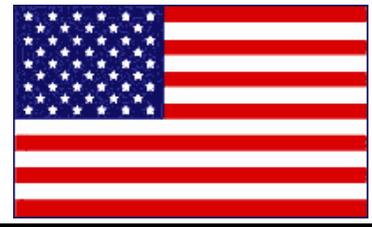




# PORTLAND VA MEDICAL CENTER

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



## **NOTICE OF VACANCY**

<b>1. <u>Announcement Number</u></b>  <p style="text-align: center;"><b>T38-09-0207-SJ</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p style="text-align: center;"> <b>Health Technician (Audiology)</b>  <small>(071140)</small>  <b>GS-640-5</b>  <b>\$32,353 to \$42,060 per annum</b>  <small>(Based on full-time employment)</small> </p>	<b>3. <u>Tour of Duty</u></b>  <p style="text-align: center;"> <b>8am – 4:30pm</b>  <b>M-F</b> </p>	<b>4. <u>Duty Station</u></b>  <p style="text-align: center;"> <b>National Center for Rehabilitative Auditory Research, Research &amp; Development Service, Portland Division</b> </p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p style="text-align: center;"> <b>Temporary</b>  <b>NTE 1 year &amp; 1 Day</b>  <b>1 Full-time position</b> </p>	<b>6. <u>Contact</u></b>  <p style="text-align: center;"> <b>Human Resources Assistant</b>  <b>503-273-5236</b> </p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>6/11/2009</b></p>	<b>8. <u>Closing Date</u></b>  <p style="text-align: center;"><b>6/15/2009</b></p>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Any US Citizen

**MAJOR DUTIES:**

Incumbent receives requests or instructions for research related procedures from Principal Investigator (PI) and interprets requests or instructions. These procedures require application of standard procedures or may require special procedures that are identified and explained by the PI. Incumbent secures human subjects' confidence and cooperation during research procedures. Performs auditory science technical work primarily in the area of acoustics and speech perception in support of a scientist in a laboratory research environment. Determines technical factors, sets controls, calibrates and operates equipment and instruments in regards to research study protocols. Assists PI or research study team with or performs audiological tests and a variety of acoustic measurements as outlined in the research study protocol. Assists in planning and carrying out studies, test procedures, and related activities in a laboratory setting. Assembles human subject records. Receives and directs human subjects, answers routine inquiries and makes referrals. Prepares and maintains computerized databases of data collected as part of research studies. Consults with others NCRAR researchers and staff to provide information or coordinate activities.

**THIS POSITION IS IN THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbooks for GS-640 series, Health Aid and Technician Series, and Technical and Medical Support Positions apply and may be reviewed in the Human Resources Management Service office.

**Specialized Experience:** At least one year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities (KSA's) necessary to successfully perform the duties of this position. To be creditable, this one-year of specialized experience must have been equivalent to the next lower grade level in the Federal Service. Experience must have been related to the work of the position for which application is made (i.e., Health Aid and Technician, or Technician and Medical Support related-position). Specialized experience includes work duties associated with receiving/interpreting requests for procedures; securing human subjects' confidence/cooperation; performing laboratory research support; setting up equipment, determining technical factors, and setting controls; operating equipment and assisting research study teams with, or performing, data collection; performing diagnostic tests and procedures; maintaining records of test results and performing administrative functions; receiving and directing human subjects; preparing charts and reports for analyses; and consulting with others.

**Substitution of Education for Experience:** If using education as a substitute for experience, please submit a copy of your college transcripts or school record of credit hours with application packet. Four year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required. .

**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 the rating factors may result in your application receiving a less than desirable rating.***

1. Describe and rate your knowledge and skills in creating and maintaining databases, including the ability to protect information to ensure privacy and security of patient identifiable information consistent with the Health Insurance Portability and Accountability Act (HIPPA) rules and regulations.
2. Describe and rate your knowledge and skills in the processing of VA Form 10-1086 in relation to documenting the informed consent process for research participants while maintaining confidentiality and privacy of individuals, and in processing VA Form 10-7078 for purposes of providing remuneration to consenting research subjects.

(Continued on next page)

3. Describe and rate your knowledge and skills in using Microsoft Publisher to create departmental newsletters that incorporate attractive and intuitive graphics and narrative content that is clear, concise and grammatically correct.
4. Describe and rate your knowledge and skills in using various other Microsoft Office applications (Access, Excel, Outlook, Word, etc.).
5. Describe and rate your skills and ability to communicate (orally and in writing) with a diverse group of individuals using appropriate hospitality, professional courtesy, and respect within a health care environment.

**CONDITIONS OF EMPLOYMENT:**

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213).

Applicants without prior federal service will be appointed at step one of the grade

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

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

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:**

**US Citizens must submit:**

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

**All application packets must be received in Human Resources by Close of Business (COB) on 6/15/2009.**

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>

*Applications may be mailed to:*  
 Portland VA Medical Center, P4HRMS  
**Attn: T38-09-207-SJ**  
 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/adms/finaid/accred/index.html>. All

education claimed by applicants will be verified by the appointing agency accordingly.

- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**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.**