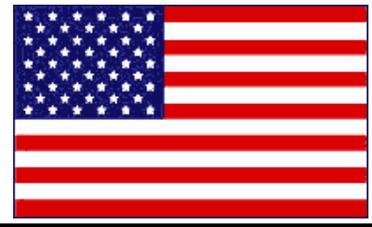




PORTLAND VA MEDICAL CENTER

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> T38H-08-403-SJ	2. <u>Title, Series, Grade, Salary</u> Supervisory Medical Technologist (Support Services) FS GS-644-11 \$57,161 to \$74,310 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> Pathology & Laboratory Service, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 5/9/08	8. <u>Closing Date</u> Until Filled 1st consideration date 5/22/08

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. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Any US Citizen

MAJOR DUTIES:

Supervisor of Support Services, including outpatient, phlebotomy, reference laboratory, and testing & specimen collection. The incumbent serves as supervisory medical technologist in the Pathology and Laboratory Medicine Service with responsibility for coordination of a range of clinical laboratory procedures and tests within their section. The incumbent is responsible for the overall supervision of the assigned Pathology and Laboratory Medicine Section. Reviews results (including results from off-hour and weekend shifts for correctness as required by CAP, directs involved technicians/technologists in the correction of errors, and notifies attending physicians as appropriate. Provides technical guidance to technicians/technologists when quality control or instrument problems occur. Incumbent trains lower grade technicians/technologists in the use of new procedures and instrumentation in the Section. Accomplishes the following supervisory duties: Takes responsibility for the day-to-day supervision of the Section, prepares work schedules and assigns duties to subordinates to assure efficient and timely performance of all tests and procedures; Implements the performance of CAP survey proficiency testing specimens by technicians/technologists in the Section, and prepares the appropriate work sheets. Documents corrective action taken on out-of-range CAP survey results; Assures that all employees under his/her supervision are aware of and abide by the appropriate hospital and laboratory safety regulations.

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).

(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.

(Continued on next page)

(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.

Requirements for GS-11:

- **Experience.** MT's must have the equivalent of 1 year of creditable, progressively responsible experience comparable to the next lower grade level, 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 (*):**OR**
- **Education.** Must have 3 full years of progressively higher-level graduate education or a Ph.D. or equivalent doctoral degree in medical technology or a directly related field, provided the applicant's total background demonstrates evidence of knowledge, skills, and abilities necessary to perform the work of the position to be filled.

Supervisory Technologist: *

In a larger, more complex laboratory may serve as a supervisor in a designated area of the laboratory with the primary responsibility for providing direction to non-testing personnel, such as medical technicians, aides, and health care technicians in specimen collection, specimen processing and accessioning, and quality control activities of the section. Employees in this assignment perform the full range of supervisory duties for one or more sections of the laboratory, including responsibility for assignment of work performed; performance evaluations; recommendations for appointment, awards, advancement, and, when appropriate, disciplinary actions; identification of continuing education and training needs. The individual assures compliance with accrediting agency and regulatory requirements; establishes and monitors the quality of the pre-analytical processes as part of the overall laboratory quality management program, and assures corrective action is initiated as needed. The supervisor assures orientation and competency of assigned staff. In addition to the required core competencies, must demonstrate the following:

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

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:

1. Knowledge of federal and state laws and regulations, laboratory accrediting and regulatory requirements sufficient to develop section plans and procedures consistent with requirements.
2. Knowledge of quality management principles sufficient to establish and monitor a laboratory quality management program, and/or education and training of laboratory staff.
3. Skill in interpersonal relations and conflict resolution to deal with employees, team leaders, and managers.
4. *Ability to perform the full range of supervisory duties and skill in supervising a group of individuals.
5. *Ability to plan, organize, set priorities, work as a team member, and effectively complete assignments.
6. Knowledge of specimen requirements for tests performed in-house and referred to reference laboratories.
7. *Ability to set short and/or long term goals for the section and conduct studies on technical and administrative problems, including personnel shortages, organizational structure, new technology, etc.

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.

The applicant selected for this position will be eligible to apply for an education loan reimbursement award under the provisions of the Education Debt Reduction Program (EDRP).

Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.

Relocation or 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 38USC 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:

All application packets must be received in Human Resources by Close of Business (COB) on 5/22/08 for first consideration. This position is Open until Filled. 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: T38H-08-403-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

Portland VAMC employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. 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 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 (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.
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**

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.

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.**