

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 Annnc No. 10-698AC	Opening Date NOVEMBER 3, 2010	Closing Date NOVEMBER 16, 2010	# Posns ONE
Position Title RESEARCH HEALTH SCIENCE SPECIALIST		PD Number 2863-A	Pay Plan, Series, Grade GS-601-12
Service RESEARCH & DEVELOPMENT		Promotion Potential NONE	Salary Range \$81,460 to \$105,897 per annum
Duty Station MOUNTAIN VIEW, CA		Tour of Duty Monday to Friday, 8:00AM to 4:30PM	
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time		Subject to Bargaining Unit <input checked="" type="checkbox"/> Yes-Minimum posting: 14 calendar days Yes-Minimum posting: 5 calendar days <input type="checkbox"/> No-Minimum posting: 10 calendar days	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE _____ <input checked="" type="checkbox"/> EXCEPTED NTE 2 YEARS		Subject to Supervisory Probationary Period <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)	
<input type="checkbox"/> Subject to Drug Testing <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)	
Travel and/or relocation expenses <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		<i>Applicants currently serving under recruitment or relocation incentive service obligation must notify this office of the conditions of their agreement.</i> Relocation incentive <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	
		Recruitment incentive <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"/> Public - All qualified candidates			
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. DEXTER FUA, HUMAN RESOURCES ASSISTANT			
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			

Appointment is in the Excepted Service under Title 38 authority for research positions. This appointment does not confer eligibility to be non-competitively converted to career-conditional or career appointment. The duration of the appointment is not to extend (NTE) 2 yrs; however, it may be reduced/or extended depending upon the research funding.

DUTIES: This position is located at the VA Palo Alto Health Care System (VAPAHCS) Research and Development Service, located at the Mountain View Division. The incumbent serves as a Statistical programmer in the Biostatistician Support Section at the Cooperative Studies Program Coordinating Center (CSPCC). He/she is responsible for providing statistical support to the Biostatistician working on selected medical research projects in the nationwide VA Cooperative Studies Program (CSP) which includes design a comprehensive and efficient computer data management system for each study, write statistical programs to produce interim data summary tables, graphs, and statistical analyses for biannual statistical progress reports, final statistical analyses to support manuscripts and presentations. The incumbent will write programs to assist other staff; UNIX shell programs for use by other computer specialist and use by the Information Technology Staff. He/she will be responsible as assigned for providing job training to other staff, including other statistical programmers.

QUALIFICATION REQUIREMENTS

U.S. Citizenship: In accordance with the regulations issued by the Under Secretary for Health, non-citizens may be appointed under Title 38 when no citizens are available.

BASIC REQUIREMENTS:

Education: Successful completion of a full 4-year course of study in an accredited college or university leading to a master's or higher degree that included a major field of study related to the health sciences or allied sciences appropriate to the work of the position. **A copy of the final college transcript must be included in the application packet.**

AND

Experience Requirement: Specialized experience is experience, which has equipped the applicant with the particular knowledge, skills and abilities necessary to satisfactorily perform the duties of the position described above.

GS-12: One (1) year of specialized experience equivalent to the GS-11 grade in the Federal service.

Substitution of Education for Experience: Ph.D. or equivalent doctoral degree in major field of study related to the health sciences or allied sciences appropriate to the work of the position. **A copy of the final college transcript must be included in the application packet.**

Verification of Education: To qualify based on education, or where education is a minimum requirement, you **MUST** submit a copy of your transcripts or list of courses with credit hours, majors, and grade-point average or class ranking. Transcript materials will not be returned. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following Web site: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed will be verified by the appointing agency accordingly.

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

BASIS OF RATING: You will be evaluated to determine if you meet the minimum qualifications required on the basis of which your application demonstrates that you possess the knowledge, skills, and abilities (KSAs) associated with this position as defined below. When describing your KSAs, give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Incomplete, vague, or contradictory information may affect your rating.

1. **Skill gained through education or experience in writing statistical programs to produce tables, graphs and statistical analyses to support manuscripts and presentations.**
2. **Knowledge of research principles and data analysis techniques as evidenced by publications in professional journals or books.**
3. **Experience of computers and background in data analysis and multivariate statistics, and the use of computer software programs for data entry, storage and analysis.**
4. **Ability of interpersonal skills in writing and oral to facilitate productive interactions with coworkers, research and affiliated researchers, and all levels of VA staff.**

ADDITIONAL NOTES:

- ➔ **Funds Availability:** This position is subject to the availability of funds.
- ➔ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ➔ **Background Investigation:** Continued employment in this position is conditioned upon favorable adjudication of a National Agency Check with Written Inquiries (NACI) as a minimum requirement.
- ➔ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service 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.
- ➔ **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:

Eligible Permanent Employees of VAPAHCS – ***By 4:30pm on the closing date of this announcement***, submit VA Form 5-4078, Application for Promotion or Reassignment. In addition, you must submit either OF-612 (Optional Application for Federal Employment) – or – a Federal résumé, AND a supplemental narrative statement with your responses to the KSA elements under Basis of Rating above, and all other required materials noted in this announcement.

All others, submit:

1. **OF-612** - Optional Application for Federal Employment; **OR**
RÉSUMÉ - If a résumé is submitted, you must include information in the OF-612, Optional Application for Federal Employment. For General Schedule positions, you must indicate the month/year in the From and To dates, as well as the number of hours worked per week, for all periods of employment for which qualifying experience may be creditable.
2. **OF-306** - Declaration of Federal Employment. This form will be used to determine your acceptability for Federal employment.
3. **DD-214** - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a legible copy which for all periods of military service and must indicate the character of discharge.
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. **Priority Consideration**: Individuals who have special priority selection rights under the Department of Veterans Affairs Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP, and 5 CFR 330.704 for ICTAP. This includes a copy of the applicant's agency Notice, a copy of the most recent Performance Rating, and a copy of the most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. Additional Information on how to receive this priority consideration can be found at: http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap
7. **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.
8. **Performance Appraisal** - Current/Former Federal employees must submit a copy of their most recent performance appraisal.
9. **Narrative Statement** - On a separate attachment, describe your work experience/education as it relates to each of the factors listed under BASIS OF RATING above.
10. **College Transcript** – **You must submit a copy of your college transcripts.**

Application materials and forms can be obtained at: <http://www.paloalto.va.gov/Careers.asp>

To receive consideration, **all application materials must be received in this office by 4:30pm 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