



# 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 **\*\*AMENDED\*\*** 4/16/10

<b>1. <u>Announcement Number</u></b>  <b>T38-10-0117-IF</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Health Technician</b> <small>(31932A/31931A)</small> <b>GS-0640-05, Target GS-06</b> <b>\$33,013 to \$47,837 per annum</b> <small>(Based on full-time employment)</small>	<b>3. <u>Tour of Duty</u></b>  <b>Variable</b> <b>M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Research &amp; Development Service, Portland Division, Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Temporary</b> <b>NTE 1 year &amp; 1 Day</b> <b>1 Part-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant</b> <b>503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>04/01/2010</b>	<b>*8. <u>Closing Date</u></b>  <b>04/23/2010</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

The position acts as research assistant within the Portland Veterans Affairs Medical Center Research and Development Division, providing assistance to the principal investigator (neurologist/physical therapist) in the conduction of a research study looking at balance and falls in people with multiple sclerosis. Duties include but are not limited to:

- Recruiting, scheduling, and tracking of study participants;
- Screening and testing study participants (physical testing of study participants balance following training provided by principal investigator);
- Acquisition, entry, processing, and management of data – providing detailed reports to principal investigator
- Obtaining and managing informed consent from study participants
- Completing IRB forms to maintain study compliance;
- Preparing and interpreting quarterly research reports;
- Provides administrative support as needed.

The position requires sufficient computer knowledge to interface with a variety of statistical and processing software. Applicants should be detail oriented and flexible. Good communication and interpersonal skills are extremely important, as the incumbent will be interacting regularly with study participants. The position is part-time with the possibility of full-time employment in the future

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-0640, Health Aid and Technician Series, Technical and Medical Support Positions, applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** One (1) year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) 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-5 Level:** At least one year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities necessary to successfully perform the duties of this position. This one-year of specialized experience must have been comparable to the next lower level in the Federal Service. Experience must have been related to the work of the position for which application is made. Example of qualifying specialized experience include: work as a Program

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Support Assistant, Administrative Support Clerk, or similar position for a large Medical or Research facility

**GS-6 Level:** At least one year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities necessary to successfully perform the duties of this position. This one-year of specialized experience must have been comparable to the next lower level in the Federal Service. Experience must have been related to the work of the position for which application is made. Example of qualifying specialized experience include: work as a Health Science Specialist, Health Technician, Health Aid or similar position for a large Medical or Research facility.

**Substitution of Education for Experience:**

**GS-5:** Four year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required.

**GS-6:** Graduate education or an internship meets the specialized experience required above GS-5 only in those instances where it is directly related to the work of the position. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

**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. Effectiveness in organizing multiple tasks and setting priorities.
2. Skill in using personal computers and software programs such as Word, Excel, Outlook, Vista, CPRS, Redcap to include the ability to formulate, gather and track data for reports.
3. Ability to communicate effectively both orally and in writing at a professional level including the ability to update and manage complex databases, prepare complex written reports in correct format and relay complex information to study participants.
4. Skill in interpersonal relations and diplomacy in dealing with patients, employees and visitors.
5. Experience in acquisition, entry, processing and management of data.
6. Capacity to work in a busy, changing environment with minimum oversight.
7. Experience with recruiting, scheduling, screening, testing and tracking research study participants.
8. Ability to maintain files and records.

**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
- Applicants without prior federal service will be appointed at step one of the grade
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- 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.
- This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
- 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:**

### **Portland VAMC Permanent employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

### **Other VA Permanent Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), 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. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

### **Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), 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).
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).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 04/23/2010 (except as noted above).** 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: T38-10-0117-IF**

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/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.**