

# 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.

<b>Vacancy Annc No.</b> <b>04-315(SA)</b>		<b>Opening Date</b> <b>10/01/04</b>	<b>Closing Date</b> <b>10/22/04</b>	<b>U.S. Citizenship Required</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (See notes below)
<b># Posns</b> Varies	<b>Position Title</b> Sales Clerk		<b>PD Number</b>	<b>Pay Plan, Series, Grade</b> VC-2091-04
<b>Service</b> Canteen Service <b>NOTE: This is a temporary not-to-exceed 6 month excepted service position with the Veterans Canteen Service.</b>			<b>Promotion Potential</b> VC-4	<b>Salary Range</b> VC-4: \$10.57 - \$12.33 per hour
<b>Duty Station</b> Palo Alto and/or Menlo Park			<b>Tour of Duty</b> Monday – Friday, varying tours of duty.	
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ <u>varies</u> hrs/wk		<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary NTE <u>not-to-exceed 6 months</u> <input type="checkbox"/> Term NTE _____		<b>Subject to Drug Testing</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>		
		<b>Relocation bonus</b> <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input type="checkbox"/> is 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"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input type="checkbox"/> Current VA employees eligible for transfer. <input type="checkbox"/> Veterans eligible for appointment under the Veterans Readjustment Appointment (VRA). <input type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input type="checkbox"/> Schedule A (handicapped) eligibles. <input type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input type="checkbox"/> PUBLIC – All Interested candidates.				
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 858-3951. <i>Susan Astorga</i>				
<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>				

**NOTE:** *Temporary not-to-exceed 6 months, and action may be extended or made permanent without further competition.*

**DUTIES:** Performs various duties in Canteen Service, Retail Sales Store. Sells retail merchandise, rings up sales on cash register, makes change and prepares clerk reports for specified registers. Assists in ordering merchandise, maintain adequate stock on shelves and takes inventory. Displays merchandise and creates new displays. Plans and prepares retail department features. Handles special orders from customers for delivery to patients, checks in photos and prepares outgoing film. Responsible for cleanliness and neatness of the Retail Store. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Education: High School graduate or equivalent and three months of general experience. General Experience consists of responsible clerical, or office work preferably in a retail environment. Applicant must have the ability to follow oral instructions and do simple tasks that are easy to learn. Incumbent must meet physical requirements before being placed into the position. 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. . Applicants will be grouped, rated, and referred to management for consideration in the following order: GROUP I – Qualified compensable disabled veterans of 30% or more. GROUP II: Qualified candidates entitled to 10-point veterans preference and/or based on a compensable service connected disability of **less** than 30%. GROUP III – 5-point veterans preference. GROUP IV – All other qualified candidates.

**ADDITIONAL NOTES:**

- ◇ Funds Availability: The position being filled is subject to the availability of funds.
- ◇ Additional Vacancies: This announcement will be used to fill vacancies occurring during the open period. Applications will be inactivated after 3 referrals. If initial appointment is temporary, selectees may be converted to a permanent appointment without further competition based on the needs of the service.
- ◇ U.S. Citizenship: If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ Update Of Qualifications: VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement*.
- ◇ 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. Positions may be filled at any grade level with or without promotion potential to the higher grade level.
- ◇ 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.
- ◇ 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:**

Eligible Permanent Employees of VAPAHCS - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement. On a separate attachment(s), describe your work experience/education as it relates to each of the factors 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:** VA Palo Alto Health Care System  
Human Resources Management Service (05A)  
3801 Miranda Avenue  
Palo Alto, CA 94304