

**PLEASE DO NOT MAIL OR HAND DELIVER YOUR APPLICATION. APPLY ONLINE OR BY FAX ONLY. For more information please see the "How to Apply" section of this vacancy.**

**Job Title:** Program Specialist  
**Department:** Department Of Veterans Affairs  
**Agency:** Veterans Health Administration  
**Job Announcement Number:** MP-10-0076-SJ

**Salary Range:** 40,894.00 - 78,674.00 USD /year  
**Series & Grade:** GS-0301-07/11  
**Promotion Potential:** 11  
**Open Period:** Tuesday, February 09, 2010 to Tuesday, February 16, 2010  
**Position Information:** Full Time Agency Employees Only  
**Duty Locations:** 1 vacancy - Portland, OR  
**Who May Be Considered:** Agency Employees Only - Appearing on USAJOBS

**Job Summary:**

**WHO WE ARE**

We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology, and the most comprehensive array of benefits America has to offer.

"To care for him who shall have borne the battle and for his widow and his orphan."

—Abraham Lincoln

**ANNOUNCEMENT NUMBER: MP-10-0076-SJ**

**VACANCY ID: VS319049**

**POSITION TITLE: Program Specialist**

**WORK SCHEDULE: Full Time**

**Key Requirements:**

- Must be a current Portland VA Medical Center Employee with status.

**Major Duties:**

The incumbent serves as a program specialist at the Portland VA Medical Center, Research Compliance Office and works with the Research Compliance Officer (RCO) in building and maintaining an outstanding Human Research Protection Program, Laboratory Animal Welfare Program, and Research Safety and Security Program. This position is organizationally part of the Facility Director's Office and reports to the Facility Research Compliance Officer.

The incumbent evaluates compliance with federal and VA requirements for the conduct of research in the following areas: the protection of human research subjects, laboratory animal welfare, and research safety and security. Additional duties include responsibilities related to conflict of interest in research, training of research personnel, research program accreditation, research misconduct, and/or other research compliance activities consistent with VHA requirements.

The incumbent serves as the assistant to the facility Research Compliance Officer and acts on his/her behalf during absences. Day-to-day responsibilities include drafting and maintaining policies, training, conducting and assisting with regulatory visits and, conducting continuous quality improvement activities, including evaluation, auditing, and monitoring of human subject research, animal research, and research safety and security practices.

**Qualifications:**

**GS-7/9/11:** One (1) full year of specialized experience (equivalent to at least the next lower grade level in the Federal service) that equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. As the grade level increases supervision decreases and complexity of work completed increases. Specialized experience includes work as a study coordinator, principal investigator, clinical coordinator, research assistant/associate, or similar position in a research program, public or private. Duties may have included, but are not limited to, performing ongoing research monitoring and auditing (routine and "for cause") to promote compliance, reduce violations of regulations and standards, identify unsatisfactory trends and conditions, and correct factors that may contribute to non-compliance. Providing input and assistance to a Research Compliance Officer (RCO) or similar position, in establishing the policies and procedures by which the research compliance program will be judged, i.e., policies and procedures that outline the criteria for conducting research compliance activities, establish compliance program goals and objectives, and identify results indicative of successful program accomplishments. Providing input and assisting the RCO in evaluating new or modified legislation and national policies to determine its impact on the medical research community. Ensuring relevant regulatory and policy updates are disseminated to research administrators, facility research oversight committees (i.e., Research and Development, Institutional Review Boards, Institutional Animal Care and Use, Research Safety, and VISN20 Academic Affiliation Advisory and Research Group), research investigators, other research personnel, and facility leadership in a timely manner, and developing, coordinating, and assessing the implementation of research compliance method and design standards, criteria and guidelines for the scientific and technical activities of the organization. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

*Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications>.*

**GS-7:** Bachelor's degree, or expectation of graduation with a bachelor's degree within the next nine (9) months, in any major field of study and are in the upper third of the graduating class in an accredited college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on the courses that have been completed.

**OR**

Bachelor's degree, or expectation of graduation with a bachelor's degree within the next nine (9) months, in any major field of study and have a grade point average 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on an official transcript, or as computed based on four (4) years of education, or as computed based on courses completed during the final two (2) years of curriculum; OR a 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final two (2) years of curriculum.

**OR**

Bachelor's degree, or expectation of graduation with a bachelor's degree within the next nine (9) months, in any major field of study and have a membership in a national honor society. The national honor society is listed on the [Association of College Honor Societies](#).

**OR**

One (1) full year of graduate level education in any major field of study. One (1) full year of graduate level education is defined as the number of credit hours that the school attended has determined to represent one (1) year of full-time study. If that information cannot be obtained from the school, 18 semester hours is considered as satisfying the one (1) year of full-time study requirement.

**OR**

Combination of specialized experience and education which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education by 18. Add the two percentages. The total percentage must equal at least 100% to qualify.

**GS-9:** A masters degree or equivalent graduate degree or two (2) full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

**OR**

Combination of specialized experience and education which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education by 36. Add the two percentages. The total percentage must equal at least 100% to qualify.

**GS-11:** A Ph.D. or equivalent doctoral degree, or three (3) full years of progressively higher level graduate education leading to such a degree, or LL.M., if related.

**OR**

Combination of specialized experience and education which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100% to qualify.

If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

***Important Notes:***

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. Supplementary vacancies may be filled in addition to the number stated in this announcement.

**How You Will Be Evaluated:**

Once the application process is complete, a review of your application will be made to determine if you are qualified for this job. The numeric score that you receive is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position and is based on your responses to the assessment questionnaire. The knowledge, skills and abilities required for this position are:

1. Evaluates Facility Research and Development Program.
2. Policy and Procedure Development, Interpretation, and Dissemination.
3. Evaluates Compliance Program Effectiveness.

**CAUTION:** Do not overstate or understate your level of experience and demonstrated capability. Your ratings are subject to evaluation and verification based on the resumé, narratives and other relevant documents you submit, as well as through verification of references as appropriate. Later steps in the selection process are specifically designed to verify your stated level of experience and demonstrated capability. Deliberate attempts to falsify information may be grounds for not selecting you or for dismissing you from the position following acceptance.

### **Benefits:**

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

**Health Insurance** - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

**Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

The Federal Government offers a number of exceptional benefits to its employees. The following Web address is provided for your reference to explore the major benefits offered to most federal employees: <http://www.usajobs.gov/EI/benefits.asp>

## How To Apply:

To apply online, please use the following link:

<http://jobview.usajobs.gov/GetJob.aspx?OPMControl=1805876>

Please submit the following items:

### **Portland VA Medical Center Employees must submit:**

1. VA 5-4078 Application for Promotion or Reassignment OR resume OR Optional Application for Federal Employment, OF-612
2. Assessment Questionnaire
3. Other documents specified in the "Required Documents" section below

All materials must be received by 11:59 p.m. Eastern Time on Tuesday, February 16, 2010 to be considered.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process. Applicants are urged to apply online; this process is easier, faster, and provides more information as applications are processed. Please use the Applicant Checklist in the "Required Documents" section (near the end of this announcement) to make sure your application is complete.

**Note:** To return to a previously Saved or Incomplete application, simply reapply through My USAJOBS. After applying, return to My USAJOBS (<https://my.usajobs.gov/Login.aspx>) to see the status of your application, including any messages that may have been sent to you.

Please read all instructions before you begin. You are solely responsible for the submission of your materials. We are not responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.

### ***Option A: Online (Preferred Method)***

1. Click on "Apply Online" at the end of the job announcement.
2. Complete the questionnaire for the vacancy.
3. Select or upload the resume and other documents that you want to submit.
4. Click on the "Submit My Answers" button.

After applying, select this vacancy in USAJOBS window to see the status of your application, including any messages that may have been sent to you.

### ***Option B: Fax***

If you cannot apply online, you may fax the information to the OPM Processing Center in Macon, GA at 1-478-757-3144. Follow these steps to fax your responses to the questionnaire (including any supporting documentation):

1. Print a copy of this job announcement so that you can read and respond to the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers.  
You may print a copy of the form at this web address:

[http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf). You may also call USAJOBS by Phone at (703) 724-1850 to have the OPM Form 1203-FX mailed to you, but this is not practical if the announcement is nearing its closing date. If you call to request the form, press 1 after the introduction on the recording, then listen for instructions to request the form.

3. If you are faxing your responses to the questionnaire using the OPM Form 1203-FX along with your supporting documentation, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
4. **Do not send printouts of your Application Manager Questionnaire Answers.**
5. Submit your materials to fax number 1-478-757-3144.
6. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Follow these steps if you faxing only supporting documents:

1. If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the cover sheet at the following URL: <http://staffing.opm.gov/pdf/usascoversheet.pdf> Be sure to fill out all blocks on the form completely and clearly. If you do not use this form or the OPM Form 1203-FX as your cover sheet, the documents will not be matched up with your application and you may be found ineligible for the position.
2. Submit your materials to fax number 1-478-757-3144.
3. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Please be sure to feed all documents into your fax machine top first so that the processing center receives them right-side up. Make sure each page contains your name and the VIN for this vacancy (VS319049).

### ***Instructions for completing the OPM Form 1203-FX / online questions:***

Select this link to view and complete the assessment questionnaire: [Online Questionnaire](#)

#### **Social Security Number**

#### **Vacancy Identification Number**

Please include the Vacancy ID (VS319049) in the space provided.

#### **1. Title of Job**

Program Specialist

#### **2. Biographic Data**

#### **3. E-Mail Address**

#### **4. Work Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### **5. Employment Availability**

#### **6. Citizenship**

Are you a citizen of the United States?

#### **7. Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **8. Other Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **9. Languages**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **10. Lowest Grade**

07

09

11

## **11. Miscellaneous Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **12. Special Knowledge**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **13. Test Location**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **14. Veteran Preference Claim**

## **15. Dates of Active Duty - Military Service**

## **16. Availability Date**

## **17. Service Computation Date**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **18. Other Date Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **19. Job Preference**

1 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for promotion to the grade or grades announced.

2 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for reassignment to the grade or grades announced.

3 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for change to lower grade to the grade or grades announced.

4 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for promotion and/or reassignment to the grade or grades announced.

5 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for reassignment and/or change to lower grade to the grade or grades announced.

## **20. Occupational Specialties**

Please enter/select at least one occupational specialty code (three-digit codes such as 001) that applies to what you are applying for:

001 Program Specialist

## **21. Geographic Availability**

1371 Portland, OR

## **22. Transition Assistance Plan**

## **23. Job Related Experience**

## **24. Personal Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **25. Occupational/Assessment Questions:**

1. Which of the following statements best describes your education and/or experience which qualifies you for the Program Specialist position at the GS-7 level? Select only one response.

A. I have at least one (1) full year of specialized experience (equivalent to at least the GS-5 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. Specialized experience includes work as a study coordinator, principal investigator, clinical coordinator, research assistant/associate, or similar position in a research program, public or private. Duties may have included, but are not limited to, performing ongoing research monitoring and auditing (routine and "for cause") to promote compliance, reduce violations of regulations and standards, identify unsatisfactory trends and conditions, and correct factors that may contribute to non-compliance. Providing input and assistance to a Research Compliance Officer (RCO) or similar position, in establishing the policies and procedures by which the research compliance program will be judged, i.e., policies and procedures that outline the criteria for conducting research compliance activities, establish compliance program goals and objectives, and identify results indicative of successful program accomplishments. Providing input and assisting the RCO in evaluating new or modified legislation and national policies to determine its impact on the medical research community. Ensuring relevant regulatory and policy updates are disseminated to research administrators, facility research oversight committees (i.e., Research and Development, Institutional Review Boards, Institutional Animal Care and Use, Research Safety, and VISN20 Academic Affiliation Advisory and Research Group), research investigators, other research personnel, and facility leadership in a timely manner, and developing, coordinating, and assessing the implementation of research compliance method and design standards, criteria and guidelines for the scientific and technical activities of the organization. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

B. I have a bachelor's degree, or expect to graduate with a bachelor's degree within the next nine (9) months, in any major field of study and am in the upper third of my graduating class in an accredited college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on courses I have completed so far.

C. I have a bachelor's degree, or expect to graduate with a bachelor's degree within the next nine (9) months, in any major field of study and have a grade point average 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on my official transcript, or as computed based on four (4) years of education, or as

computed based on courses completed during the final two (2) years of my curriculum; OR a 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the my major field or the required courses in my major field completed during the final two (2) years of my curriculum.

D. I have a bachelor's degree, or expect to graduate with a bachelor's degree within the next nine (9) months, in any major field of study and have a membership in a national honor society. The national honor society is listed on the Association of College Honor Societies.

E. I have a one (1) full year of graduate level education in any major field of study. One (1) full year of graduate level education is defined as the number of credit hours that the school attended has determined to represent one (1) year of full-time study. If that information cannot be obtained from the school, 18 semester hours is considered as satisfying the one (1) year of full-time study requirement.

F. I have a combination of specialized experience as described in "A" and education as described in "E" which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education by 18. Add the two percentages. The total percentage must equal at least 100% to qualify.

G. I do not have the experience or education described in "A", "B", "C", "D", "E" or "F".

2. Which of the following statements best describes your education and/or experience which qualifies you for the Program Specialist position at the GS-9 level? Select only one response.

A. I have at least one (1) full year of specialized experience (equivalent to at least the GS-7 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. Specialized experience includes work as a study coordinator, principal investigator, clinical coordinator, research assistant/associate, or similar position in a research program, public or private. Duties may have included, but are not limited to, performing ongoing research monitoring and auditing (routine and "for cause") to promote compliance, reduce violations of regulations and standards, identify unsatisfactory trends and conditions, and correct factors that may contribute to non-compliance. Providing input and assistance to a Research Compliance Officer (RCO) or similar position, in establishing the policies and procedures by which the research compliance program will be judged, i.e., policies and procedures that outline the criteria for conducting research compliance activities, establish compliance program goals and objectives, and identify results indicative of successful program accomplishments. Providing input and assisting the RCO in evaluating new or modified legislation and national policies to determine its impact on the medical research community. Ensuring relevant regulatory and policy updates are disseminated to research administrators, facility research oversight committees (i.e., Research and Development, Institutional Review Boards, Institutional Animal Care and Use, Research Safety, and VISN20 Academic Affiliation Advisory and Research Group), research investigators, other research personnel, and facility leadership in a timely manner, and developing, coordinating, and assessing the implementation of research compliance method and design standards, criteria and guidelines for the scientific and technical activities of the organization. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

B. I have a masters degree or equivalent graduate degree or two (2) full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

C. I have a combination of specialized experience as described in "A" and education as described in "B" which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education by 36. Add the two percentages. The total percentage must equal at least 100% to qualify.

D. I do not have the experience and/or education as described in "A", "B", or "C".

3. Which of the following statements best describes your education and/or experience which qualifies you for the Program Specialist position at the GS-11 level? Select only one response.

A. I have at least one (1) full year of specialized experience (equivalent to at least the GS-9 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the

duties of this position as described in the major duties section of this vacancy. Specialized experience includes work as a study coordinator, principal investigator, clinical coordinator, research assistant/associate, or similar position in a research program, public or private. Duties may have included, but are not limited to, performing ongoing research monitoring and auditing (routine and "for cause") to promote compliance, reduce violations of regulations and standards, identify unsatisfactory trends and conditions, and correct factors that may contribute to non-compliance. Providing input and assistance to a Research Compliance Officer (RCO) or similar position, in establishing the policies and procedures by which the research compliance program will be judged, i.e., policies and procedures that outline the criteria for conducting research compliance activities, establish compliance program goals and objectives, and identify results indicative of successful program accomplishments. Providing input and assisting the RCO in evaluating new or modified legislation and national policies to determine its impact on the medical research community. Ensuring relevant regulatory and policy updates are disseminated to research administrators, facility research oversight committees (i.e., Research and Development, Institutional Review Boards, Institutional Animal Care and Use, Research Safety, and VISN20 Academic Affiliation Advisory and Research Group), research investigators, other research personnel, and facility leadership in a timely manner, and developing, coordinating, and assessing the implementation of research compliance method and design standards, criteria and guidelines for the scientific and technical activities of the organization. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

B. I have a Ph.D. or equivalent doctoral degree, or three (3) full years of progressively higher level graduate education leading to such a degree, or LL.M., if related.

C. I have a combination of specialized experience as described in "A" and education as described in "B" which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100% to qualify.

D. I do not have the experience and/or education as described in "A", "B", or "C".

4. Carefully read the description below. Select the one that best describes your experience. NOTE: This is a Screen-out Element. Failing to possess this experience will result in non-consideration. Make sure your application/resume supports your response.

A. I have experience conducting research study activities such as a research study coordinator, principal investigator or similar position. NOTE: Make sure your application/resume supports your response.

B. I do not have experience as described in statement "A".

If you selected response "A", please provide specific examples/written response (including dates and organization) detailing your experience on how you meet this factor. Failing to respond or responding "please see resume/application" will result in non-consideration. Make sure your application/resume also supports your response.

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. If you are not applying online, please darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.

D- I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.

E- This task has been a central or major part of my work. I have performed it myself routinely, and I have

trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

5. Audits Informed Consents for completeness and process requirements in human studies
6. Audits Individual Human, Animal, and Laboratory studies for regulatory, process, policy, and regulatory requirements
7. Promotes compliance and reduces violations of regulations and standards by correcting factors that may contribute to non-compliance.
8. Identifies unsatisfactory trends, problems, and conditions and when necessary brings them to the attention of the supervisor, research office, and regulatory bodies to negotiate corrective actions.
9. Conducts in-depth review and analysis of Research, clinical, subject, and training records relevant to the Human, Animal and Laboratory Safety regulations and requirements.
10. Conducts research program assessments and prepares reports necessary to internal and external oversight bodies.
11. Provides input and assists the Research Compliance Officer (RCO), in establishing processes, policies and procedures.
12. Provides input and assists the RCO in evaluating new or modified legislation and national policies to determine impact on the facility research community.
13. Serves as a resource for clinicians and non-clinicians regarding regulations, policies, memoranda, alerts, and other federal requirements.
14. Prepares lesson plans and supportive materials to educate and disseminate to clinicians and non-clinicians (in research and academic settings) about current and new regulatory, policy, and process requirements.
15. Works with research personnel on a day-to-day basis to maintain current and open communication regarding research compliance issues.
16. Develops, coordinates, and assesses implementation of research compliance method and design standards, criteria and guidelines for the scientific and technical activities of the organization.
17. Develops process improvement projects using modern process improvement methods and standards.
18. Gathers information and facts to works with the RCO to maximize research compliance.
19. Consults with research elements within the organization, agency, academic community and/or private industry.

**Required Documents:**

**APPLICANT CHECKLIST:** Please use this checklist to ensure compliance with all application requirements. We recommend that you print a copy of this checklist for reference while completing your application package. Be sure to read and follow the instructions carefully.

\_\_\_\_\_ Responses to the Assessment Questionnaire. You are encouraged to apply online.

\_\_\_\_\_ Resumé OR Optional Application for Federal Employment, OF-612 (for PVAMC employees VA 5-4078). You are encouraged to submit this online.

\_\_\_\_\_ Declaration for Federal Employment (OF-306). You are encouraged to submit this online.

\_\_\_\_\_ If you are faxing your application, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Make sure that the Form 1203-FX is on top of any other documents you are faxing. Remember to place your name, Social Security Number, and the Vacancy ID Number on EACH page submitted. (The Vacancy ID Number for this vacancy is VS319049.)

\_\_\_\_\_ If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the United States Application Cover Page. Failure to provide this cover page - or the use of a different cover page – means your documentation will not be processed.

\_\_\_\_\_ If a particular level of education/certification is required OR if you are asking us to qualify you based upon your education, you must submit a copy of your college transcript or an appropriate course listing. This can be submitted online.

APPLICANTS 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.

**Contact Information:**

HR Help Desk  
Phone: (503)273-5236  
Email: portlandvajobs@va.gov

Or write:  
Directors Office  
DO NOT MAIL APPLICATIONS  
Portland, OR 97239

**What To Expect Next:**

Please visit “My Application Package” in your account at My USAJOBS to monitor the status of your application. Messages here will acknowledge when your application is received, when the review is complete, and the result of that review. You will be contacted about any interviews or further evaluations that are required.

**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:** 1805876