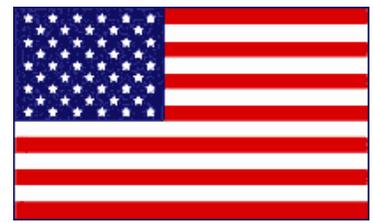




PORTLAND VA MEDICAL CENTER

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-08-472-JB	2. <u>Title, Series, Grade, Salary</u> Supervisory Pharmacy Technician FS GS-661-7/8 \$38,624 to \$55,607 per annum Competitive salary and grade commensurate with education and experience as determined by Professional Standards Board (Based on full-time employment)	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> Pharmacy Service, Vancouver 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> 6/20/08	8. <u>Closing Date</u> Until Filled 1 st consideration date 7/3/08

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:

Pharmacy technicians at this level may be assigned supervisory positions in a highly complex area of the pharmacy. The GS-8 level is for very select, complex pharmacy technician positions as established by each health care facility. To be advanced, employees must meet all of the following standards, provided the standard is part of their assignment. Determinations concerning placement of positions at this grade level shall take into consideration the skill mix and availability of supervision in the work unit. Although these positions are under the supervision of a pharmacist, employees in such settings successfully and consistently demonstrate the exercise of independent technical judgment (without the need for readily available supervision) as well as comprehensive and thorough working knowledge of the most complex or difficult practices and procedures. Such individuals may also serve as supervisors or in an equivalent assignment in a Pharmacy Service, or for a specific unit or section. Incumbent is to supervise the technical and automated support functions of all GS 3/4/5/6/7 technicians, Supply Technician, all Pharmacy technician students, VA appointed work-study students, and volunteers.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G28 for GS-661 series applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements:

Citizenship. Citizen of the United States. (Noncitizens may be appointed when it is not possible to recruit qualified citizens)

Education or Experience. A high school diploma or equivalent; or at least 3 months experience.

Certification. Certification by the National Pharmacy Technician Certification Board (PTCB) is required at grades GS-6 and above.

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. For occupations which require an active credential (licensure/certification/registration) in assignments above the full-performance level only, at the discretion of the appointing official, an employee may remain at an appropriate lower grade level in the occupation when both of the following apply: the credential is not a requirement and a placement opportunity exists.

Specialized Experience: One year experience at the next lower level and must fully meet the KSAs at the next lower level. In addition, the candidate must demonstrate the following technical KSAs and the potential to acquire the assignment specific KSAs designated by an asterisk (*):

(Continued on next page)

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 (and grades below that grade if applicable):

GS-6:

1. Ability to solve problems and make recommendations, e.g., troubleshoot operational problems and refer for appropriate action.
2. Knowledge of the operation and care of automated equipment.
3. Knowledge of, and ability to follow, written instructions for compounding with aseptic technique for hazardous materials such as oncology agents.
4. Knowledge, and ability to perform, compounding with aseptic technique for routine sterile products.
5. Knowledge of policies and procedures for inventory management in specialized areas such as emergency carts.
6. Knowledge of the computerized prescription process demonstrated by the ability to input prescriptions and medication orders.

GS-7:

- *1. Ability to evaluate, analyze workflow, and coordinate work activities.
2. Ability to independently gather, evaluate, and analyze data to generate reports and/or for other projects/statistical purposes.
3. Knowledge of pharmacy policies and procedures sufficient to train and orient new employees and other staff.
4. Comprehensive knowledge of the operation and care of specialized pharmaceutical equipment.
5. Comprehensive knowledge of the procurement and formulary process.
6. Comprehensive knowledge of investigational drug policies and procedures.
7. Comprehensive knowledge of controlled substance policies and procedures, and the ability to identify and investigate discrepancies in these policies and procedures.
8. Comprehensive knowledge of, and ability to, analyze data in VA information systems.

GS-8:

1. Knowledge of human resource management policies and procedures, and the ability to supervise various levels of pharmacy technicians and other technical personnel (for supervisory assignments).
- *2. Ability to apply management and leadership principles.
3. Ability to communicate orally and in writing.
4. Extensive working knowledge of the pharmacy operation.
5. Ability to assess staff needs and provide appropriate training.

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.

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](#)
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 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 (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**

All application packets must be received in Human Resources by Close of Business (COB) on 7/3/08 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-08-472-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.

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.**