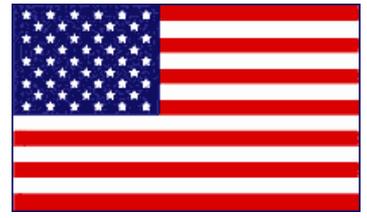




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

<p>1. <u>Announcement Number</u></p> <p>T38-10-0192-JB</p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p>Chief Medical Technologist FS (Laboratory Manager) GS-644-12/13 \$72,540 to \$112,136 per annum Competitive salary commensurate with education and experience as determined by Professional Standards Board (Based on full-time employment)</p>	<p>3. <u>Tour of Duty</u></p> <p>8:00 am to 4:30 pm M-F</p>	<p>4. <u>Duty Station</u></p> <p>Pathology & Laboratory Service, Portland Division</p>
<p>5. <u>Type & Number of Vacancies</u></p> <p>Permanent 1 Full-time position</p>	<p>6. <u>Contact</u></p> <p>Human Resources Assistant 503-273-5236</p>	<p>7. <u>Opening Date</u></p> <p>6/29/2010</p>	<p>8. <u>Closing Date</u></p> <p>9/30/2010</p>

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement.
- Any US Citizen

MAJOR DUTIES:

The incumbent co-manages the Pathology & Laboratory Medicine Service (PLMS) with the Medical Director of PLMS. The incumbent is directly accountable to Medical Director of PLMS. The incumbent works independently; supervision is only advisory in nature. The incumbent provides first line supervision to the laboratory section supervisors (Blood Bank, Chemistry/Toxicology, Hematology/Coagulation, Microbiology/Molecular Diagnostics, Off-Hours, Phlebotomy, Anatomic Pathology and support specialists – ADPAC, Quality Assurance technologist, and Ancillary Testing Coordinator) and second line supervision to all medical technologists, medical technicians, histotechnologists, histotechnicians, cytotechnologists, healthcare technicians, and clerical personnel. He/she is responsible for the management of all service fund control points. The Medical Director, PLMS, does not generally review decisions made in these areas. The incumbent is responsible for consulting with the PLMS Medical Director and informing him/her of major problems and decisions in these areas. The incumbent provides guidance and serves as an authority on laboratory medicine. Develops guidelines, assesses laboratory effectiveness, establishes, and maintains quality assurance and performance improvement programs. Serves as a consultant to local, network, and national program officials.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G24) for GS-644 series applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements:

- **Citizenship.** Citizenship of the United States.
- **Education and/or Experience Combination.** An associate's degree in laboratory science or medical laboratory technology from an accredited institution or an equivalent program composed of at least 60 semester hours, from an accredited institution that, at a minimum, includes either: (a) 24 semester hours of medical laboratory technology courses; or (b) 24 semester hours of science courses that includes 6 semester hours of chemistry; 6 semester hours of biology; and 12 semester hours of chemistry, biology, or medical laboratory technology in any combination; and have laboratory training that includes completion of a NAACLS approved clinical laboratory training program with at least 3 months documented laboratory training in each specialty that the individual performs high complexity testing. In addition to the associate's degree, must possess at least 3 years of directly related, full time work experience.
- **Certification.** All candidates must currently possess or be eligible for and pass within one year the appropriate certification examination as a medical technologist or clinical laboratory scientist given by the American Society of Clinical Pathology Board of Registry (ASCP-BOR), the National Credentialing Agency (NCA), American Association of Clinical Chemists (AACC) or American Medical Technologists (AMT), or the American Association of Bioanalysts (AAB).

(Continued on next page)

(1) Non-certified applicants who otherwise meet the eligibility requirements for certification may be given a temporary appointment as a graduate medical technologist under the authority of 38 U.S.C. § 7405 (a) (1) (D). Failure to obtain certification during that period is justification for termination of the temporary appointment. This may result in termination of employment.

(2) **Loss of Credential.** An employee in this occupation who fails to obtain licensure/certification/registration within the required time frame, or who fails to maintain the required licensure/certification/registration must be removed from the occupation, which may also result in termination of employment.

Specialized Experience:

For GS-12:

Experience. Completion of the equivalent of 1 year of creditable experience at the next lower grade level, which is directly related to the duties of the position to be filled, and must fully meet the KSAs at that level. In addition, the candidate must demonstrate the following professional KSAs and demonstrate the potential to acquire the assignment specific KSAs as indicated by an asterisk (*):

3. Laboratory Manager/Chief Technologist/Administrator. The incumbent works in a smaller, less complex laboratory and is responsible for managing and supervising all phases of laboratory service operations. Provides guidance and serves as an authority on laboratory medicine. Develops guidelines, assesses laboratory effectiveness, establishes, and maintains quality assurance and performance improvement programs. Consults with local and network officials. In addition to the required core competencies, must demonstrate the following:

Applicants must demonstrate through their experience or education that they possess the following published KSAs(from VA Handbook 5005) for the grade at which they wish to apply (and grades below that grade if applicable):

(1) Ability to understand the balance between administrative and clinical functions to coordinate and control programs and resources.

(2) Knowledge and skill in management/administration, which includes program planning, coordination, interpretation, supervision, consultation, negotiation, problem solving, formulation of policy and guidelines, and monitoring of laboratory programs.

(3) Ability to plan and execute long and short-range plans and goals.

(4) Ability to effectively communicate, both orally and in writing, on technical information with a wide variety of individuals including senior VHA managers in the medical center, Veterans Integrated Service Network (VISN) level staff, and VHA Central Office staff.

(5) Skill in applying analytical and evaluative methods and techniques to the measurement and improvement of program effectiveness and/or organizational productivity.

(6) Skill to develop new or modified work methods, organizational structures, records and files, management processes, staffing patterns, etc.

(7) Knowledge of regulatory, licensing, and accrediting agency requirements, and statutes governing clinical laboratory operations to use in planning, implementing, and monitoring laboratory programs and services.

For GS-13:

(a) **Experience.** Completion of the equivalent of 1 year of creditable experience at the next lower grade level, which is directly related to the position to be filled, and must fully meet the KSAs at that level, GS-12. In addition, the candidate must demonstrate the following professional KSAs and demonstrate the potential to acquire the assignment specific KSAs as indicated by an asterisk (*):

2. Laboratory Director/Manager/Chief Technologist/Administrator. The incumbent shares, with the chief of laboratory service/medical director, full responsibility for managing and supervising all phases of laboratory service operations. Provides guidance and serves as an authority on laboratory medicine. Develops guidelines, assesses laboratory effectiveness, establishes, and maintains quality assurance and performance improvement programs. Serves as a consultant to local, network, and national program officials. In addition to the required core competencies, must demonstrate the following:

Applicants must demonstrate through their experience or education that they possess the following published KSAs(from VA Handbook 5005) for the grade at which they wish to apply (and grades below that grade if applicable):

(1) Advanced knowledge of concepts, principles, and methodology of a major clinical laboratory program and operations to assess program effectiveness and provide authoritative guidance for operations, personnel, and management.

(2) Ability to work collaboratively with other disciplines, upper management, VHA Central Office and/or VISN level staff.

(3) Ability to plan and execute short and long range programs.

(4) Skill in administrative management, i.e., budgeting, contracting, procurement, and property management.

(5) Ability to provide advisory, planning, and surveillance services to clinicians, laboratory directors, and supervisors on specific functions, programs, or problems that are particularly difficult, widespread, or persistent.

(6) Ability to solve complex problems concerned with unique or controversial aspects of medical technology or laboratory management, new or unconventional methods, program changes, or conflicts between

scientific/technological requirements and regulatory or program (i.e., cost effectiveness) requirements.

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). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.
- 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.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- 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.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.
- Relocation expenses may be authorized.
- Relocation incentive may be authorized.
- Recruitment incentive may be authorized.
- 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).
- [VACareers](#) has descriptions of all Title 38 Jobs and their benefits.
- 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](#)

Other VA Permanent Employees must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

Non VA Applicants must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).

- b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
- c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. **A copy of your college transcripts**

All application packets must be received in Human Resources by Close of Business (COB) on 9/30/2010.

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: T38-10-0192-JB
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.**