

POSITION: Health Technician/Medical Assistant, GS-640-3, Target GS-4 or GS-4; Target GS-5 or GS-5

TYPE OF APPOINTMENT: Permanent/Temporary (see note 1)

NUMBER OF VACANCIES: Multiple Full-time, part-time & intermittent work schedules may be available. (Salary paid is dependant on hours worked)

SALARY RANGE: GS-3: \$21,085 to \$27409; GS-4: \$23,669 to \$30,766; GS-5: \$26,482 to \$34,423 per annum.

POSITION DESCRIPTION: GS-3: 1280A; GS-4: 1272A; GS-5: 1517A

NOTE 1: Fourth area consideration applicants will only be appointed to a temporary appointment NTE 1 year and 1 day; may be extended or terminated sooner depending on workload, staffing, and budget.

NOTE 2: Applicants, who applied previously under announcement 3W-T-03-328 and have not been considered, need not reapply, as they will be automatically considered under this announcement.

NOTE 3: Applications received by 1/12/04 will be given first consideration for this position.

NOTE 4: Applicants without prior federal service will be appointed at step one of the grade.

NOTE 5: Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion

NOTE 6: 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 7: 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.

NOTE 8: 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 9: A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.

NOTE 10: A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

NOTE 11: This is a Bargaining Unit position (if hired under Temporary appointment, position is non-bargaining)

TOUR OF DUTY: Position is 7:30am to 4:00pm, M-F. Shift varies depending upon the needs of the service. The work conditions may require a change in the tour of duty

LOCATION: This position is located in the Primary care Division, Portland and Vancouver Divisions, 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))

Fourth Consideration: Any U.S. Citizen

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 position description may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent is responsible for coordinating and directing patient flow throughout the clinic. Acts as liaison between the patient and the providers. This includes documentation of the patient's chief complaint, pre-visit preparation to include vital signs and referral to the appropriate level of care. Schedules patients for special procedures, assists with equipment inventory, sets up treatment and instruments trays. Communicates verbally and in writing with patients, family members, peers, and visitors.

GENERAL REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualifications Standards Handbook for GS-640 series applies and may be reviewed in the Human Resources Management Division office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

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.

(OVER)

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.

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 medical and equipment terminology. 2. Ability to effectively communicate with patients, family members, and hospital staff. 3. Ability to use a wide variety of medical equipment (such as EKG, blood pressure cuff, etc.). 4. Ability to prioritize and complete multiple tasks. 5. Ability to perform venipuncture

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). **Applicants also must complete and submit VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar day after the submission of VA Form 5-4078.** 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 submission of VA form 5-4078. These forms are available in Human Resources Management Division and on the Portland VA Web site.

HOW TO APPLY (All other Consideration Applicants): You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). 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:

- 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). (if applicable)
- d. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- e. On a separate 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

In Portland:

VA Medical Center
Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)
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. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

DB/rgf