

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

1. AGENCY POSITION NO.

046710

2. REASON FOR SUBMISSION

REDESCRIPTION  NEW  
 REESTABLISHMENT  OTHER  
 EXPLANATION (Show any positions replaced)

3. SERVICE

HQ/TRS.  FIELD

4. EMPLOYING OFFICE LOCATION

VAMC

5. DUTY STATION

Phoenix, AZ

6. OPM CERTIFICATION NO.

7. FAIR LABOR STANDARDS ACT

EXEMPT  NONEXEMPT

8. FINANCIAL STATEMENTS REQUIRED

EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE  EMPLOYMENT AND FINANCIAL INTERESTS

9. SUBJECT TO IA ACTION

YES  NO

Establishes Asst Chief in SPD

10. POSITION STATUS

COMPETITIVE  
 EXCEPTED (Specify in Remarks)  
 SES (Gen.)  SES (CR)

11. POSITION IS:

SUPERVISORY  
 MANAGERIAL  
 NEITHER

12. SENSITIVITY

1 - NON-SENSITIVE  3 - CRITICAL SENSITIVE  
 2 - NON-CRITICAL SENSITIVE  4 - SPECIAL SENSITIVE

13. COMPETITIVE LEVEL CO

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	Supervisory General Supply Specialist	GS	2001	11	gir	10/06/09
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE						

16. ORGANIZATIONAL TITLE OF POSITION (if different from official title)

Assistant Chief, SPD

17. NAME OF EMPLOYEE (if vacant, specify)

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT

Department of Veterans Affairs

C. THIRD SUBDIVISION

Patient Care Services

A. FIRST SUBDIVISION

Veterans Health Administration

D. FOURTH SUBDIVISION

Supply, Processing & Distribution

B. SECOND SUBDIVISION

Phoenix VA Health Care System

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 TITLE OF IMMEDIATE SUPERVISOR

Gregorio Zayas, CHIEF, SPD

B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER (optional)

SIGNATURE

DATE

6/06/09

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/GRAIDING POSITION

USOPM GSSG, HRCD-5 dtd June 1998, April 1998  
 Posn Class Flysheet for General Supply Series  
 GS-2001, TS-117 dtd July 1992

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION

Gregory I. Reese, HR Specialist

**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.

SIGNATURE

DATE

10/06/09

23. POSITION REVIEW

INITIALS

DATE

INITIALS

DATE

INITIALS

DATE

INITIALS

DATE

INITIALS

DATE

A. EMPLOYEE (optional)

B. SUPERVISOR

C. CLASSIFIER

24. REMARKS

25. DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES (See Attached)

## Supervisory General Supply Specialist, GS-2001-11

### Primary Purpose:

Supply, Processing and Distribution (SPD) is the central point from which patient care medical and surgical supply inventories, instruments and equipment are procured, received, processed, decontaminated, packaged, sterilized and distributed throughout the medical center and community based outpatient clinics. SPD is organized into four distinct and physically separate units: Decontamination, Sterile Preparation, Storage and Distribution, Equipment Control and Procurement and Fiscal activities. This position plans, organizes, directs, and evaluates all SPD activities as necessary to effectively administer to SPD operational requirements, as outlined by VHA Directive 7176. The degree of specialized knowledge, as well as the nature and variety of skills required in the supervisory management of the SPD section, dictates a maximum delegation of authority to the Supervisor, SPD. This individual must exercise independent judgment in all technical and managerial aspects of the section. The objectives of SPD are to provide centralized support of the medical centers patient care programs, while assuring appropriate aseptic conditions, economy of operation, and consistency in processing, storing and distribution, under strictly controlled conditions.

### Principle Duties and Responsibilities:

The incumbent functions as the Assistant Chief, Supply, Processing and Distribution (SPD) and has full delegated authority from the Chief, Supply, Processing and Distribution (SPD). In addition to serving as a full assistant to the Chief, Supply Processing and Distribution, the incumbent will serve as the Coordinator of Reusable Medical Equipment (RME) of the Sterile Processing and Decontamination Sections, SPD, Patient Care Services (PCS). The incumbent is responsible for the planning, directing, and coordinating the complex functions and activities of these sections. The incumbent must ensure the availability of a large number of medical and surgical supplies and equipment processed and distributed through these areas. The incumbent establishes and maintains an inventory distribution system which must respond to constantly changing needs and consumer demands. The incumbent has full supervisory authority and responsibility for analyzing short and long term trends for medical and surgical supplies used within these areas, determining priorities, establishing appropriate levels, determining reorder frequencies, delivery schedules and managing procurement activity. The principle areas managed by this individual include:

**Decontamination:** The decontamination unit is solely responsible for the collection and safe transportation of all contaminated patient care supplies, instrumentation and equipment to a centralized area within SPD for processing. Decontamination techniques require the knowledge necessary to determine what specific processes are needed to effectively clean, disinfect, sanitize and sterilize a variety of complex diagnostic equipment, surgical instrumentation, medical devices and paraphernalia. Technicians must be trained and provided with the necessary resources to properly identify and decontaminated all reusable items, while at the same time recognizing

single-use, disposable, and devices. The incumbent must work in harmony with work leaders to provide adequate reference materials, clearly defined processing guidelines, manufacturer protocols and other technical data required to realize infection control principles. The incumbent must manage and coordinate the safe and standardized operation of technically advanced decontamination and sterilization equipment and control the safe use of a variety of chemical agents needed to accomplish these objectives. Incumbent must be familiar with all Medical Center, State, and Governmental policies and regulations regarding Universal Precautions, Blood borne Pathogens and Infection Control practices.

**Sterile Preparation:** The incumbent, under the guidance and management of the Chief SPD, is responsible for sterilization practices within this section. And as such, must meet all standards and recommended practices as established by VA Manual MP-2, Subpart e, section 108.76. The Sterile Preparation area is responsible for accomplishing the assembly and sterilization of various complex instrument sets representing a variety of surgical disciplines including major orthopedic, peripheral vascular, ophthalmological, urological, general, head-and-neck, plastic, and endoscopic techniques. The incumbent is responsible for safe use of ethylene oxide (gaseous sterilizing agent) as dictated by 29 CFR 1910.1047. Biological monitoring, recall procedures, for internally sterilized materials, and other process controls relating to sterility assurance are conducted within this section.

**Education Manager:** The incumbent is responsible for maintaining an ongoing training program, identifying required or recommended training classes, preparing written lesson plans, developing or obtaining instructional aides, video and/or slide presentations, etc., which addresses all mandatory and specific training requirements. This program includes, but is not limited to the proper handling of contaminated materials as is necessary to meet all regulatory requirements and medical center policies relating to universal precautions to meet all regulatory requirements and medical center policies and understanding of material safety data sheets (MSDS); use of personal protective equipment; hazard assessments; the safe use of ethylene oxide and emergency action plan requirements; bacteriological monitoring and record keeping of all sterilization processes; preparation of complex surgical instrumentation sets and paraphernalia; aseptic techniques and other appropriate training needs must also be address. The incumbent will ensure that all employees meet the annual required CEUs to maintain the National SPD Level One and Level Two Certification.

#### **Assistant Chief Duties and Responsibilities:**

As the full assistant to the Chief, SPD, the incumbent is responsible for planning, directing, and coordinating the complex functions and activities of the SPD section. The Manager, SPD supervises four work leaders and directs the activities of approximately 35 non supervisory employees ranging in grade from GS-6 to GS-9. In addition, this position is responsible for volunteers, students, and youth groups whose duties are to procure, receive, decontaminate, sterilize, prepare for distribution, store and distribute supplies, instrumentation, and patient care equipment. The incumbent is responsible

for ensuring the availability of a large number of separately recurring medical and surgical supplies and equipment are processed through all areas within SPD. The Manager, SPD establishes and maintains methodical and efficient automatic inventory distribution systems which respond to constantly changing needs and are consistent with consumer demands. The incumbent has direct supervisory responsibility for analyzing short and long term forecasts for medical, surgical, and warehouse (posted) supplies, determining priorities, establishing appropriate levels, determining reorder frequencies, delivery schedules and managing procurement activity. The incumbent is responsible for ensuring the hospital is sampling, trialing, purchasing and distributing the most state of the art supplies and equipment. The Assistant Chief also makes decisions based on findings, observations or problems presented by subordinate work leaders. The incumbent must work with the heads of other organizations to resolve mutual problems or areas of concern. This individual advises higher level management of problems in the organization's activities, evaluates the performance of subordinate employees, is responsible for making selections for supervisory and non supervisory positions, handles serious employee complaints, disciplinary or conduct related problems, and manages the SPD Certification Program, continuing education program, orientation and in-service training programs. The incumbent plans and assigns work on a daily, weekly, monthly, and annual basis. The incumbent sets deadlines, priorities, develops operating instructions, performance standards, identifies equipment requirements, and recommends methods to improve the quality and productivity of the SPD Section. The incumbent assists in developing and submitting budgetary projections and justifications for operating funds needed for the short and long term (quarterly, semi-annual, and annual) operation of SPD to the Administrator, Resources and Financial Management. The incumbent assists in establishing and continuously monitors four fund control points which expend over 6 million dollars annually for SPD supply and equipment purchases. The incumbent conducts special studies, i.e., supply usage studies, cost comparison studies, cost containment studies, new product evaluations, disposal versus reusable studies, etc., to systematically control and/or reduce costs for efficient and effective use of allocated funding while maintaining the quality of patient care as mandated by management. The incumbent evaluates the operational impact of these studies and advises the appropriate requestor/management as to overall feasibility of implementing the proposed change. The incumbent plans, organizes, directs, trains, and coordinates all activities associated with a comprehensive total supply support program.

**FACTOR 1. PROGRAM SCOPE AND EFFECT**

Factor Level 1-3 550 Points

The work involves ensuring the availability, proper decontamination and sterilization of a large number of medical supplies, equipment and surgical instrumentation necessary to support ten (10) surgical specialties. The incumbent is responsible for investigating and analyzing a variety of unusual problems or questions unable to be resolved at lower levels within SPD. The incumbents work directly effects patient care within the medical center.

The incumbent maintains continuous high quality services by establishing processing, procedures, which are developed by reading, interpreting and implementing appropriate regulatory guidelines, policies and recommended practices. In addition, the incumbent further determines appropriate guidelines by attending seminars, conferences, workshops and through membership in pertinent professional organizations. Effective communication and interaction with various health care providers and manufacturers' representatives is required. The incumbent will assist the Supervisor, SPD in the development of appropriate guidelines, using information gained from the sources listed above. The incumbent must have working knowledge of JCAHO, and VACO standards and regulations.

**FACTOR 2. ORGANIZATIONAL SETTING**

Factor Level 2-1 100 Points

This position plans, organizes, directs, and evaluates programs within the Supply and Distribution, Procurement and Fiscal Control, and Decontamination and Sterile Processing sections of SPD. SPD is a Section of Acquisition & Materiel Management Department, Resources & Financial Management Service.

**FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED** Factor Level 3-2 450 Points

The incumbent functions as the Assistant Chief, SPD. The nature of the work environment places this individual in a key position requiring tact, diplomacy and reliable decision making abilities to carry out assigned responsibilities. The incumbent must exercise independent judgment in aligning administrative controls and communicating, planning, training and directing the functional activities of SPD within broader medical center goals and policies. Independent judgment is exercised in all technical matters within the scope of the SPD functional activity. The incumbent is responsible for planning, directing, and coordinating the complex functions and activities of the SPD section. The incumbent is responsible for the supervision subordinate supervisors, work leaders and non-supervisory employees. The duties of these employees include procurement, receiving, distribution, decontamination, preparation and sterilization of medical/surgical supplies and patient care equipment. In addition, this position is responsible for overseeing the activities of volunteers, students and youth groups which may be assigned at various times throughout the year.

#### **FACTOR 4. PERSONAL CONTACTS:**

##### **FACTOR 4A. NATURE OF CONTACTS:**

Factor Level 4A-3 75 Points

The incumbent has personal contact and communicates with the employees in SPD, FMS, Inpatient Care, Ambulatory Care, Geriatrics and Extended Care, and other professional personnel, administrative management officials, manufacturers' representatives and the professional staffs of other medical centers and professional organizations. This employee functions as a member on the Commodity Standards, Infection Control, Special Care committees, and VISN/ National SPD Workgroups. As a Contracting Officer Technical Representative (COTR), this individual will address issues concerning all designs, alterations, or additions of the SPD department and therefore has personal contact with contractors on all levels. He/she conducts orientation classes for all new Nursing Service personnel regarding SPD concepts and requirements.

##### **FACTOR 4B. PURPOSE OF CONTACTS:**

Factor Level 4B-2 75 Points

Contacts are made in order to provide technical advice and support to medical center personnel concerning procedures, processes, aseptic techniques, sterilization practices, infection control and universal guideline, standardization, cost containment, recalls, and availability of new products. This individual attends formal and informal committees, meetings, or other decision-making events for the purpose of influencing, motivating, and persuading individuals who are working toward common goals but have different ideas as to how to reach these goals.

#### **FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED** Factor Level 5-6 650 Points

The level of work that best describes the nature of the basic (mission oriented) nonsupervisory work and constitutes 25 percent or more of the workload is equivalent to GS-09.

##### **FACTOR 6. OTHER CONDITIONS**

Factor Level 6-3 975 Points

The supervision and oversight requires coordination, integration and consolidation of administrative and technical work, as well as other support work that is comparable to GS-09.

## Evaluation Statement

**Official Title, Grade and Series:** Supervisory General Supply Specialist, GS-2001-11  
**Organizational Title:** Assistant Chief, SPD

### References:

General Schedule Supervisory Guide (GSSG), HRCD-5 dtd June 1998, April 1998  
Position Classification Flysheet for General Supply Series, GS-2001 TS-117 dtd July 1992.

**Background:** This position is created at the request of the Chief, SPD and due to additional duties and responsibilities that have been tasked to the SPD from the Veteran's Affairs Central Office.

### Series and Title Determination

The primary purpose of this position is to serve as the Assistant Chief for SPD. This position is involved in the planning, organizing, directing and evaluating all SPD activities as necessary to effectively administer to SPD operational requirements, as outlined by VHA Directive 7176. The series of this position was based on the kind of work that is supervised. The title was determined by referring to the classification standard used for the series supervised which is GS-2001. This position meets the minimum supervisory requirements; therefore "Supervisory" precedes the appropriate occupational title.

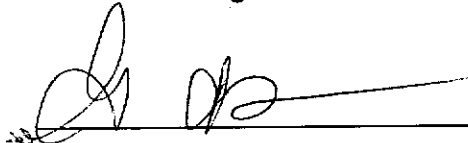
The prescribed title for this position is Supervisory General Supply Specialist, GS-2001.

### Grade Level Determination

This position is considered to act as a full assistant to the Chief of SPD. The GSSG states that the evaluation criteria in the GSSG is not designed to be applied directly to deputy or "assistant chief" supervisory positions and that the grade for "supervisory positions" that fully share in the duties, responsibilities and authorities of the "chief" should normally be set one grade lower than the grade of the supervisory duties of the position to which it reports. This position meets this criterion and has been determined to be **GS-11**

### Conclusion

This position is properly classified as Supervisory General Supply Specialist, GS-2001-11 with the organizational title of Assistant Chief, SPD.



GREGORY I. REESE, HR SPECIALIST (Class/Comp)

October 6, 2009



STATION NUMBER/ORGANIZATION

544 - Phoenix VA Health Care System

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
Supervisory General Supply Specialist, GS-2001-11 046710

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 B. SCOPE OF OPERATIONS: C. PROGRAM RISK LEVEL
MAJOR SUBSTANTIAL MODERATE LIMITED
WORLDWIDE GOVERNMENTWIDE MULTI-AGENCY AGENCY
MAJOR SUBSTANTIAL MODERATE 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 (3), Fiduciary Responsibility (1), Importance to Program (1), Program Authority (1), Supervision Received (3), Total Risk Points (9).

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. 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)
Stephanie Coomer HR Specialist (Classification) 12/4/2009