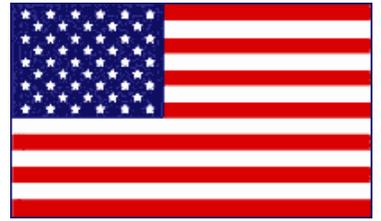




PORTLAND VA MEDICAL CENTER

*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> <p style="text-align: center;">3W-07-102-LS</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;">Supervisory Medical Supply Technician (600300/600220) GS-622-7, Target 8 or GS-8 \$37,336 to \$53,756 per annum (Based on full-time employment)</p>	3. <u>Tour of Duty</u> <p style="text-align: center;">3:00pm-11:30pm M-F</p>	4. <u>Duty Station</u> <p style="text-align: center;">Acquisition & Material Management, Portland Division</p>
5. <u>Type & Number of Vacancies</u> <p style="text-align: center;">Permanent 1 Full-time position</p>	6. <u>Contact</u> <p style="text-align: center;">Human Resources Assistant 503-220-8262 x 57317</p>	7. <u>Opening Date</u> <p style="text-align: center;">1/7/07</p>	8. <u>Closing Date</u> <p style="text-align: center;">Open until filled</p>

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid 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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- 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.
- 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.

Applicants who applied under announcement 3W-06-623-LS need not reapply as they will be considered under this announcement.

MAJOR DUTIES:

The incumbent serves as the Supervisory Medical Supply Technician supervising variously skilled Medical Supply Technician and other auxiliary staff. He/she is directly responsible for establishing employee work shifts, developing duty assignments and assigning work, reviewing subordinates work, evaluating employee performance and behavior, initiating appropriate corrective and disciplinary actions, recommending staffing changes, scheduling and approving leave. Maintains attendance records, coordinating operations, priorities and procedures, resolving informal customer complaints, addressing, investigating and resolving employee problems and complaints, and providing instruction, guidance and direction to the Sterile Processing staff under his/her direct supervision. As one of the direct supervisors in the Sterile Processing Section, the incumbent provides supervision, guidance, direction, and instructions to subordinate staff. Staff and assigned to collect, transport, clean decontaminate, process, package and sterilize the full range of reusable medical utensils, equipment, and ward, clinic and surgical instruments used in this facility. He/she monitors the activities of the Sterile Processing staff to ensure timely, efficient and effective progress on assignments, adjusts assignments, re-distributes work and makes other adjustments to assure that established priorities, patient care activities and customer expectations to assure that established priorities, patient care activities and customer expectations are met. He/she provides training to new staff, reviews random samplings of subordinates work to identify errors and problems areas, and provides day-to day, on the job training, guidance, direction and advice to staff members.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-622 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" are applicable.

Basic Requirements: For first level supervisory positions, the incumbent must demonstrate the ability to assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different

(Continued on next page)

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 other effectively both orally and in writing in working out solutions to problems or questions related 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 year of experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Substitution of Education for Experience: **GS-7:** One full year of graduate education directly related to the work of the position. **GS-8:** Not applicable. 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 establish employee work shifts, develops duty assignments, review subordinates work and evaluate employee performance and behavior.
2. Knowledge of VA Directive 7176, or Federal regulations regarding Supply Processing and Distribution.
3. Ability to resolve informal customer complaints, addressing, investigating and resolving employee problems and complaints and provide instruction, guidance and direction to the Sterile Processing staff under his/her direct supervision.
4. Ability to monitor the activities of the Sterile Processing staff to ensure timely, efficient and effective progress on assignments, adjust assignments, re-distribute work and make other adjustments to assure established priorities, patient care activities and customer expectations are met.
5. Knowledge of personnel policies, labor management agreements EEO laws and other rules, regulations, policies relating to personnel management.

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

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.

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.

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.

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:

This position will be 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: 3W-07-102-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](#)
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

Other VA 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 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. [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). **(REQUIRED if a drug testing designated position).**
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). **(REQUIRED if a drug testing designated position).**
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).
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.

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.**