

Job Title: Purchasing Agent
Department: Department Of Veterans Affairs
Agency: Veterans Health Administration
Sub Agency: VA Northwest Health Network (VISN 20)
Job Announcement Number: V20-10-44AW

Salary Range: 33,013.00 - 53,166.00 USD /year

Series & Grade: GS-1105-5/7

Open Period: Tuesday, May 25, 2010 to Tuesday, June 15, 2010

Position Information: Full-Time Permanent Monday - Friday 8:00am-4:30pm

Duty Locations: 1 vacancy - Vancouver, WA

Who May Be Considered: Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Job Summary:

The incumbent for this position functions in the capacity of purchasing agent for the Prosthetics and Sensory Aides Department for VISN 20 Central Purchasing Unit located in Vancouver, Washington.

Please indicate the grade level(s) you are applying for (GS-5, GS-6 and/or GS-7) You will ONLY be considered for the grade level(s) specified on your application.

The (VISN) 20, includes the states of Alaska, Washington, Oregon, most of the state of Idaho, and one county each in Montana and California. Our network of health care facilities is comprised of six medical centers, one independent outpatient clinic, one rehabilitation center, 21 community based outpatient clinics (CBOCs), and one mobile clinic. Other services include seven nursing home care units, two homeless domicillaries, and 14 readjustment counseling centers.

****THIS IS A BARGAINING UNIT POSITION****

Key Requirements:

- Relocation expenses are NOT authorized for this position
- Indicate GRADE LEVEL(s) for consideration (GS-5, GS-6, and/or GS-7)
- U.S. Citizenship

Major Duties:

The incumbent will purchase various items of equipment, supplies, and services for the VISN 20 Prosthetics Centralized Purchasing Unit. Responsibilities include but are not limited to high volume, repetitive workload such as eyeglasses, ear molds, home oxygen, orthotics/prosthetic, inventory orders and bill payments. Incumbent is responsible for initiating and authorizing the purchase and timely delivery of a wide variety of medically prescribed Prosthetic and Sensory Aids items. Develops specifications for appliances and services, which will be purchased through formal purchase and contracting methods. Incumbent is cross-trained in all aspects of procurement in the Prosthetic Service, i.e., Orthotics and Prosthetic appliances, Durable Medical Equipment, wheelchairs, eyeglasses, hearing aids, Respirator equipment, Aids for the Blind, Automobile Adaptive Equipment, speech/communication aids, orthopedic shoes, patient travel authorization, clothing allowance, accounting and fund control procedures as required by Fiscal Service. Purchases are made through local retailers, distributors, wholesalers, and

manufacturers. Incumbent will verify legal eligibility and determine medical entitlement before procurement action. Incumbent must search in unconventional markets because of either obsolete or unique characteristics of the appliance required to fill prescriptions or arrange for purchases to meet an urgent medical need when conventional sources are inadequate. Works closely with program manager to ensure services are delivered in accordance with applicable regulations and directives. At the lower grade levels, incumbent will perform the duties described for the full performance level position, but with closer supervision and guidance provided.

Qualifications:

Office of Personnel Management Qualification Standards Handbook for GS-1105 series applies and may be located at www.opm.gov. Regulatory requirements such as 'time-in-grade' and 'time after competitive appointment' are applicable.

Time-In-Grade Requirements (TIG): Applicants must have served a minimum of 52 weeks of service at the next lower level.

Basic Requirements:

At the **GS-05 level**, applicants must have 1 year specialized experience to the GS-04 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 the field of purchasing or procurement**.

OR Substitution of Education for Experience: Successful completion of four years of education above high school in any field for which high school graduation or the equivalent is a prerequisite may be substituted in full for the specialized experience requirement. Transcripts must be submitted at the time of application to satisfy this substitution requirement.

To qualify for the **GS-06 level**, applicants must have 1 year of specialized experience equivalent to the GS-05 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 the field of purchasing or procurement for a medical or clinical unit**.

GS-07 level: One (1) year of specialized experience equivalent to the next lower grade level (GS-06). 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 purchasing for a Prosthetics unit**.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

You must meet time-in-grade restrictions by the closing date of this announcement.

You may be asked to travel on an occasional basis.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed,

the level of the people you interacted with, the sensitivity of the issues you handled, etc.

****On a separate piece of paper, provide a detailed written response to each of the KSAs. Do not provide one narrative summary covering all items. Failure to respond to rating factors will result in applicant not being referred for the position.****

- 1. Knowledge of ordering and purchasing regulations, methods, procedures and business practices.** (Describe types of purchases made, dollar value, how, why, when and where. Discuss any purchases made for a Prosthetics unit.)
- 2. Ability to interpret and apply pertinent laws, regulations ,policies and precedents pertaining to Prosthetic Entitlement.**
- 3. Ability to work independently and exercise good judgment to set priorities, organize and adjust work flow to accommodate emergent needs and meet deadlines.**
- 4. Skill in the use of a variety of computer systems and programs.** (Discuss any medical computer systems used.)
- 5. Ability to communicate orally and in writing with people of varying backgrounds and levels of understanding.**

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

All required information must be received by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

If you fax your application, we will not consider it.

*****Send only the required materials needed to evaluate your application. Do not send certificates or**

references unless requested to do so. If you are mailing your application please use only standard weight paper, do not fold or staple documents. Please do not place your application in a notebook or binder.***

This is a career ladder position. Promotion potential is available to the GS-07 level, however, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future noncompetitive promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

This announcement may be used to fill more than 1 vacancy within the division.

You may be subject to completion of a one year probationary period.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

*****Send only the required materials needed to evaluate your application. Do not send certificates or references unless requested to do so. If you are mailing your application please use only standard weight paper and do not fold or staple documents. Please do not place your application in a notebook or binder.*****

Applicants must submit the following for consideration:

1. 'Application for Federal Employment' (OF-612), or resume containing the information listed in the US Office of Personnel Management brochure 'Applying for a Federal Job' (OF-510).
2. A narrative statement addressing the Knowledge, Skills and Abilities (KSAs) listed in this announcement.
3. A copy your transcripts is required if using Education to qualify for this vacancy.
4. A copy of your most recent **Performance Appraisal** if you are current federal employee.
5. **SF-50**, Notification of Personnel Action (if applying as a current or former federal employee).
5. Veterans must submit required documentation for consideration. A **DD-214** or **Statement of Service** is required at the time of application if claiming Veteran's preference.
6. ICTAP applicants must submit required documentation including a copy of Notice of Separation from their current agency.

Complete application packets should be submitted electronically by e-mail to:

VISN20HRSTAFFING@va.gov

OR

Submitted by hand carry or mail to:

Department of Veterans Affairs, Bldg 17, Suite C402, 1601 E. 4th Plain Blvd., VISN 20 Human Resources (Attn: Angie, Code 10N20), Vancouver, WA 98661. **Please include an email address where we may**

contact you.

All application materials must be received by closing date for consideration on this announcement.

~ Thank you for your interest in employment with the VA VISN 20 Health Network ~

Application mailed using government postage or through an internal federal government mail system will not be considered.

Contact Information:

Human Resource Office - Attn: Angie
Phone: 360-567-4677

Or write:
Department Of Veterans Affairs
1601 E. 4th Plain Blvd
VISN 20 Human Resources (10N20)
Vancouver, WA 98661
US

Contact Information:

Toni Higginbotham
Phone: 360-567-4676

Agency Information:
Department Of Veterans Affairs
1601 E 4TH Plain Blvd
Bldg 17, Suite 402
Vancouver, WA 98661
US

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 1920335