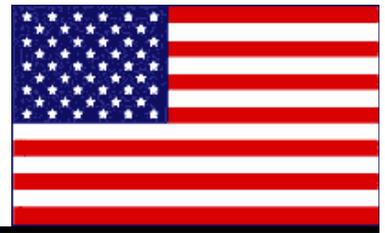




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY *AMENDED*^{6/11/08}

1. <u>Announcement Number</u> T-08-139-SJ	2. <u>Title, Series, Grade, Salary</u> Health Technician (08939A) GS-640-3/4/5 \$23,998 to \$39,181 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Days, M-F, Occasional weekends	4. <u>Duty Station</u> Pathology & Laboratory Service, Portland Division
5. <u>Type & Number of Vacancies</u> *Temporary, NTE 2 years 3 Full-time positions & 1 Intermittent position NTE 1 year	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 1/28/08	8. <u>Closing Date</u> Until Filled

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen
- Applicants who applied under announcement T-07-679-JC need not reapply as they will be considered under this announcement.

MAJOR DUTIES:

The incumbent is responsible for timely and accurate collection, accessioning, processing and distribution of laboratory specimens. Collects peripheral blood by venipuncture using various types of needles, syringes and color-coded tubes Identifies patients and specimens according to laboratory procedure. Explains process to patient prior to collection of sample. Collects and handles specimens according to procedure to insure specimen integrity and timely processing. Uses universal precautions to protect self and patient. Processes specimens into the laboratory according to laboratory procedure. Identifies and accesses specimens by computer. Separates specimens by centrifugation and aliquots sample according to testing requirements. Labels specimens according to laboratory policy. Prioritizes specimens by urgency and distributes each specimen to the appropriate laboratory section for testing. Responsible for storage and preparation of specimens for send-out testing. Prepares test requisitions for all send-out tests according to the reference lab's specifications. Answers or directs routine inquires from telephone calls or visitors. Collects and processes biohazard waste for disposal. Monitors inventory and replenishes laboratory supplies. Prepares patient peripheral blood smears and reticulocyte smears. Loads bar coded specimens onto automated laboratory equipment. Prepares cytology smears and cell blocks. Maintains tissue storage cabinets and autopsy tissue storage in an organized manner

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-640 series applies and may be reviewed in the Human Resources Management Service office.

Basic Requirements: Applicants must have completed an affiliated graduate VA healthcare clinical education program that included more than 40 hours per year of training which was paid or on a without compensation (WOC) basis and have completed the affiliated program in a satisfactory manner; and apply within one (1) year after graduation. Please submit a copy of degree, diploma or certificate documenting graduation in a healthcare discipline covered under provisions of 38 USC 4106(h) and a copy of SF-50B or FL 10-294 documenting completion of a VA affiliated clinical education.

General Experience: GS-3/4: Six months of general experience in any type of work that demonstrates the applicant's ability to perform the work of the position or experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation. **GS-5:** Generally, not applicable.

Specialized Experience: GS-3: None. **GS-4:** Six months of specialized experience equivalent to the GS-3 grade level in Federal Service. **GS-5:** One year of specialized experience equivalent to the GS-4 grade level. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position.

Substitution of Education for Experience: Successfully completed post-high school education is qualifying for

grades GS-3 through GS-5. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. **GS-3:** Successful completion of one (1) year of study that included medical, health, or related fields. **GS-4:** Successful completion of two years of study that included at least 12 semester hours in subjects related to the position. **GS-5:** Completion of a four (4) year course of study leading to a bachelor's degree with courses related to the occupation. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

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. Ability to collect peripheral blood by venipuncture using various types of needles, syringes, and blood collection tubes.
2. Knowledge of aseptic blood collection techniques.
3. Knowledge of universal precautions to be observed during collection, handling, and processing of blood and other body fluid samples.
4. Ability to process specimens into the laboratory using the hospital computer following laboratory procedures.

CONDITIONS OF EMPLOYMENT:

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.

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.

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.

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:

US Citizens 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 (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.
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).

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: T-08-139-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

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.**