

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission: <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Exemption (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VAMC, Marion, IL	5. Duty Station VAMC, Marion, IL 657MA	1. Agency Position No. 25210
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisor <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special		13. Competitive Level Code X04	
				14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Learning Resources Officer	GS	1701	12	KL	11-21-08
e. Recommended by Supervisor or Initiating Office	Education Officer	GS	1701	12		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify)
Vacant

18. Department, Agency, or Establishment
Department of Veterans Affairs

a. First Subdivision
Medical Center

b. Second Subdivision
Office of ADPCS

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor
Barbara G. Southworth, MSN, RN, Associate Director Patient Care
Signature: *Barbara G. Southworth* Date: 11/19/08

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
Review of Classification and Grading Standards for GS-1701
2008-2010. Update level standards for GS-1701
Issued March 2009

Typing Name and Title of Official Taking Action
Kay Crayton, Asst VISN 15 Network HR Officer
Signature: *Kay Crayton* Date: 11-21-08

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
New Hire

25. Description of Major Duties and Responsibilities (See Attached)

**Marion VA Healthcare System
Marion, Illinois
Position Description
Learning Resources Officer
Education Program
GS-12**

Introduction

The incumbent serves as the Learning Resources Officer providing instructional specialist support to the Education Service Line Chief and other services as required. Performs duties for implementing overall education policies and priorities by providing analysis and evaluation of educational goals and developing and/or obtaining educational content to meet facility needs. Responsible for directing a wide variety of staff education programs while providing technical and administrative support. The incumbent serves as an advisor to the Education Service Line Chief on matters related to all staff education programs.

In this capacity the incumbent provides direction for effective, uniform and economical accomplishments of education functions. Participates fully in discussions and decisions, and shares in the responsibility for actions covering all activities related to the Education Program functions.

Major Duties

Performs and coordinates tasks involved in meeting education resource requirements. Rapid growth and changing needs to meet current VA demands require developing new approaches, methods, and techniques to meet education goals. The incumbent must use innovative approaches when evaluating, developing, and modifying programs and training plans.

Serves as the coordinator, consultant, and evaluator for all phases and technical functions of staff training. Devises plans programs, and training practices for education resources and personnel required to implement new programs of instruction. Modifies current staff educational and training programs to assure feasible and economical training operations. Provides professional planning, programming, and training advice and guidance for education programs.

Provides professional advice and guidance on employee training matters, evaluates and analyzes staff training programs, and makes recommendations for solutions to problems associated with education and training. Serves as the coordinator, consultant, and evaluator for courses and classes. Obtains feedback from educational program participants to ensure training programs meet the needs of staff. **(40% includes paragraphs 1-3 under Major Duties)**

Provides specialized instructional specialist support for staff education operations. Participates as a key member involving staff actions and coordination of any matter pertaining to plans, operations or training involving VAMC staff, to include the development and coordination of special studies, and development and provision of factual data. Acts to recognize when to perform research and analysis of statistical data for projecting training base capability, writing and editing education plans and, as required, monitoring projects as well as responding to specific requests from the Education Service Line Chief. Performs evaluating studies related to training programs, methods and techniques, student loads, class capacities, equipment, facility and personnel utilization, equipment types and training concepts. Responsible for evaluating and utilizing data in the development of courses of instruction, training programs, schedules, and objectives. Compiles data required to accomplish the mission. Provides training advice related to problem areas in student training. **(40%)**

Assists in the development of basic concept and detailed analysis of education resources required. **(10%)**

Maximizes effectiveness, efficiency, and economy and minimizes the potential for fraud, waste, and abuse. Performs administrative tasks as required. Makes recommendations on training based on detailed analysis and evaluation. **(5%)**

Coordinates with managers, supervisors, and other organizations and higher echelon officials concerning training and the programming and coordination of all education resources required to accomplish the Marion VA Medical Center education program requirements, as well as determining of training provided meets the needs of the Marion VAMC. **(3%)**

Performs other duties as assigned. **(2%)**

Factor 1. Knowledge Required by the Position

Mastery of concepts of adult education within the specialized needs of a health care facility to apply, develop criteria or requirements for, testing, and evaluating new approaches and concepts for major education problems and needs of a highly controversial nature that have resisted solution in the past. The incumbent is relied upon by management,

professional staff, and contacts in the education community as an expert in the broad area of staff and employee education. Incumbent uses knowledge of education program to adapt and extend established concepts and methods, and develops proposals for innovative alternative approaches from the standpoint of educational soundness, likelihood of success, feasibility, cost, priority, and consistency with overall objectives of the medical center.

Factor 2. Supervisory Controls

The incumbent is under the direct supervision of the Associate Director for Patient Care Services, but may be operationally managed by others when performing special projects. . The incumbent is relied upon to perform services, develop educational content and plans, develop training products, and take actions that are technically sound and valid to meet facility training goals and needs. Work is evaluated for accomplishment of program goals and objectives.

Factor 3. Guidelines

Assists in the development of new training resource programming practices, policies, criteria, and methods.

Factor 4. Complexity

Performs numerous different and unrelated processes, methods, and procedures involved in programming resources in education matters, evaluation of training provided, and coordination required with various activities.

Factor 5. Scope and Effect

The education programs assisted by this position impact heavily on plans made by Marion VA Medical Center. The VA Medical Center and Community Living Center are located in Marion, Illinois. The Marion VA Health Care System operates Community Based Outpatient Clinics (CBOCs) in Evansville, Indiana; Mt. Vernon and Effingham, Illinois; as well as Paducah and Hanson, Kentucky. Approximately 44,000 veterans from 52 counties in Southern Illinois, Southwestern Indiana and Western Kentucky are served by the Marion VA Health Care System.

The Marion VAMC is located in the VA Heartland Network and is a general medical and surgery facility which operates 55 acute care beds. Comprehensive health care is provided through primary care, specialty care and long-term care in medicine, psychiatry, physical medicine and rehabilitation, neurology, oncology, dentistry, geriatrics, and extended care.

Additional specialty care is available by referral to other VA facilities or contracted facilities.

The Marion Community Living Center, a 60-bed nursing home facility, is operated on site. The Community Living Center's services include extended care rehabilitation, psycho-geriatric care, respite, palliative care and general nursing.

The Marion VA Health Care System is affiliated with Southern Illinois University (SIU) School of Medicine and St. Louis University School of Ophthalmology. The Dean's Committee functions as a part of the Affiliations Council. There are affiliations with SIU Radiological Technology, Respiratory Therapy, Nutrition and Food, and Psychology Departments. Affiliations also exist with the SIU Cardiology resident, Physician Assistant and first year medical student programs. In addition we host one Ophthalmology resident in surgery.

Academic affiliations exist with several Social Work programs including Southern Illinois University; University of Illinois; and University of Southern Indiana. This academic year the Office of Academic Affairs provided funding for two Prime Grant master's level Social Work interns; one Social Work Stipend master's level Social Work intern and one Ophthalmology Resident.

The Health Care System has Physician Assistant students from Southern Illinois University in Carbondale, St. Louis University School of Medicine and Midwestern University. The Health Care System has academic affiliations with the St. Louis University College of Pharmacy, and with the Diagnostic Medical Sonography program at John A. Logan College.

Nursing academic affiliations are as follows: John A. Logan College, Carterville, IL - (Practical Nursing and Associate Degree Nursing); University of Southern Indiana (Bachelor Science Nursing); University of South Alabama

(Nurse Practitioner); Shawnee College (Practical Nursing and Associate Degree Nursing); Southeastern Illinois College (Practical Nursing and Associate Degree Nursing); McKendree College (Bachelor Science Nursing); Southern Illinois University at Edwardsville (Bachelor Science Nursing, Master Science Nursing); Southeast Missouri College (Master Science Nursing); Murray State University (Nurse Practitioner, Clinical Nurse Specialist); Marion High School (Nurse Aide and Health Occupations). Seventy to eighty nursing students rotate through the Marion VA Health Care System during a twelve-month period.

Education programs are characterized by the scope and variety of research and teaching programs affiliated with the medical center. Training sessions may include other facilities in the eastern orbit of VISN 15 or the entire network.

Factor 6. Personal Contacts

The incumbent develops effective relationships with internal service, to promote a seamless organization focused on quality customer care, effective training, and translational research activities. S/he ensures timely and pertinent information is exchanged in order to support sound decision making. S/he supports collaborations and joint ventures with individuals, services or institutions in order to strengthen specific programs.

Factor 7. Purpose of Contacts

Assists in making contacts to coordinate significant functions, exchange important information and participate in conferences of consequence.

Factor 8. Physical Demands

The work is primarily sedentary. Most duties are performed at a desk.

Factor 9. Work Environment

The office, conference, or travel situations involve usual risks and require

adherence to safety requirements. The work is performed in an office setting that is adequately lighted and temperature controlled.

OTHER CONDITIONS

In the performance of official duties the employee has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statues and policy, and VHA policy. The employee is responsible for protecting the data from unauthorized release or from loss, regarding access to computerized files, release of access codes etc.

CURRENT DUTIES OF LEARNING RESOURCES OFFICER October 2008

(*indicates activities which current incumbent may be expected to continue after reappointment)

- Assists in the following programs:
 - Employee Education
 - Nursing Education
 - Continuing Medical Education
 - Graduate Medical Education (including timekeeping & authorization of disbursements)
 - Academic Affiliations
 - Medical Media and Reproduction
 - Medical Library
 - Patient Education and Learning Center

VA Veterans Administration

POSITION REPORT	Nature of Proposed Action New	Position No. 2721-0
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Existing

Classification Title	Sched.	Series	Grade
Organizational Title	No. Positions		
Name of Employee	Second Organizational Subdivision		
Station and Location	Third Organizational Subdivision		
First Organizational Subdivision	Forth Organizational Subdivision		

Proposed

Proposed Classification Title Learning Resources Officer	Sched. GS	Series 1701	Grade 12
Proposed Organizational Title	No. Positions 1		

Evaluation Summary

Classification Title Learning Resources Officer	Sched. GS	Series 1701	Grade 12
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Analysis and Evaluation (Use additional blank sheets if more space is required)

Background: New position being classified at the Marion VAMC. Incumbent serves as the Learning Resources Officer providing specialist support to the Education Service Line Chief and other services as required. Performs duties for implementing overall education policies and priorities by providing analysis and evaluation of educational goals and developing and/or obtaining educational content to meet facility needs.

Reference: General Education and Training Series, GS-1701, dated October 1991 and Grade Level Guide for Instructional Work dated March 1989.

Series and Title Determination: The 1701 series include positions that primarily involve professional work in the field of education and training when the work is not more appropriately covered by another professional series in this or any other group. That is true of this position which directs staff education programs while providing technical and administrative support. Learning Resources Officer is a VA authorized title for positions in this series that applies to this position.

Grade Determination: Part II of the Grade Level Guide for Instructional Work provides instructional specialist grade level criteria which is the grade-controlling work performed. Instructional specialist work includes ascertaining needs for training and education; determining the objectives and scope of courses, the subject to be covered, and the criteria for evaluation; developing, revising, or adapting courses and instructional materials and guides; and evaluating education and training programs and recommending needed changes and improvements.

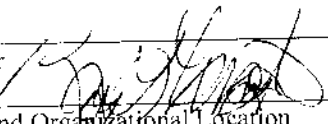
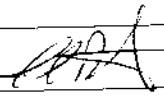
Nature of Assignment: At the GS-12, the employee establishes instructional design, development, or evaluative criteria through the analysis of educational or instructional problems or questions. The incumbent serves as the Learning Resources Officer devises plans, programs, and training practices for education resources and personnel required to implement new programs of instruction. The GS-11 is exceeded for this level is limited to producing complete, self-contained, training products. The GS-13 is not met for this level requires serving as an authoritative consultant who plans and develops experimental programs, evaluates results, and uses the findings in planning, developing, and installing new or modified programs. The incumbent meets the GS-12 for s/he devises and designates planning, programming and training management practices for education resource and training management personnel in the planning and programming of resources required to implement new programs of instruction and to modify current programs of instructions for staff training to ensure feasible and economical training operations.

Level of Responsibility: At the GS-12, assignments may be self-initiated on the basis of apparent need, in which case the supervisor is consulted for approval. The GS-11 is exceeded for at this level assignments may be made on a continuing or a project basis where the supervisor explains the project in general terms. The position exceeds the GS-11 and meets the GS-12 for the incumbent is relied upon to perform services, develop products, and take actions that are technically sound and valid and affect a considerable number and variety of users. The

GS-13 is not met for this level typically ascertain the need for and generate surveys and studies.
This position meets the GS-12 for Nature of Assignment and Level of Responsibility. This equates to a GS-12
since both factors fully meet the GS-12 definition for grade assignment.

FLSA Determination: Position is FLSA Exempt since this is a professional occupation and the position is
supervisory.

Conclusion: Position is properly classified Learning Resources Officer, GS-1701-12.

Concur 	Date 11/21/08	Evaluated By J. Anthony Redferin 	Date 11/21/08
Title and Organizational Location VISN15/NBO/HR		Title HR Specialist (Intern)	
VA Form Dec. 1983	3963	Existing Stocks of VA Form 3963, Feb. 1967, will be used	647587

POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION

57MA Marion VA Medical Center, Office of the Associate Director for Patient Care

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Learning Resources Officer GS-12

POSITION DESCRIPTION NUMBER (PD #)

#2721-0

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

B. SCOPE OF OPERATIONS:

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

C. PROGRAM RISK LEVEL

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	3
2.	Fiduciary Responsibility	1
3.	Importance to Program	3
4.	Program Authority	3
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5)	13

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

- CONCUR WITH RISK LEVEL (See STEP 2)
- INCREASE RISK LEVEL TO: MODERATE RISK HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER

DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:

- NO ADJUSTMENT
- INCREASE RISK LEVEL TO:
 - MODERATE RISK
 - HIGH RISK

Sensitivity Level:

- NO ADJUSTMENT
- INCREASE SENSITIVITY LEVEL TO:
 - NONCRITICAL SENSITIVE
 - CRITICAL SENSITIVE
 - SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL

- HIGH RISK
- MODERATE RISK
- LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

DATE (MM/DD/YYYY)

Kay L. Crayton, Assistant HR Officer



2/21/08