

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

OFFICIAL PERSONNEL COPY

1. Agency Position No.  
593-3885A

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Summer Student Position		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location VASNHS		5. Duty Station Las Vegas, NV		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			
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. <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special		13. Competitive Level Code X01	
						14. Agency Use 7777			

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	Student Trainee Education		1799	4	Jm	5/30/08
d. First Level Review	Training Instructor Student Trainee	GS	1712	4	Jm	5/13/08
e. Recommended by Supervisor or Initiating Office	Student Internship/ Training Instructor	GS	1712	4		

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

17. Name of Employee (if vacant, specify)

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

a. First Subdivision  
VA Southern Nevada Healthcare System

b. Second Subdivision  
Performance, Informatation & Education SS Line

c. Third Subdivision  
Education Section

d. Fourth Subdivision

e. Fifth Subdivision

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  
Harry H. Ray, Education Officer  
Signature: *Harry H. Ray* Date: 5/14/08

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
Ann Marie Feistman, FACHE, Associate Director  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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.

Typed Name and Title of Official Taking Action  
Donald J. Zurfluh, Jr., Chief, HRMS  
Signature: *Donald J. Zurfluh* Date: 5/14/08

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

24. Remarks

Description of Major Duties and Responsibilities (See Attached)

Supr CODE:  $\emptyset$  BUS CODE: 7777

**POSITION DESCRIPTION  
(Student Internship)  
NOT TO EXCEED 640 HOURS**

**Student Trainee/Education, GS-1799-4**

**INTRODUCTION  
POSITION DESCRIPTION**

**Primary purpose:** The Organizational Development (OD) Workforce Development (WFD) Student Intern works with the Education Officer and managers and employees to improve the relationships and educational processes for services.

**Organization Location:** The OD/WFD Student Intern provides services in support of the Education Service. Reporting to the Chief of Education, the OD/VVDC Student Intern will assist in the development and apply program modifications related to organizational effectiveness.

**MAJOR DUTIES**

**Program Development** **17 percent**

Performs work and participates in program development or modification, and assists to develop effective relationships with the services within the VA Southern Nevada Healthcare System (VASNHS). The OD/WFD Student Intern assists with the development of educational intervention strategies that are appropriate to the service needs and are consistent with the culture and supported by ethical standards of the VASNHS.

**Program Evaluation** **17 percent**

Performs work associated with the evaluation of educational programs. Assists with the evaluation of educational programs, plans and conducts studies to analyze the information. Using effective questioning, observation and feedback processing skills develops recommendations for program revisions.

**Program Delivery** **17 percent**

Incumbent summarizes and presents data that includes quantitative and/or qualitative information about the service. Assists in developing educational program interventions which are supported by the service needs, are consistent with the organization culture and supports the VASNHS. Responsible for coordination of assigned interventions and determines the need for and recommends changes/updates in program content

**Program Modification** **17 percent**

Recommends modification of programs and will assist in the modification of program materials and plans for specific audiences. Conducts studies and performs analyses of educational programs and may assist to coordinate activities involving these programs.

**Conducts Studies and Analyses**

**16 percent**

Assists with the coordination of studies/analyses for larger projects. Assists with plans and conducts effective oral presentations, and processes feedback that focuses on obtaining a more satisfactory education proposal. Assists with the development of recommendations for revising test items to improve their clarity and adequacy and increase the reliability and validity of tests. Assists in the production of complete, self-contained training products (courses, aids, methods, training plans, etc.) based on those analyses and studies.

**Coordination Activities**

**16 percent**

Performs work related to coordinating projects for the development and implementation of training course or course materials. Provides planning and organization, analyses of accumulated data and information, and coordination and integration with other functional activities. Performs other related duties as assigned.

**Factor 1-3 Knowledge Required by the Position**

**350 Points**

Knowledge of a body of rules, procedures, and/or operations in organization development to perform a variety of standard assignments and to resolve problems. Applies skills gained through developmental experience or relevant graduate study in applying training development principles and techniques in educational areas (e.g., course materials, instructional methods). Information necessary for assignments typically can be secured by application of analytical and investigative techniques. Problems presented are generally straightforward; unknown factors and relationships are primarily matters of factual nature, and the procedures for solving problems are fairly well understood. Ability to learn, design, evaluate, and develop employee development programs, training plans, course methods, materials and aids.

**Factor 2-2 Supervisory Controls**

**125 Points**

The supervisor provides individual assignments indicating the objectives and the resources available. Employee and supervisor develop the deadlines, and priority of the work to be done. The employee uses initiative for planning and carrying out the assignment; resolving most of the conflicts which arise, coordinating the work with others as necessary. The employee keeps the supervisor informed of progress, and of potentially controversial matters with far-reaching implications. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

**Factor 3-2 Guidelines**

**125 Points**

Procedures for doing the work have been established and a number of specific guidelines are available. Incumbent uses judgment to locate and select the most appropriate education guidelines or procedures for application and in making deviations to adapt the guidelines to specific problems. The incumbent may also determine which of several established alternatives to use; e.g., for a particular school setting, student population, or Federal and State or Federal and

local relationships.

**Factor 4-2 Complexity**

**75 Points**

Performs assignments with duties including related steps, fact-finding, and making recommendations. Assignments are characterized by many interrelated facts and sources of information, determining multiple cause and effect relationships, analysis of VASNHS policies and procedures, identification of future training and development needs for employees and supervisors, introduction of new technology for development and delivery of training. Decisions may be made at each stage of the assignment including identifying issues, drawing sound conclusions, and recommending appropriate actions. Must understand the interrelations with other training and employee development programs.

**Factor 5-2 Scope and Effect**

**75 Points**

The work involves review of a variety of education or training problems, questions, and situations. Makes recommendations for changes in these training programs. The quality of the advice and guidance provided effects the accuracy, reliability, or acceptability of further educational processes or services, and effectiveness of supervisors, managers, and employees, and ultimately the accomplishment of VASNHS goals and objectives.

**Factor 6-2 Personal Contacts**

**25 Points**

Contacts are generally with managers, subject matter specialists, and other officials within the VASNHS. People contacted are engaged in various services, functions, missions, and kinds of work. Additional contacts may be made to region, vision, or other VA Offices.

**Factor 7-1 Purpose of Contacts**

**25 Points**

The purpose of contacts is to advise on training program issues. Employee provides advice, clarifies problems and resolves questions regarding plans, schedules, and course content requirements with a variety of officials such as managers, professional staff members, and other education and training development groups and organizations.

**Factor 8-1 Physical Demands**

**5 Points**

No special physical demands such as above average ability, dexterity, or strength are required to perform the work. Work is sedentary and the employee may sit comfortably. There may be some walking, standing, bending, carrying of light items, driving of an automobile, etc. Fieldwork may involve traveling to interviews, meetings, and source of information.

**Factor 9-1 Work Environment**

**5 Points**

Work is usually performed in offices, meeting rooms, schools or similar settings. The work areas are adequately lighted, heated, and ventilated. Many positions involve travel, including the normal everyday risks and discomforts of auto, bus, rail, and air transportation.

## **Other Significant Facts**

### **Customer Service**

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

### **ADP Security**

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.