

POSITION: Health technician, GS-640-3, target GS-4, or GS-5, target GS-5 or GS-5**NUMBER OF VACANCIES:** 1 Full-time position**TYPE OF APPOINTMENT:** Temporary, not to exceed 13 months, may be extended up to 3 years or terminated sooner based on workload, staffing or funding.**SALARY RANGE:** GS-3: \$21,984 to \$28,580; GS-4: \$24,679 to \$32,080; GS-5: \$27,512 to \$35,900 per annum.**POSITION DESCRIPTION:** GS-3: 8847A; GS-4: 5036A; GS-5: 8939A**NOTE 1:** Applicants without prior federal service will be appointed at step one of the grade.**NOTE 2:** 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 3:** 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 4:** 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 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:** Applications received by 5/12/04 will be given first consideration for this position.**NOTE 8:** This is a Bargaining Unit position.**LOCATION:** This position is located in the Pathology & Laboratory Service, 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.**TOUR OF DUTY:** This position is dayshift, M-F. The work conditions may require a change of duty.**AREA OF CONSIDERATION:** Any US 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 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. Responsible for timely and accurate collection, accessioning, processing and distribution of laboratory specimens. Collects peripheral blood by venipuncture using various types of needles, syringes and color-coded tubes. Identifies patients and specimens according to laboratory procedure. Explains process to patient prior to collection of sample. Collects and handles specimens according to procedure to insure specimen integrity and timely processing. Uses universal precautions to protect self and patient. Processes specimens into the laboratory according to laboratory procedure. Identifies and accesses specimens by computer. Separates specimens by centrifugation and aliquots sample according to testing requirements. Labels specimens according to laboratory policy. Prioritizes specimens by urgency and distributes each specimen to the appropriate laboratory section for testing. Responsible for storage and preparation of specimens for send-out testing. Prepares test requisitions for all send-out tests according to the reference lab's specifications. Answers or directs routine inquiries from telephone calls or visitors. Collects and processes biohazard waste for disposal. Monitors inventory and replenishes laboratory supplies. Prepares patient peripheral blood smears and reticulocyte smears. Loads bar coded specimens onto automated laboratory equipment. Prepares cytology smears and cell blocks. Maintains tissue storage cabinets and autopsy tissue storage in an organized manner.

QUALIFICATION REQUIREMENTS:**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-640 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.**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.**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: Competition 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 standard laboratory procedures. 2. Ability to perform venipuncture aseptically, using universal knowledge of anatomy. 3. Knowledge of safety procedures. 4. Knowledge of equipment and procedures used to clean laboratory plastics and glassware. 5. Knowledge of aseptic cleaning techniques. 6. Ability to communicate effectively.**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:** 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 Service 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 ICTAP 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. **First consideration will be given to those who apply no later than 5/12/04, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

RL/rgf

[Press here for Forms](#)