

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. 20134-I			
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Statement of Difference to PD #20133-I		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Portland VAMC		5. Duty Station 648		6. OPM Certification		
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code X01		
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. ... <input type="checkbox"/> Supr. Supervisor <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritl <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special		14. Agency Use		
15. Classified/Graded by										
a. U.S. Office of Personnel Management		Official Title of Position				Pay Plan	Occupational	Gra	Initial	Date
b. Department, Agency or Establishment										
c. Second Level Review										
d. First Level Review		Clerk-Translator				GS	1046	2	[Signature]	1/21/2010
e. Recommended by Supervisor or Initiating Office		Clerk-Translator				GS	1046	2		
16. Organization Title of Position <i>(If different from the official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>				
18. Department, Agency, or Establishment Dept of Veterans Affairs						c. Third Subdivision Rehab & Long Term Care				
a. First Subdivision Veterans Health Administration						d. Fourth Subdivision Home Base Primary Care (HBPC)				
b. Second Subdivision Portland VAMC						e. Fifth Subdivision Home & Community base Services (HCBS)				
19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>				
20. Supervisory Certification. <i>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</i>						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 Marijo Medcraft, Director Home & Community Based Services						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>				
Signature: [Signature] Date: 4/20/10						Signature: _____ Date: _____				
21. Classification/Job Grading Certification. <i>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.</i>						22. Position Classification Standards Used in Classifying/Grading Position Language Clerical Series, GS-1046 TS-41 March 1980, Grade Level Guide for Clerical and Assistance Work, 06/89.				
Typed Name and Title of Official Taking Action Joanna Garay (HR Specialist) VISN 20 Classification Unit						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 FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
Signature: [Signature] Date: 1/21/2010										
23. Position Review										
a. Employee <i>(optional)</i>	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
b. Supervisor										
c. Classifier										
24. Remarks BUS Code: 1272 Security Level: NACI Career ladder PD GS-4 PD #20132-I; GS-3 PD#20133-I; GS-2 PD #20134-I										
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>										

**Statement of Difference
Clerk-Translator
GS-1046-2 (Target 3)
PD #20134-I**

This position is located within the Home Based Primary Care (HBPC) portion of Home and Community Based Services (HCBS), which resides in the Rehab and Long Term Care Division (RLTC) at the Portland VA Medical Center.

The incumbent is a central supporting role in providing continuity of patient care for veterans returning to their homes following hospitalization or in conjunction with ambulatory services. The incumbent establishes and maintains a liaison role between Native American veterans, their families, and HBPC staff. The incumbent is to assist with in home communications between some Native American patients and caregivers, and the Warms Springs HBPC team members. The incumbent interprets and translates tribal languages, needs, and customs for HBPC staff and accompanies team members on home visits as necessary.

The purpose of this statement is to establish a career ladder position developmental position which would ultimately allow progression for the promotion to the next performance level GS-1046-3 position PD #20133-I. This GS-2 position is distinguished from the target GS-3 position primarily in the complexity of the assignments and the nature of supervisory control. The incumbent receives specific and detailed instructions for all assignments. Completed work is spot checked and regularly reviewed for accuracy and adherence to established policy.

While performing at the GS-2 level, it is expected that the incumbent will perform the major functions of the position at the full performance level but with significant oversight and more detailed instructions. The duties of this position are similar to those described at the next grade level but significantly less than the full range. The incumbent receives frequent detailed instruction and ongoing supervision until the necessary knowledge, skills, and abilities to successfully perform at the next grade level are acquired. Assistance is readily available, and the incumbent is expected to obtain guidance on problems and inquiries that are beyond the scope of training. As the incumbent learns to become more proficient, the degree of closer supervision is decreased.

Appropriate on the job training and a detailed performance plan will be followed by the incumbent to ensure progression to the full performance level, GS-3. The incumbent may be non-competitively promoted to the next performance level upon meeting the qualification and eligibility requirements and certification by the supervisor that the duties are being performed independently at the higher grade.

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency Portland VA Medical Center – Home Base Primary Care
Position Title Clerk-Translator
Series and Grade/Pay Band GS-1046-2/3/4
Position Description Number 20134-I; 20133-I; 20132-I

Designation Level	National Security	
	Investigation	Form Required
Tier 1	NACI	SF 85

Signature: _____ Date: 1/20/2010

Joanna Garay, HR Specialist (VISN 20

Name: Classification Team)

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