



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

1. <u>Announcement Number</u> T38-09-0284-SL	2. <u>Title, Series, Grade, Salary</u> Health Science Specialist (01680A) GS-0601-12 \$71,087 to \$92,409 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Dayshift M-F	4. <u>Duty Station</u> Research Service, Portland Division
5. <u>Type & Number of Vacancies</u> Temporary, NTE 1 Year & 1 Day 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 09/18/09	8. <u>Closing Date</u> 09/24/09

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Only employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include performing job duties of the Health Science Specialist at a Research facility level including development of administrative processes, human resources and fiscal management. The incumbent will also perform a variety of administrative duties to maintain specialized data and assist in the implementation of Study designs maintain records, prepare project administrative and statistical reports for review process, screening, evaluating and recruiting participants for clinical trials is also required, give instructions to patients and arrange appointment, assemble patient charts, record patient charts, and record physician and or principle investigator orders.

MAJOR DUTIES:

The incumbent is responsible for functions to include: assisting in the development of policies, procedures and criteria for administration of organization's health science research program. The incumbent will also perform a variety of administrative duties to maintain specialized data and assist in the implementation of Study designs. Maintains records, prepare project administrative and statistical reports for review process. Screening, evaluating and recruiting participants for clinical trials is also required. Give instructions to patients and arrange appointment, assemble patient charts, record patient charts, and record physician and or principle investigator orders. The incumbent has the ability to retrieve laboratory reports, and other relevant patient data.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-601, Health Sciences Technician series applies and may be reviewed in the Human Resources Management Service office. Applicants must meet basic requirements as well as specialized experience and/or education requirements to qualify.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level (GS-11) in the normal line of progression for the occupation in the organization. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled. Specialized experience includes work as a Health Science Specialist within a large medical facility and/or research facility, Clinical Coordinator, Research Associate, or similar position.

Substitution of Education for Experience: If using education as a substitute for experience, please submit a copy of your college transcripts with application packet. Applicants for such research positions can be considered qualified for GS-12 if they possess a Ph.D. or equivalent doctoral degree.

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 rating factors may result in your application receiving a less than desirable rating:

- Skills in managing a multi-site research center, including development of administrative processes, human resources and fiscal management.
- Ability to communicate effectively and collaborative with high-level stakeholders and national leaders within the VA and the scientific community.

(Continued on next page)

- 3) Skills in working with a federal agency to develop an evidence synthesis program, aimed at coordinating, standardizing and monitoring evidence-based synthesis activities and dissemination.
- 4) Knowledge of the methods used by programs involved in systematic review and comparative effectiveness research, both nationally and internationally, to address the evidence needs of a variety of audiences.
- 5) Skills in program planning and evaluation, performance measure development and monitoring and strategic planning.
- 6) Understanding of the policy issues related to comparative-effectiveness research.

CONDITIONS OF EMPLOYMENT:

- 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 non citizens only in very limited circumstances where there are no qualified citizens available for the position.
- 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.
- 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.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- 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
- All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.
- 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:

All application packets must be received in Human Resources by Close of Business (COB) on 09/24/09. 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: T38-09-0284-SL
 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

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).

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/admins/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.**