

POSITION DESCRIPTION (Please Read Instructions on the Back)

HRMS COPY

Agency Position No. 4278

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location VAMC Phoenix		5. Duty Station 644		6. OF... ..ion No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		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. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code X14	
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Program Support Assistant	GS	303	07	DT	8-22-06
e. Recommended by Supervisor or Initiating Office	Program Support Assistant	GS	303	07	DT	8-22-06

16. Organizational Title of Position (if different from official title) _____
 17. Name of Employee (if vacant, specify) **Brown**

18. Department, Agency, or Establishment Department of Veterans Affairs		c. Third Subdivision	
a. First Subdivision Carl T. Hayden VA Medical Center		d. Fourth Subdivision	
b. Second Subdivision Clinical Services		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. Typed Name and Title of Immediate Supervisor Stephanie Velarde Program Support Specialist		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) James V. Felicetta, M.D. Chair, Medical Department	
Signature <i>Stephanie Velarde</i>	Date 6/14/06	Signature <i>James V. Felicetta</i>	Date 6/14/06

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 PCS Flysheet for Misc Clerk & Asst. Series. GS-303, TS-37 (11/79); PCS Secretary Series. GS-318, TS-64 (06/82).	
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed 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. 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.	
24. Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed 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	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. **FPL= GS-07**

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

Position Description

Program Support Assistant GS-303-7

Position Number:

Organization Code: 644

Organizational Location: This position is in the Medical Department, Chief, Pulmonary/Critical Care Section.

Primary Purpose: Performs a wide variety of administrative tasks associated with maintaining and supporting the work performed within the organization. Such work includes a variety of administrative functions necessary to the smooth management of the Pulmonary/Critical Care Section and research studies. In addition, the position may act as the primary liaison between the program office and administrative offices outside the organization.

Support Services 85%

Serves as the organization's liaison on office support services. Answers questions concerning policies and procedures related to office support services. Plans and coordinates a variety of general office support services in support of the work of an organization, such as requisition, purchase, storage and maintenance of stock levels; installation, repair, maintenance and disposal of office equipment, etc. Serves as Control Point Official for the Medical Department, Pulmonary/Critical Care Section.

Serves as liaison to central administrative staff on office support services for extensive organization needs, e.g., schedules and monitors office space renovation projects. Assists Principal Investigators with research grant preparation and submission. Completes all necessary paperwork and submits research protocols to the Investigational Review Board and Human Subjects Subcommittee for the principal investigator of each protocol. This includes grants from NIH, American Lung Association, Arizona Lung Association, VA Merit Review, various pharmaceutical companies, and VA Cooperative studies. These guidelines for submission vary considerably among granting agencies, therefore, the employee must understand the research project involved and must be familiar with scientific terms and medical technology.

Ability to review and analyze medical data on each individual research record maintained for each subject. This data will also be recorded in the computer and when necessary retrieved for reports, further analysis, and publication.

Performs administrative and computer support for the Phoenix VA /Banner Good Samaritan Medical Center Pulmonary/Critical Care Fellowship Program. Responsible for performing duties related to Pulmonary/Critical Care Fellows/student registration, leave, scheduling conferences, office rotations within the phoenix area, travel reservations, research rotations, clinic setup, cancellations, scheduling patients, etc. The employee develops, independently, a wide variety of projects, with the preponderance of assignments involving performance improvement and other quality improvement activities related to pulmonary/critical fellow's work or to research activities. These projects include continuing documentation (evaluations) of attending physician and

supervision of the fellow. Also, in this capacity, serves as liaison with academic scientists throughout the US, with local regional biomedical corporate representatives, and with practicing physicians and health care institutions throughout the Phoenix metro area. Performs administrative and computer support for scientific meetings and continuing medical education exchanges for Pulmonary/Critical Care faculty, fellows, etc. Serves as liaison for educational exchanges for physicians and other health care professional and trainees in various settings: (1) rotations and lectures for medical studies from three medical schools, the University of Arizona College of Medicine, Kirksville College of Medicine, and Midwestern University; (2) lectures and grand rounds for internal medicine house staff in the combined Phoenix/Good Samaritan Medicine Residency, (3) multiple support functions for the Pulmonary/Critical Care Fellowship program noted above; (4) lectures for general practitioners and non-Pulmonary sub specialists on staff at the Carl T. Hayden VAMC. Makes numerous decisions (ASU budget-keep track of disbursements, deposits, running balances, logistics, communication, etc.), regarding the above educational functions with no supervision and/or direction for the academic pulmonary faculty.

The employee researches and completes national surveys periodically required for the pulmonary/critical care fellowship program from organizations, which include the American Medical Association (AMA), the National Resident Matching Program (NRMP), the American Council of Graduate Medical Education (ACGME), and the American Board of Internal Medicine (ABIM).

The Fellowship Review Committee for Internal Medicine (the national organization which accredits internal medicine training programs) requires that an extensive system be in place. At the end of each month, each fellow rates each faculty and off-site pulmonary/critical care rotation. Each fellow is rated by their attending staff and each attending staff physician is rated by the fellow he/she was responsible for that month. The employee is responsible for distributing this mass of evaluation forms and for maintaining a system that ensures the return of all evaluations in a timely manner to be processed for presentation to the various program directors.

Oversees that paperwork for fellows' licensing is in proper order. Status/evaluation forms are completed and forwarded to Good Samaritan Hospital in a timely manner. Provides information and ensures that vacation/conference schedules are correct and adequate coverage is available during these times.

Support of Scientific Projects 5%

Provides logistical and computer typographical assistance with preparation and submission of scientific manuscripts, peer review of manuscripts and grant proposals, correspondence related to these functions for the academic faculty of the Pulmonary/Critical Care Section. Provides logistical and computer assistance with preparation of scientific presentations and related correspondence requiring complex and skilled support for text, data, and graphics. The variety and complexity of these scientifically oriented texts are greater and more technically demanding the usual clinical notes and correspondence.

Research Grant Support 5%

Assists with preparation of new and competing research grant submissions for VA Merit Review, NIH, etc. Interprets rules and guidelines for research grant proposals and for their submission. These guidelines are complicated and considerably variable among granting agencies. The difficulty and complexity of this task is further heightened by the need to meet deadlines in such submissions. Assists in financial budgets and other administration of funded research grants. Serves as liaison with the Education and Research Service and the Fiscal Service in the administration of fiscal, personnel, and materials aspects of grants.

Supervision of Other Section Program Support Assistants 5%

Assesses Pulmonary/Critical Care Section program support needs and sets priorities for task completion. Evaluates daily workload and task progression of the other program support assistants. Assigns new tasks and reassigns ongoing or incomplete tasks as needed. Evaluates overall workload distribution and assists in its periodic adjustment. Consults intermittently with the Section Chief regarding these matters, primarily working independently in this regard.

Factor 1-550 Points

Knowledge Required by the Position

Practical knowledge of standard procedures in a technical field, requiring training or experience of how various machines, i.e., CPAP, oximetry, or SVN used for the treatment of pulmonary diseases, work in order to direct patients to the proper technical area for supplies or maintenance. This training comes from the technicians and supervisors in the outpatient and inpatient respiratory department. Practical knowledge of the basic principles of several sophisticated scientific processes including medical education, in the construction, formulation, and submission of scientific manuscripts and manuscript reviews, the research grant application process, and research grant administration, and fluency in rapidly changing scientific terminology. Due to frequent absence of supervisory faculty (see #2 below), the employee must have considerable knowledge in the above scientific and technical skills, requires interpersonal skills for dealing with physicians, midlevel health care professions, basic scientists, laboratory technicians and clinical research associates.

Factor 2-275 Points

Supervisory Controls

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations, which do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

The supervisor provides overall direction or broad outlines for most assistants, including some instruction regarding limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source

material available. Although the ultimate knowledge of and responsibility for the very complex tasks with which the employee assists rest ultimately with the Pulmonary/Critical Care Chief and scientific faculty, frequently they are absent due to travel to scientific and educational meetings. The employee uses considerable initiative in carrying out the majority of daily tasks and recurring assignments independently without specific instruction. Deviations, problems, and unfamiliar situations are dealt with first independently by the employee and reviewed later in some, but not all cases by the supervisor. The supervisor leaves much of the quality assurance process to the employee, but periodically assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures in those areas where these are available. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3-275 Points

Guidelines

Few guidelines are available for the work to be performed. Any available guidelines are not applicable to the majority of aspects of the work and have gaps in specificity. The employee uses judgment interpreting and adapting those guidelines, which are available to the many questions and choices for which guidelines are not available. The employee analyzes results and recommends changes.

Factor 4-150 Points

Complexity

The work includes a wide variety of duties involving disparate and unrelated processes and methods. The employee is responsible for independently discerning between choices, which require supervisory input, and those that do not. In cases where supervisory input would be desirable, but the supervisor is not available in the time frame in which a decision must be made, the employee must make the best possible decision, based on the knowledge outlined in Factor 1 above, and the usually distant guidelines noted in Factor 3 above. Decisions regarding daily tasks depend upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5-150 Points

Scope and Effect

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the decision or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well being of persons. Often the work comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, of acceptability of further processes or services.

Factor 6-25 Points

Personal Contacts

The personal contacts are primarily with employees in the same agency; however, there are many contacts with professionals outside the VA system. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., scientists from other academic centers, physicians in practice, house staff trainees, representatives from various levels within the agency such as headquarters, regional, district, or field offices, or other operating office in the immediate installation.

Factor 7-20 Points

Purpose of Contacts

The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts; i.e., the facts or information may range from easily understood to highly technical and to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goal and who have basically cooperative attitudes.

Factor 8-5 Points

Physical Demands

The work is sedentary. Typically, the employee sits comfortably to do the work, however, there may be walking, standing, bending, carrying of light items such as paper, books, small parts, or driving an automobile, etc. no special physical demands are required to perform the work.

Factor 9-5 Points

Work Environment

The work environment involves everyday risks or discomforts, which required normal safety precautions typical of such places as offices, meeting and training rooms, or libraries. The work area usually is adequately lighted, heated, and ventilated.



STATION NUMBER/ORGANIZATION
Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
Program Support Assistant, GS-0303-07 4278

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 and 732.201.

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, [X] LIMITED; B. SCOPE OF OPERATIONS: [] WORLDWIDE, [] GOVERNMENTWIDE, [] MULTI-AGENCY, [X] AGENCY; C. PROGRAM RISK LEVEL: [] MAJOR, [] SUBSTANTIAL, [] MODERATE, [X] LIMITED

STEP 2 - POSITION RISK POINTS See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

Table with 3 columns: LINE NO., RISK FACTOR, RISK POINTS. Rows include Degree of Public Trust (1), Fiduciary Responsibility (1), Importance to Program (1), Program Authority (1), Supervision Received (1), Total Risk Points (Sum of Lines 1-5) (5).

STEP 3 - POSITION SENSITIVITY LEVEL National Security Classified Information

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. SENSITIVITY LEVEL: [] SPECIAL SENSITIVE, [] NON-CRITICAL SENSITIVE, [] CRITICAL SENSITIVE, [X] 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, [X] 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: [X] NO ADJUSTMENT, [] INCREASE RISK LEVEL TO: [] MODERATE RISK, [] HIGH RISK; Sensitivity Level: [X] 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, [X] LOW RISK; FINAL SENSITIVITY LEVEL DESIGNATION: [] SPECIAL SENSITIVE, [] CRITICAL SENSITIVE, [] NON-CRITICAL SENSITIVE, [X] NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR DATE (MM/DD/YYYY)
Diane Tenley 08/22/06

EVALUATION STATEMENT

Recommended Classification: Program Support Assistant, GS-0303-07

Organizational Location: VAMC, Phoenix, AZ

References: PCS Flysheet for Miscellaneous Clerk and Assistant Series, GS-303, TS-37, (11/79), TS-34 (01/79); PCS Secretary Series, GS-318 TS-64(06/82), TS-34 (01/79).

Background: The incumbent provides a wide variety of administrative tasks associated With maintaining and supporting the work performed within the organization.

Determination of Series and Title: PCS Flysheet for Miscellaneous Clerk and Assistant Series, GS-303, provides the appropriate overall series determination for this clerical position, as no other series is completely appropriate. In conjunction with the PCS Secretary Series, GS-318 which provides criteria for some specific duties an appropriate determination of series and title may be reached.

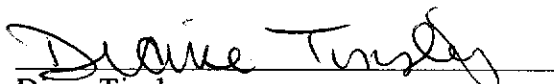
The organizational title for this position is Program Support Assistant.


Determination of Grade: The Grade Level Guide for The Secretary Series, GS-318 which is in the FES Format, is used to evaluate this position.

FACTOR EVALUATION SYSTEM POINTS RATINGS

Evaluation Factors	Points	Level
1. Knowledge Required by the Position	550	1-4
2. Supervisory Controls	275	2-3
3. Guidelines	275	3-3
4. Complexity	150	4-3
5. Scope and Effect	75	5-2
6. Personal Contacts	25	6-2
7. Purpose of Contacts	20	7-1
8. Physical Demands	5	8-1
9. Work Environment	5	9-1
Total Points	1380	
Grade Conversion (Range 1355-1600)	GS-07	

Conclusion: The proper title and series is Program Support Assistant, GS-0303-07.


Diane Tinsley
HR Specialist (Classification)


Date

This position is NON-EXEMPT and is part of the bargaining unit.