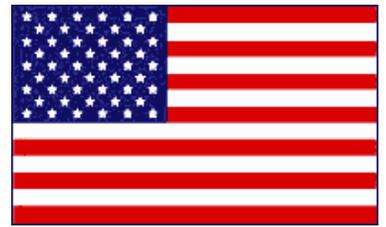




PORTLAND VA MEDICAL CENTER

*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

1. <u>Announcement Number</u> MP-10-0162-ML	2. <u>Title, Series, Grade, Salary</u> Biomedical Equipment Support Specialist (20177a,20176a,08205a) GS-1601-7/9/11 \$40,894 to \$78,674 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 7:30am – 4pm 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 503-273-5236	7. <u>Opening Date</u> 5/12/10	8. <u>Closing Date</u> 05/17/10

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include processing of hospital admissions, registration of patients; entering workload data and validation; verifying patient information and assuring accuracy and completeness.

MAJOR DUTIES:

The incumbent would usually be one of several personnel assigned technical responsibility for a number of BE in outpatient, general care inpatient units, and clinical support areas. The incumbent understands the details of assigned BE: how they are designed, how they operate, what system limitations and capabilities exist, particularly as clinically applied. The incumbent assists users in the applications aspects of the systems and in evaluating the performance of systems under consideration for purchase. This includes such duties as performing incoming inspections and maintenance analysis on new BE equipment, performing scheduled maintenance; working with senior specialist to investigate equipment safety issues; develop maintenance protocols for BE equipment; coordinating the troubleshooting and correction of BE equipment problems. Equipment Maintenance: The incumbent maintains a variety of BE which are vital to the medical center's ability to provide quality health care. The incumbent is capable of assessing, planning, and performing scheduled and unscheduled (emergency) maintenance on equipment to ensure that they are operating properly, calibrated properly, and in compliance with all applicable codes and standards. The incumbent must seek ways to reduce systems downtime, eliminate safety hazards or enhance accuracy and reliability of health care technology. The incumbent will recommend whether equipment is to be removed from service, allowed to remain in service, or restored to service. Equipment Testing and Analysis: The incumbent will work to determine whether or not equipment is performing satisfactorily and analyze equipment problems determining whether the problem is caused by user error, component failure, etc. To make this determination, he/she will use conventional Standard Test Equipment (STE) and High Level Test Equipment (HLTE), to accomplish his/her assignments. All problems found will be corrected so equipment can be returned to patient care. Written Assignment: The incumbent uses writing skills to clearly and accurately communicate matters of importance. The incumbent will document all incoming inspections, preventive maintenance, repairs, and evaluations of equipment in the computerized maintenance system to enable patterns to be seen for any device and to perform quality assurance studies. Integration and installation designs will also be documented and related to the supervisor. The incumbent will relate results or testing and will recommend courses of action to be followed which are the consequences of his/her test results. He/she may recommend, draft, and develop procedural changes to obtain desired results for approval by the supervisor. Documentation will be completed within the established policies and procedures. Purchasing Recommendations: The incumbent will assist in consulting with physicians, clinical personnel and biomedical engineers in the evaluation and purchase of new equipment to meet current and projected medical center needs. COTR: The technician performs duties as the Contracting Officer's Technical Representative (COTR) and has responsibilities, which involves the monitoring of performance contracts and equipment warranty service. Schedules, monitors, and reviews outside contracted services to insure appropriate, high quality workmanship in a time frame that meets clinical needs. Teaching Assignment: The incumbent will be called upon to educate and advise on the

(Continued on next page)

maintenance of equipment with which he/she is familiar to other Biomedical Engineering Support Specialists. The incumbent will instruct equipment operators in correct equipment usage and in operator-level preventive maintenance. The incumbent will participate in equipment management and safety education at both formal and informal levels.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-1601 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" is applicable.

Specialized Experience: 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 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.

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 rating factors will result in applicant not being referred for the position:

1. Knowledge of and experience in the fundamentals of analog and digital components and circuits, microprocessor circuits and electrical and electromechanical principles.
2. Skill in the use of precision measurement devices, i.e., oscilloscope, function generator, universal counter, amplifier, calibration standards, analyzers, manometer, etc . .
3. Knowledge of basic and health related sciences.
4. Ability to communicate courteously and effectively, both orally and written, utilizing medical terminology, in instruction/training.
5. Ability to interpret biomedical technical data.
6. Ability to troubleshoot, repair and calibrate biomedical equipment.
7. Knowledge of computer equipment, computer operating principles and processes, repair and utility software applications, inventory, repair work order and word data-processing software.

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.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- 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.
- 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.
- 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](#) (due 5/24/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 5/24/2010)
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](#)

<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 (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.
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 05/26/10 (except as noted above). 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-10-0162-ML

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.**