

# VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

## THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. <b>04-142(GC)</b>		Opening Date: <b>06/21/04</b>	Closing Date: <b>OUF</b>	U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (See notes below)
# Posns <b>3</b>	Position Title <b>MEDICAL TECHNOLOGIST (1 midnight and 2 evening shifts)</b>	PD Number <b>2279-A</b>	Pay Plan, Series, Grade <b>GS-644-9</b>	
Service <b>Pathology &amp; Laboratory Medicine; Microbiology Section</b>		Promotion Potential <b>None</b>	Salary Range <b>\$56,486 - \$67,304 per annum</b>	
Duty Station <b>Palo Alto, CA.</b>		Tour of Duty <b>1) Midnight Shift: 12:00a.m. – 8:00a.m.; 2) Evening Shift: 4:00p.m. – 12:00a.m. with 1 weekend @ 12:00a.m. – 8:00a.m. per month</b>		
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		Subject to Bargaining Unit <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE _____ <input type="checkbox"/> Term NTE _____		Subject to Drug Testing <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
Travel and/or relocation expenses <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> are not authorized		<i>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</i> Relocation bonus <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized		
Recruitment bonus <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized				
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b>				
<input checked="" type="checkbox"/> <b>PUBLIC: All interested and qualified candidates. NOTES: Positions are in the Excepted Service and will be filled under Title 38 U.S.C. U.S. citizenship is required. If applicable, non-citizens may be appointed when no qualified U.S. citizens are available in accordance with regulations issued by the Under Secretary for Health.</b>				
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. <b>Gilbert R. Cataño, Human Resources Specialist</b>				
<b>REASONABLE ACCOMMODATION</b> This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>				

**This vacancy announcement is open until the position is filled. 1<sup>st</sup> cut-off date is 07/12/2004. If no selection after 1<sup>st</sup> cut-off, applications will be reviewed every 2 weeks until the position is filled.**

**DUTIES:** Serves as a Medical Technologist in the Pathology & Laboratory Medicine Service at the VA Palo Alto Health Care System (VAPAHCS). Incumbent is responsible for performing a variety of procedures including some complex analyses and infrequently requested tests, evaluating abnormal results, using and maintain equipment, and monitoring quality control. Duties are as follows: selects procedures which are appropriate for laboratory test(s) requested and congruent with patient considerations; processes specimens for specific analysis; controls physical conditions; responds to time factors; accessions tests into laboratory computer system; prepares reagents and verifies correct instrument operation; standardizes, performs and calculates results for a variety of complex tests; assists in maintaining and processing various computer applications; identifies unusual results or discrepancies; evaluates the validity of data in relation to test system and assay procedures; accepts referrals of abnormal or unusual results and observations from other laboratory personnel; conducts practical bench training other medical technologists/technicians, medical or medical technology students, and podiatry/pathology residents; and demonstrates professional caliber by practice of medical ethics, scientific curiosity, objective reporting of results and ability to work with others. Incumbent performs testing in Blood Bank (crossmatches using Ortho gel system), Chemistry (Beckman LX, Bayer Centaur), Urinalysis (Bayer Atlas), Hematology (Beckman Coulter LH-750, GEN\*S, ACL Advance) and Microbiology (gram stains, culture set-up). Incumbent also processes specimen using a Beckman Coulter Power Processor and performs other duties as assigned by the supervisor.

**QUALIFICATION REQUIREMENTS: *Basic Requirements:***

A. Degree: medical technology, chemistry, or biology that included or was supplemented by at least:

- 16 semester hours of biological science of which one course was in microbiology and one course was in immunology. (NOTE: If there is no mention of immunology or immunobiology in the course title, the requirement for a course in immunology may be met by any course that covers the following topic areas: (1) definition and relationships of antigens and antibodies; (2) host-antigen interactions; (3) bursal and thymic influences on lymphoid cells; and (4) humoral and cellular response mechanisms.) The remaining biology courses must have been in general biology, zoology, or any of the areas listed below under "Evaluation of Education and Experience;"
- 16 semester hours of chemistry of which one course was in organic or biochemistry. The remaining chemistry courses must have been in general chemistry, qualitative analysis, qualitative chemistry, quantitative chemistry, physical chemistry, analytical chemistry, or any of the areas listed below under "Evaluation of Education and Experience;" and
- 3 semester hours of college mathematics.

OR

B. A full 4-year course of study that included or was supplemented by at least 12 months in a college or hospital-based medical technology program or medical technology school approved by a recognized accrediting organization. The professional medical technology curriculum may have consisted of a 1-year post-baccalaureate certificate program or the last 1 or 2 years of a 4-year program of study culminating in a bachelor's in medical technology.

OR

C. A combination of (1) at least 35 semester hours of biological science, chemistry, and mathematics as described in paragraph A above and (2) additional appropriate education and/or experience totaling 4 years. This combination of education and experience must have provided knowledge of the theories, principles, and practices of medical technology equivalent to that provided by the full 4-year course of study described in A or B above. All science and mathematics courses must have been acceptable for credit toward meeting the requirements for a science major at an accredited college or university. Acceptable experience is responsible professional or technician experience in a hospital laboratory, health agency, industrial medical laboratory, or pharmaceutical house; or teaching, test development, or medical research program experience that provided an understanding of the methods and techniques applied in performing professional clinical laboratory work. Certification/licensure as a medical technologist (generalist) obtained through written examination by a nationally recognized credentialing agency or State licensing body is a good indication that the quality of experience is acceptable.

**Evaluation of Education and Experience:** The four major areas of clinical laboratory science are microbiology, clinical chemistry, hematology, and immunohematology (blood banking). Qualifying course work in these areas includes bacteriology, mycology, mycobacteriology, tissue culture, virology, parasitology, endocrinology, enzymology, toxicology, urinalysis, coagulation, hemostasis, cell morphology, immunology, serology, immunoserology, immuno-deficiency, hemolysis, histocompatibility, cytogenetics, and similar disciplines or areas of laboratory practice.

**SPECIALIZED EXPERIENCE:** One (1) full year of specialized experience equivalent to the GS-7 level in Federal Service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the position being filled.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent degree.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**BASIS OF RATING:** Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. **Provide, on a separate sheet of paper, a DETAILED description of your experience as related to the knowledge, skills and abilities listed below.** Incomplete, vague, or contradictory information may affect your rating.

1. **Professional KNOWLEDGE of medical technology principles, practices, concepts, and methodology including quality assurance and clinical correlation.**
2. **KNOWLEDGE of and SKILL in calibrating, operating, and maintaining instruments and equipment appropriate to the requirements of various assays.**
3. **KNOWLEDGE of medico-legal Federal and State laws and regulations sufficient to assure conformity with requirements and compliance.**
4. **ABILITY to plan, organize, set priorities, work as a team member, and effectively complete assignments.**
5. **Skill in information management techniques and processes, including the ability to communicate effectively and electronically, both verbally and in writing.**
6. **Basic computer skills such as keyboard familiarity and computer technology.**

**ADDITIONAL NOTES:**

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◇ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ **English Language Proficiency:** If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** If applicable, candidates will be required to pass a physical examination before appointed to this position.
- ◇ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

**HOW TO APPLY: All Eligible Candidates Must Submit:**

1. **VA Form 10-2850c** – Application for Associated Health Occupations.
2. **OF-306** - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. **Licensure** – If required, a copy of full, current, unrestricted license to practice in a State, Territory, Commonwealth of the U.S., or the District of Columbia must be submitted.
4. **DD-214** – Certificate of Release or Discharge from Active Duty - Veterans claiming veterans' preference and those eligible for employment under veterans hiring authorities must submit a copy indicating dates of active duty and type of discharge.
5. **SF-15** - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans' preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
6. **SF-50B** - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
7. **ACTAP** - If you are currently a Department of Veterans Affairs employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the Department of Veterans Affairs Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration, you must:
  - a. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES), and the date of the RIF separation has not passed and you are still on the rolls of the Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
  - b. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
  - c. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
  - d. Be currently employed by the Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
  - e. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - f. Be rated well-qualified for the position. ACTAP candidates who attain a score of 90 for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.) will be considered well-qualified.
8. **ICTAP** – If you are a displaced Federal employee, you may be entitled to receive priority consideration under the Interagency Career Transition Assistance program (ICTAP). To receive this priority consideration you must submit a copy of the appropriate documentation such as Reduction In Force (RIF) separation letter, letter from OPM or agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
  - a. Be a displaced Federal employee. You must have been separated from Federal employment due to a RIF.
  - b. Be a current or former career or career-conditional (tenure group I or II) competitive service employee who:
    - 1) Received a RIF separation notice; or
    - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you; or
    - 3) Retired with a disability and whose disability annuity has been, or is being terminated; or
    - 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a copy of your SF-50B which indicates "Retirement in Lieu of RIF"; or

- 5) Retired under the Discontinued Service Retirement (DSR) option; or
- 6) Was separated because you declined a transfer of function or directed reassignment to another commuting area.
- c. Be a former Military Reserve or National Guard Technician who is receiving special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, U.S.C.
- d. Be applying for a position at or below the grade level of the position from which you have been separated.
- e. Has a current (or last) performance rating or record of at least fully successful or equivalent. This must be submitted with your application package (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
- f. Occupy or be displaced from apposition in the same local commuting area of the position fro which you are requesting priority consideration.
- g. File your application package by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- h. Be rated well-qualified for the position. To be rated well-qualified for the position, you must:
  1. meet the qualifications standards and eligibility requirements for the position, including any medical qualifications and minimum educational and experience requirements;
  2. meet all selective factors, where applicable, and appropriate quality ranking factor levels, as well as knowledge, skills and abilities (KSAs) for the position. Well-qualified candidates are those who attain 90 of the total points possible for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.); and
  - 3) be physically qualified, with reasonable accommodation, where appropriate, to perform the essential duties of the position.
9. **Handicapped (Schedule A) applicants** – You must submit a letter from the State of California Department of Rehabilitation to receive reasonable accommodation consideration
10. **College Transcripts** - If the position requires education and/or you are substituting education for experience (if allowed), you must submit a copy of your college transcripts.
11. **Performance Appraisal** - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**APPLICATIONS SHOULD BE MAILED TO:**

**VA Palo Alto Health Care System  
Human Resources Management Service (05A)  
3801 Miranda Avenue  
Palo Alto, CA 94304**