

**V a c a n c y   A n n o u n c e m e n t****POSITION:** Laborer, WG-3502-3**NUMBER OF VACANCIES:** 1 full-time Position**TYPE OF APPOINTMENT:** Permanent**POSITION DESCRIPTION:** 1664**SALARY RANGE:** \$12.60 to \$14.70 per hour**NOTE 1:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 2:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion**NOTE 3:** 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.**NOTE 4:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 5:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.**NOTE 6:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.**NOTE 7:** This is a Bargaining Unit position.**TOUR OF DUTY:** Position is 7:00am to 3:30pm, M-F. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Acquisition & Material Management Division, Portland OR Division; however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.

**AREA OF CONSIDERATION:** Applicants will be considered in the following order: **First consideration** will be given to career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are employees of the Willamette National Cemetery, Regional Office and Veterans Outreach Center. **Employees who have received "Directed Reassignments" will be given priority consideration for any reassignment opportunity for which the employee has applied and meets the minimum qualification requirements. Such employees must include a copy of their "Directed Reassignment" letter with their application package.** **Second consideration** will be given to employees of other VA facilities; and **Third consideration** will be given to employees with competitive status outside the VA i.e., those with transfer or reinstatement eligibility. Veterans Recruitment Eligibles will be considered concurrently with applicants in this consideration. The VRA (Veterans Recruitment Appointments) is a special hiring program for:

1. Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized;
2. Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which an Armed Forces service medal was awarded;
3. Recently separated veterans, meaning veterans last separated from active duty within the last three years; and
4. Disabled Veterans with a service-connected disability.

Also, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply under the third consideration (Veterans Employment Opportunities Act (VEOA))

**Displaced/Surplus Federal Employees:** 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.

**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. Incumbent opens and unpacks cardboard packages by hand and removes contents. Work requires light to moderate physical effort, such as occasionally lifting and carrying light-to-medium weight objects (10 – 20 lbs.), frequently carrying moderately heavy objects (45 lbs.) and continually walking. While the work is usually performed indoors, worker may be exposed to drafts, noise, dust and dirt. He/She may stand for long periods of time on concrete floors. Uses hand truck, dollies, and other simple tools or equipment. Loads and unloads heavy boxes, bulky supplies, and materials to and from trucks, dollies, etc. Work involves moderate physical effort in occasionally lifting and carrying heavy objects (50 lbs.); and pushing heavy equipment. Moves supplies and equipment and rearranges material as required. Loads and unloads to and from trucks and transports incoming products to holding areas until quantity and quality can be verified.

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualifications Standards for WG-3502 series applies and may be reviewed in the Human Resources Management Division office. There is no specific amount of experience and/or training required, but candidates must demonstrate via their experience or combination of experience/training that they possess the knowledge, skills, and abilities required for the position (see Rating Factors below).

**Rating Factors:** *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position:* **1.** Knowledge of correct storage, issue and delivery of a wide range of supplies such as hazardous substances, special storage items, custodial and other general supplies. **2.** Describe your skill and experience in the operation of hand trucks, dollies, pallet jacks, electric jack lifts and other material handling equipment. **3.** Ability to work independently and prioritize work assigned, etc. **4.** Knowledge of various safety practices related to lifting and operation of equipment, etc.

(OVER)

**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

**HOW TO APPLY (First Considerations):** In order to be considered for this vacancy, **interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment**, to be received in Human Resources Management Division (P4HRMS) no later than 4:30 p.m. on the closing date of this announcement. **Applicants are responsible for completing and submitting VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar day after the closing date of the position.** VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also due 7 calendar days after the closing date. These forms are available in Human Resources Management Division.

**HOW TO APPLY (Second and Third Consideration Applicants):** You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). **(REQUIRED)**. If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Division by the closing date:

- a. OF-306, "Declaration for Federal Employment. **(REQUIRED)**
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- d. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- e. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- f. Appropriate proof of ITCAP eligibility. (if applicable)

**HOW TO OBTAIN FORMS:**

Forms are available online at [www.portland.med.va.gov/hr](http://www.portland.med.va.gov/hr)

**In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 100, Rm 6C-12)  
Portland, OR 97239. Phone # (503) 273-5236

**If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement or postmarked on or before the closing date. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

DB/rgf