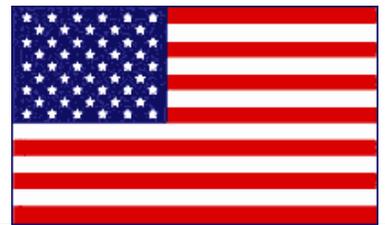




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
 Vancouver, Washington Division
 Community Based Outpatient Clinics
 Salem, OR Bend, OR
 Longview, WA Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-06-691-LS	2. <u>Title, Series, Grade, Salary</u> Supervisory Biomedical Engineering Technician <small>(601850/60150)</small> GS-802-11 target 12 or GS-12 \$54,115 to \$84,314 per annum <small>(Based on full-time employment)</small>	3. <u>Tour of Duty</u> 7:30am-4:00pm M-F	4. <u>Duty Station</u> Facilities Management Service, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 12/22/06	8. <u>Closing Date</u> 12/29/06

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.

MAJOR DUTIES:

The incumbent serves as a Supervisory Biomedical Engineering Technician, Biomedical Engineering Section, responsible for day-to-day coordination, supervision, and administration of 35 million of the highly complex, diversified Biomedical Engineering program at the Portland VA Medical Center (PVAMC) under the supervision and programmatic direction of the Chief, Biomedical Engineering. The incumbent supervises a staff of seven personnel. PVAMC is a 303-bed, consolidated hospital that provides primary, secondary, and tertiary services through divisions at Portland, Vancouver (a 120-bed nursing home and clinical support structure), and Community Based Outpatient Clinics (CBOCs). The Supervisory Biomedical Engineering Technician is responsible for implementing a comprehensive medical/electronic equipment support program for the Biomedical Engineering program segment for which he/she supervises that is in accordance with the mission of the Biomedical Engineering Department. That mission is to assist the medical center in providing high quality health care in a safe and efficient environment. He/she is responsible and held accountable for determining the actions necessary to support the continued development and implementation of the preventative maintenance program at PVAMC. The incumbent serves as a working supervisor with primary and backup responsibilities for high-end biomedical systems including those that are server-based. He/she acts as the Contracting Officer's Technical Representative (COTR) for assigned contracts. The incumbent is responsible for implementing the cost effective maintenance of approximately \$34 million of the Medical Center's inventory of complex medical instrumentation. The incumbent will be called upon to respond to and manage emergency situations involving medical equipment and systems.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-303 series apply 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.

Basic Requirements: For first level supervisory positions, incumbent must have the ability to assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/ areas of training. Accomplish the quality and quantity of work expected within set limits of cost and time. Plan own work and carry out assignments effectively. Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work. Understand and further management goals as these affect day-to-day work operations. Develop improvements in or design new work methods and procedures

Specialized Experience: One (1) year that equipped the applicant with the particular knowledge, skills, and abilities. (KSA's) to perform successfully the duties of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Substitution of Education for Experience: Generally, not applicable.

(Continued on next page)

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

On a separate sheet of paper, provide a written, detailed response to each of the KSA's. Failure to respond to rating factors will result in applicant not being referred for the position: (DUE ON CLOSING DATE)

For GS-11:

1. Ability to supervise.
2. Ability to integrate VA Medical Center goals into work environment.
3. Ability to install and maintain complex medical systems.
4. Ability to manage multiple priorities and respond to demands from several competing sources.

For GS-12: Respond to the following KSA's in addition to No. 1 through 4 listed for the GS-11.

5. Ability to supervise.
6. Ability to install and maintain complex medical systems.
7. Ability to recruit, lead, train and motivate a customer support team.
8. Ability to integrate VA Medical Center goals into work environment.

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

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

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 pre-employment physical examination will be required for an applicant who is tentatively selected.

Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.

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 12/29/06.

Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-06-691-LS

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. [VAF 4676a, Employee Supplemental Qualifications Statement \(DUE ON CLOSING DATE\)](#)
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

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.**