employees, applicants, and EEO Committee members. Contacts also include other personnel outside of VA Bay Pines such as other VA agencies, representatives from colleges and universities, local and national community groups, representatives from organizations whose purpose is to provide services for disabled individuals (e.g., rehabilitation centers or interpreting services).

FACTOR 7 PURPOSE OF CONTACTS

The purpose of contacts range from exchanging information to advising management officials concerning job accommodations for disabled employees. The incumbent typically provides technical interpreting services to VA Bay Pines deaf/hard of hearing employees, sometimes in hostile environments; to instruct employees on sign language communication; to assist with placement of deaf/hard of hearing individuals; to exchange innovative ideas with others on current employment issues; etc.

FACTOR 8 PHYSICAL DEMANDS

Interpreting work often requires long periods of concentration. It is both mentally and physically tiring. This is considered to be above average in terms of physical demands for most positions in office settings. The incumbent must have a high degree of manual dexterity due to the physical nature of sign language.

FACTOR 9 WORK ENVIRONMENT

Work is typically performed in an office setting. Other environments include rooms with continual background noise from ADP equipment, or auditoriums.