

PLEASE DO NOT HAND DELIVER OR MAIL YOUR APPLICATION. APPLY ONLINE OR BY FAX ONLY. Please refer to the "how to apply" section of this vacancy announcement.

Job Title: Health Science Officer
Department: Department Of Veterans Affairs
Agency: Veterans Health Administration
Job Announcement Number: MP-10-0070-TC

SALARY RANGE: 101,933.00 - 132,510.00 USD /year
OPEN PERIOD: Thursday, January 28, 2010 to Wednesday, February 03, 2010
SERIES & GRADE: GS-0601-14
POSITION INFORMATION: Full Time Agency Employees Only
PROMOTION POTENTIAL: 14
DUTY LOCATIONS: 1 vacancy - Portland, OR
WHO MAY BE CONSIDERED: Agency Employees Only - Appearing on USAJOBS

JOB SUMMARY:
ANNOUNCEMENT NUMBER: MP-10-0070-TC

VACANCY ID: VS316707

POSITION TITLE: Health Science Officer

WORK SCHEDULE: Full Time
WHO WE ARE

We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology, and the most comprehensive array of benefits America has to offer.

"To care for him who shall have borne the battle and for his widow and his orphan."

-Abraham Lincoln

KEY REQUIREMENTS:

- Must be a current Portland VA Medical Center Employee with status.

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Duties

Additional Duty Location Info:

1 vacancy - Portland, OR

This position is for a Health Science Officer and the incumbent will serve as Deputy Associate Chief of Staff for Research (Deputy ACOS Research established within the Office of the Associate Chief of Staff (ACOS) for Research in collaboration with, and under the guidance of the ACOS, the Deputy ACOS Research formulates the goals and objectives of the research program for the Portland VA Medical Center (PVAMC). The incumbent is responsible for initiating policies, procedures and organizational structures necessary to achieve the stipulated goals. The incumbent is responsible for planning, developing and directing the complete scientific and administrative activities necessary to advance the program. The incumbent has leadership responsibility for all administrative and budgetary operations of the Research Service and for the supervision and evaluation of Service personnel through subordinate supervisors. He/she is the Director of the wet labs. The Deputy is responsible for compliance with both VISN- and VACO-mandated research policies including those issued by the Office of Research and Development (ORD) and the Office of Research Oversight (ORO) which includes accreditation of the Program by the Association for the Accreditation of Human Research Protection Programs (AAHRPP).

Research functions for the PVAMC are extensive and unique. The Research Service assists numerous principal investigators with research projects funded by the VA, National Institutes of Health (NIH), non-profit foundations, various corporations, private companies and organizations. These programs cover a wide range of biomedical disciplines ranging from basic bench science to multi-center clinical trials. The VA-funded programs for the PVAMC encompass all of the funded programs designated by VA Central Office (VACO): Basic Institutional Support, High Priority VA Research Programs, Multi-center Cooperative Studies, Career Development and Research Career Scientists. The Deputy ACOS for Research works closely with the research investigators by mentoring and assisting them with proposal development and budget preparation to meet the Research & Development (R&D) Committee and sub-committee requirements. The Deputy ACOS for Research will serve as the point of contact for the local Research community.

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Qualifications and Evaluations

QUALIFICATIONS REQUIRED:

GS-14 Specialized Work Experience: must have one year of experience at the next lower grade, GS-13, performing the major duties of the position. Duties may have included, but are not limited to: developing and/or reviewing and approving policies and procedures for administration of the organization's research program, and developing Research Service objectives (goals), priorities and timelines. Approving research program development initiatives and collaborating with researchers, organizations and the affiliated university to develop research projects that support PVAMC and VHA mission and objectives, and in doing this, strategically shaping the future of the PVAMC's Research program. Ensuring compliance with both VISN- and VACO-mandated research policies including those issued by the Office of Research and Development (ORD) and the Office of Research Oversight (ORO) which includes accreditation of the Program by the Association for the Accreditation of Human Research Protection Programs (AAHRPP). Monitoring new and revised legislation, VHA Directives and mandates from other agencies (OSHA, FDA, the JC, OIG, etc.) to identify changes. Ensuring effectiveness of the interactive system and procedures necessary to advance the research

program in accordance with all principles, rules and regulations affecting research within the VA monitors compliance with the program requirements. Identifying problems and negotiating corrective action concerning programmatic issues, basic administrative processes and financial management concerns, and reviewing research proposals prior to their submission through the R&D Committee and its Sub-committees, whether they are to be funded by VA or a non-VA source. Mentoring and assisting research investigators in preparing proposals that meet R&D Committee and Sub-committee review process requirements. Reviewing regular reports generated by the Research Business Office to the R&D Committee to assess investigators' compliance with Standard Operating Procedures and Business Office procedures, and serving as immediate interface between Research Service and investigators, PVAMC support services, VACO (including ORO and ORD), VISN, and the local non-profit Research Foundation. This experience was equivalent to at least the GS-13 level in the Federal service. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications>.

Education may not be substituted for specialized work experience at this level.

Important Notes:

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. Supplementary vacancies may be filled in addition to the number stated in this announcement.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of your application will be made to determine if you are qualified for this job. The numeric score that you receive is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position and is based on your responses to the assessment questionnaire. The knowledge, skills and abilities required for this position are:

1. Mastery of theories, principles, concepts and methodologies of the health science field that are customarily acquired through advanced education and training as a formally trained scientist from a doctoral program.
2. Analyzes, evaluates and provides expert advice and consultation on research proposals for other health scientists and physicians involved in research.
3. Applies research and health care knowledge to the development of new and creative methods, approaches, or procedures to advance research.
4. Develops, reviews and implements new policies and procedures to advance the Research and Development service.

5. Possess good interpersonal skills and is able to manage and lead a variety of staff at all grade and education levels.

CAUTION: Do not overstate or understate your level of experience and demonstrated capability. Your ratings are subject to evaluation and verification based on the resumé, narratives and other relevant documents you submit, as well as through verification of references as appropriate. Later steps in the selection process are specifically designed to verify your stated level of experience and demonstrated capability. Deliberate attempts to falsify information may be grounds for not selecting you or for dismissing you from the position following acceptance.

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Benefits and Other Info

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 (FGLI) 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, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

The Federal Government offers a number of exceptional benefits to its employees. The following Web address is provided for your reference to explore the major benefits offered to most federal employees: <http://www.usajobs.gov/EI/benefits.asp>

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How To Apply

HOW TO APPLY:

Use the following link to apply to this vacancy online or if applying by fax, please see the directions below.

<http://jobview.usajobs.gov/GetJob.aspx?OPMControl=1797342>

Please submit the following items:

Portland VA Medical Center Employees must submit:

1. VA 5-4078 Application for Promotion or Reassignment OR resume OR Optional Application for Federal Employment, OF-612
2. Assessment Questionnaire
3. Other documents specified in the "Required Documents" section below

All materials must be received by 11:59 p.m. Eastern Time on Wednesday, February 03, 2010 to be considered.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process. Applicants are urged to apply online; this process is easier, faster, and provides more information as applications are processed. Please use the Applicant Checklist in the "Required Documents" section (near the end of this announcement) to make sure your application is complete.

Note: To return to a previously Saved or Incomplete application, simply reapply through My USAJOBS. After applying, return to My USAJOBS (<https://my.usajobs.gov/Login.aspx>) to see the status of your application, including any messages that may have been sent to you.

Please read all instructions before you begin. You are solely responsible for the submission of your materials. We are not responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.

Option A: Online (Preferred Method)

1. Click on "Apply Online" at the end of the job announcement.
2. Complete the questionnaire for the vacancy.
3. Select or upload the resume and other documents that you want to submit.
4. Click on the "Submit My Answers" button.

After applying, select this vacancy in USAJOBS window to see the status of your application, including any messages that may have been sent to you.

Option B: Fax

If you cannot apply online, you may fax the information to the OPM Processing Center in Macon, GA at 1-478-757-3144. Follow these steps to fax your responses to the questionnaire (including any supporting documentation):

1. Print a copy of this job announcement so that you can read and respond to the questions offline.

2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You may print a copy of the form at this web address: http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf. You may also call USAJOBS by Phone at (703) 724-1850 to have the OPM Form 1203-FX mailed to you, but this is not practical if the announcement is nearing its closing date. If you call to request the form, press 1 after the introduction on the recording, then listen for instructions to request the form.
3. If you are faxing your responses to the questionnaire using the OPM Form 1203-FX along with your supporting documentation, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
4. **Do not send printouts of your Application Manager Questionnaire Answers.**
5. Submit your materials to fax number 1-478-757-3144.
6. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Follow these steps if you faxing only supporting documents:

1. If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the cover sheet at the following URL: <http://staffing.opm.gov/pdf/usascoversheet.pdf> Be sure to fill out all blocks on the form completely and clearly. If you do not use this form or the OPM Form 1203-FX as your cover sheet, the documents will not be matched up with your application and you may be found ineligible for the position.
2. Submit your materials to fax number 1-478-757-3144.
3. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Please be sure to feed all documents into your fax machine top first so that the processing center receives them right-side up. Make sure each page contains your name and the VIN for this vacancy (VS316707).

Instructions for completing the OPM Form 1203-FX / online questions:

Select this link to view and complete the assessment questionnaire: [Online Questionnaire](#)

Social Security Number

Vacancy Identification Number

Please include the Vacancy ID (VS316707) in the space provided.

1. Title of Job

Health Science Officer

2. Biographic Data

3. E-Mail Address

4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

14

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

15. Dates of Active Duty - Military Service

16. Availability Date

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

1 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for promotion to the grade or grades announced.

2 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for reassignment to the grade or grades announced.

3 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for change to lower grade to the grade or grades announced.

4 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for promotion and/or reassignment to the grade or grades announced.

5 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for reassignment and/or change to lower grade to the grade or grades announced.

20. Occupational Specialties

Please enter/select at least one occupational specialty code (three-digit codes such as 001) that applies to what you are applying for:

001 Health Science Officer

21. Geographic Availability

1371 Portland, OR

22. Transition Assistance Plan

23. Job Related Experience

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. Which of the following statements best describes your experience which qualifies you for the Health Science Officer position at the GS-14 level? Select only one response.

- A. I have one year of experience developing and/or reviewing and approving policies and procedures for administration of the organization's research program, and developing Research Service objectives (goals), priorities and timelines. Approving research program development initiatives and collaborating with researchers, organizations and the affiliated university to develop research projects that support PVAMC and VHA mission and objectives, and in doing this, strategically shaping the future of the PVAMC's Research program. Ensuring compliance with both VISN- and VACO-mandated research policies including those issued by the Office of Research and Development (ORD) and the Office of Research Oversight (ORO) which includes accreditation of the Program by the Association for the Accreditation of Human Research Protection Programs (AAHRPP). Monitoring new and revised legislation, VHA Directives and mandates from other agencies (OSHA, FDA, the JC, OIG, etc.) to identify changes. Ensuring effectiveness of the interactive system and procedures necessary to advance the research program in accordance with all principles, rules and regulations affecting research within the VA monitors compliance with the program requirements. Identifying problems and negotiating corrective action concerning programmatic issues, basic administrative processes and financial management concerns, and reviewing research proposals prior to their submission through the R&D Committee and its Sub-committees, whether they are to be funded by VA or a non-VA source. Mentoring and assisting research investigators in preparing proposals that meet R&D Committee and Sub-committee review process requirements. Reviewing regular reports generated by the Research Business Office to the R&D Committee to assess investigators' compliance with Standard Operating Procedures and Business Office procedures, and serving as immediate interface between Research Service and investigators, PVAMC support services, VACO (including ORO and ORD), VISN, and the local non-profit Research Foundation. This experience was equivalent to at least the GS-13 level in the Federal service. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).
- B. I do not have the experience described in "A".

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. If you are not applying online, please darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

- A- I have not had experience, education, or training in performing this task.
B- I have completed formal education or training in performing this task, but have not yet performed

this task on the job.

C- I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.

D- I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.

E- This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

2. Performs research projects with no technical supervision.
3. Recognized as a technical authority in field of research within the agency and as a distinguished scientist both nationally and internationally.
4. Maintains an active research program either at the VA or affiliated university or foundation.
5. Serves on a VA Study Section.
6. Serves as a member of a Nation Institutes of Health (NIH) Study Section.
7. Serves as member of a National Research Foundation Study Section.
8. Serves as Chair of a NIH Study Section.
9. Published original research findings in peer reviewed journals.
10. Presented original research at national and international meetings.
11. Independently reviews research proposals prior to their submission, whether they are to be submitted to VA or non-VA source funding sources.
12. Works closely with research investigators by mentoring and assisting them with proposal development and budget preparation.
13. Determines the availability of necessary resources (equipment, space, animal needs), data management, biological and radioactive waste disposal, the use of investigational drugs, justification of additional or replacement equipment and personnel, and the impact of the proposed work on the institution.
14. Advises the investigator of the need to include budgetary requests in their submissions.
15. Maintains a comprehensive database of all Active Research Studies and Active Personnel.
16. Reviews regular reports generated by the Research Business Office to the R&D Committee to assess investigators' compliance with Standard Operating Procedures and Business Office procedures.
17. Reviews research related reports, from both internal and external sources, and special reports to VA Center Office (VACO) and Office of Research Oversight (ORO), to assess investigators' compliance with program objectives and VACO regulations and mandates.
18. Conducts or directs special extensive studies and audits in order to resolve administrative problems that arise in the normal operation of a complex research program.
19. Prepares background and management information for review by the R&D Committee.

20. Lends supervisory support to staff (VA and Without Compensation) working in the wet labs to assure these area maintain compliance with all regulations and mandates.
21. Served on Medical Center Committees as the R&D representative.
22. Develops and/or reviews and approves policies and procedures for administration of the organization's research program.
23. Assists principal investigators with research projects funded by the VA, NIH, non-profit foundations, various corporations, private companies and organizations.
24. Approves research program development initiatives and collaborates with researchers, organizations and university to develop research projects that support PVAMC and VHA mission and objectives.
25. Responsible for compliance with both VISN- and VACO-mandated research policies including those issued by the Office of Research and Development (ORD) and the ORO which includes accreditation of the Program by the Association for the Accreditation of Human Research Protection Programs (AAHRPP).
26. Prepares for external audits of the research program.
27. Prepares follow up correspondence in response to external audits.
28. Continuously monitors new and revised legislation, VHA Directives and mandates from other agencies (Occupational Safety and Health Administration, Food and Drug Administration, Joint Commission, Office of the Inspector General, etc).
29. Develops new and/or updates existing research policies and procedures bases on new or modified regulations and mandates to maintain compliance.
30. Initiates policies, procedures and organizational structures necessary to achieve agreed upon goals.
31. Plans, develops and directs the complete scientific and administrative activities necessary to advance the program.
32. Monitors the effectiveness of the interactive system and procedures necessary to advance the research program in accordance with all principles, rules and regulations affecting research within the VA.
33. Monitors compliance with the program requirements.
34. Conducts program assessments and prepares reports necessary to apprise the Associate Chief of Staff and R&D Committee of current status.
35. Identifies problems and negotiates corrective action concerning programmatic issues, basic administrative processes and financial management concerns.

REQUIRED DOCUMENTS:

APPLICANT CHECKLIST: Please use this checklist to ensure compliance with all application requirements. We recommend that you print a copy of this checklist for reference while completing your application package. Be sure to read and follow the instructions carefully.

_____ Responses to the Assessment Questionnaire. You are encouraged to apply online.

_____ Resumé OR Optional Application for Federal Employment, OF-612 (for PVAMC employees VA 5-4078). You are encouraged to submit this online.

_____ Declaration for Federal Employment (OF-306). You are encouraged to submit this online.

_____ If you are faxing your application, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Make sure that the Form 1203-FX is on top of any other documents you are faxing. Remember to place your name, Social Security Number, and the Vacancy ID Number on EACH page submitted. (The Vacancy ID Number for this vacancy is VS316707.)

_____ If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the United States Application Cover Page. Failure to provide this cover page - or the use of a different cover page - means your documentation will not be processed.

AGENCY CONTACT INFO:

HR Help Desk
Phone: (503)273-5236
Email: portlandvajobs@va.gov

Or write:
Research and Development Service
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX
Portland, OR 97239
USA

WHAT TO EXPECT NEXT:

Please visit "My Application Package" in your account at USAJobs to monitor the status of your application. Messages here will acknowledge when your application is received, when the review is complete, and the result of that review. You will be contacted about any interviews or further evaluations that are required.

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