



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY

POSITION TITLE: Supply Technician

ANNOUNCEMENT #: MP-11-0035-JD

DIVISION: Logistics & Material Management

LOCATION: Portland, OR

SERIES & SALARY RANGE: GS -2005-5 \$33,013 - \$42,913

OPEN DATE: 12/1/2010

CLOSE DATE: 12/21/2010

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent . Full Time position. Tuesday – Saturday 11:15 pm – 7:45 am

WHO MAY APPLY:

- VA Career or career conditional employees
- VA permanent Title 38, Title 38 Hybrid employees and Veterans Canteen employees eligible under the Interchange Agreement
- Federal Career/Career Conditional Employees and Reinstatement eligibles
- Individuals eligible under special hiring authorities (See conditions of employment).
- ICTAP/CTAP eligible Federal Employees. (See conditions of employment).
- Noncompetitive appointment of certain military spouses (See conditions of employment).
- VEOA eligible applicants (Veterans Employment Opportunities Act) (See conditions of employment).
- Schedule A applicants (See conditions of employment).
- VRA eligible applicants (See conditions of employment).
- All previous candidates from MP-10-0150-TC need not reapply.

BARGAINING UNIT POSITION: Yes

MAJOR DUTIES: The incumbent serves as a supply technician and works closely with other assigned team members to meet customer expectations. The incumbent is expected to insure that customers receive the right item, at the right time and in the right quantity. The incumbent's general job responsibilities include, but are not limited to; Accomplishes line item issues, inventory and restocking of shelves for several delivery points supported from our Material Management inventory. Through the use of bar code technology downloads daily issue data into the inventory management system using bar code scanner. Checks in supplies received from the warehouse or directly from a vendor. Participates in keeping inventory for a variety of items, such as infusion pumps, electronic thermometers, etc. Is responsible for checking preventative maintenance dates on equipment and before issue make sure equipment is ready for use. Picks supplies from storage shelf or bin and issues to the proper delivery point according to assigned schedules and customer needs. Accepts telephonic orders or inquiries from customers and follows up to insure proper action is taken to satisfy the customers' requirements. Responsible for proper inventory procedure, recording of usage charges and resupply of surgical case carts as required. In cooperation with Inventory Management Specialist corrects storage problems, product deficiencies, customer complaints. In cooperation with senior Inventory Management Specialists performs data management and execution including following up on due in purchase orders, identifying and resolving discrepancies on purchase orders, and properly processing receipt transactions by use of the bar code scanner or other computer input system, such as IFCAP or in use equipment. Identifies and counts each product when replenishing CODE 99 carts for distribution and use throughout the Medical Center.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-2005. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.
- **Time in Grade Requirements:** Applicants must have at least 52 weeks of service at the GS-4 grade level for GS-5 eligibility.

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- **Basic Requirements:** Must be a U.S. citizen.
- **General Experience:** 1 year of progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.
- **Specialized Experience:** At least one year of 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. Specialized experience includes, but is not limited to; work a Materials Handler, Supply Technician, Medical Supply Technician, or similar position in a medical center, hospital or clinic. Major duties will have included, but are not limited to, inventory and restocking of shelves for several delivery points supported from the Material Management inventory, downloading daily issue data into the Inventory Management System using bar code scanners, checking in supplies received from the warehouse or directly from a vendor, participating in keeping inventory for a variety of items, such as infusion pumps, electronic thermometers, etc, picking supplies from storage shelves or bins and issuing them to the proper delivery point according to assigned schedules and customers' needs, accepting telephonic orders or inquiries from customers and following up to insure proper action is being taken to satisfy the customer's requirements, re-supplying shelf stocks from bulk storage, delivering specialty supplies and equipment directly to a customer to meet a specific technician or patient treatment need, recording usage changes and re-supply of surgical case carts, insuring proper receipt, storage, labeling and handling of inventory stocks of medical, surgical, laboratory, office, computer and various other miscellaneous supplies.
- **Substitution of Education for Experience:** Two years of education above the high school level in any field for which high school graduation or the equivalent is a prerequisite may be substituted in full for the specialized experience requirement. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Applicant must submit copy of transcripts with application to receive credit for substitution.

Basis for Rating: Knowledge, Skills and Abilities

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.

1. Knowledge of OSHA Safety Requirements as well as Universal Body Substance Precautions.
2. Knowledge of procedures and policies relative to properly receiving of line items into the applicable computer system.
3. Knowledge of safe lifting techniques.
4. Knowledge of proper handling of a wide variety of supplies including tanks of gases, hazardous chemicals, sterile supplies, etc.
5. Ability to provide professional customer service to internal and external customers.
6. Knowledge of supply management procedures and techniques of stocking, issuing, requesting, adjustments, expiration dates and stock rotation.

CONDITIONS OF EMPLOYMENT:

- **Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they can perform the duties of the position at the full performance level and the full range. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include inventory and restocking of shelves for several delivery points supported from the Material Management inventory, downloading daily issue data into the Inventory Management System using bar code scanners, checking in supplies received from the warehouse or directly from a vendor, participating in keeping inventory and preventive maintenance records for a variety of items.

Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

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- Noncompetitive Appointment of Certain Military Spouses

- Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
- Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
- Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.

- **VEOA (Veterans Employment Opportunities Act)** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.

- **Schedule A** special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at www.opm.gov/disability/aboutus.asp

- **VRA (Veterans Recruitment Act):** VRA eligibility applies to the following categories: Disabled Veterans, Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized, Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal (AFSM) was awarded and Veterans separated from active duty within the past 3 years.

- 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

- Applicants without prior federal service will be appointed at step one of the grade

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

- 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.

- 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.

- 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.

- 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).

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:

Application forms may be obtained in Human Resources Management Service or on our Portland VAMC internet website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

Portland VAMC Permanent Internal employees:

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

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2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 12/28/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 12/28/2010)
4. Updated application; [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.
5. [MPQ – Merit Promotion Questionnaire](#) is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

All Other 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: (Required if Veterans Preference is being used for status)
 - 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) (if applicable)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Special Hiring Authority documentation (if applying under ICTAP/CTAP, Schedule A, etc.)
6. Responses to the KSA's. Candidates are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement.

All application packets must be received in Human Resources by Close of Business (COB) on 12/21/2010

- Applications may be emailed to: PortlandVAJobs@va.gov Subject: MP-11-0035-JD
- Received by Fax to: 503.273.5029 ATTN: MP-11-0035-JD
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0035-JD
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit: [Portland VA Human Resources](#) or [USAJobs](#).

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