

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. 04-307(GC)		Opening Date 09/28/04	Closing Date OUF	U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
# Posns 1	Position Title SUPERVISORY PSYCHOLOGIST	PD Number 11610	Pay Plan, Series, Grade GS-180-13 (Target GS-180-14) or GS-180-14	
Service Domiciliary Operations Service		Promotion Potential GS-14	Salary Range GS-13: \$78,134 - \$101,576per annum GS-14: \$92,332 - \$120,033per annum	
Duty Station Menlo Park, CA.		Tour of Duty Monday - Friday, 8:00a.m. to 4:30p.m.		
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		Subject to Bargaining Unit <input type="checkbox"/> Yes-Minimum posting: 15 work days <input checked="" type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> are authorized <input type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement. Relocation bonus <input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized Recruitment bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized		
Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'				
<input checked="" type="checkbox"/> Open only to employees of the Department of Veterans Affairs nationwide.				
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Gilbert R. Cataño, Human Resources Specialist				
REASONABLE ACCOMMODATION				
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.				
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT				

NOTE: THIS IS A REANNOUNCEMENT OF VACANCY ANNOUNCEMENT 04-177(GC). APPLICANTS WHO APPLIED

& WERE REFERRED UNDER 04-177(GC) DO NOT NEED TO REAPPLY TO RECEIVE FURTHER CONSIDERATION. TO RECEIVE EARLY CONSIDERATION, APPLICATION PACKAGE MUST BE RECEIVED BY COB 10/28/04. IF NO SELECTION IS MADE, APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED. IN ADDITION, TRAVEL AND RELOCATION EXPENSES ARE AUTHORIZED FOR THIS POSITION.

DUTIES: Incumbent serves as Chief, Domiciliary Operations Service for the VA Palo Alto Health Care System (VAPAHCS) and is responsible for the development, implementation, maintenance, and effective utilization of all structures, and relationships within and relating to the Domiciliary. He/she will provide administrative control and programmatic leadership for a growing number of unique and highly technical specialized rehabilitation programs, assure a full range of professional and direct-care services, coordinate research and program evaluation projects, develop a training program in conjunction with educational institutions, and assure compliance with increasingly complex procedures and statutes in licensing, clinical privileges and continuing professional education. Other duties performed by the incumbent are: formulating policies, developing goals and objectives consistent with the mission of the Domiciliary Program; coordinating Domiciliary ADP activities with responsible Health Care System personnel; directing the Domiciliary's training and educational programs and maintaining effective working relationships with cooperating universities and professional organizations; and monitoring and evaluating ongoing programs for quality control and necessary actions.

QUALIFICATION REQUIREMENTS: BASIC REQUIREMENTS FOR ALL GRADES: Hold a doctoral degree in Psychology from a college or university approved by the Secretary of Veterans Affairs, have completed study for such degree in a speciality area of psychology and an internship which are satisfactory to the Secretary, and be licensed or certified as a psychologist in a State, except that the Secretary may waive the requirement of

licensure or certification for an individual psychologist for a period not to exceed 2 years on the condition that such psychologist provide patient care only under the direct supervision of a psychologist who is so licensed or certified. **EXPERIENCE REQUIREMENTS:** In addition to meeting all basic requirements, applicants must have 2 years of postdoctoral experience appropriate to the speciality area of the position for GS-180-13 and 3 years of postdoctoral experience appropriate to the specialty area of the position for GS-180-14. The postdoctoral experience must have been gained in a program or programs approved by the American Psychological Association (APA) and must be in a professional program concerned with health, rehabilitation or vocational restoration. The experience must indicate the applicant's ability to perform the duties of a psychologist in the area of work and at the level of difficulty and responsibility of the grade for which being considered. The applicant must have demonstrated supervisory or administrative abilities for positions which include these responsibilities. For each grade level, 1 year of experience must have been at a level of difficulty comparable to that of the next lower grade in the Federal service.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: No substitution of education is allowed at these grade levels.

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. **ABILITY to supervise, plan, organize, direct, control and review the work of the Domiciliary Operations Service staff.**
2. **KNOWLEDGE of the theories, principles, practices, ethics, and techniques of counseling.**
3. **KNOWLEDGE of and understanding of Homelessness Rehabilitation Programs, the treatment of problems functionally related to homelessness, and the resources available and specific to homeless veterans.**
4. **KNOWLEDGE of theories of human development, personality and psychotherapy, and various intervention modalities.**
5. **KNOWLEDGE of VA and community resources available to veterans and their dependents.**
6. **ABILITY to establish and maintain effective working relationships with veterans, their dependents, and community resources personnel.**

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.
- ◇ **Promotion Potential:** If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **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.
- ◇ **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 candidates must submit:

1. **VA Form 10-2850c** – Application for Associated Health Occupations **and** Resume or CV
2. **OF-306** - Declaration of Federal Employment. You **must** complete this form to determine your acceptability for Federal employment.
3. **DD-214** - Military Discharge Paper. Veterans claiming veteran's preference and those eligible for employment under veterans hiring authorities must submit a copy indicating type of discharge and dates of active duty.
4. **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.

5. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. 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.
7. ICTAP - If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration, you must:
 - a. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or agency documenting your priority consideration status with your application package.
 - 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 the Title 5, United States Code.
 - 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 of 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 a position in the same local commuting area of the position for 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 qualification standard 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) factor(s) for this 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.
8. Education - If education or an appropriate college degree is required, copies of college transcripts **must** be submitted.
9. Schedule A applicants only - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
10. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.
11. On a separate attachment(s), describe your work experience/education as it relates to each of the factors (KSAs) listed under BASIS OF RATING above.

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:

Human Resources Management Service (05A)
VA Palo Alto Health Care System

3801 Miranda Avenue
Palo Alto, CA 94304