

Training Specialist

DEPARTMENT OF VETERANS AFFAIRS

Veterans Affairs, Veterans Health Administration

Open & closing dates

🕒 09/12/2018 to 09/28/2018

Service

Competitive

Pay scale & grade

GS 9

Salary

\$56,084 to \$72,911 per year

Appointment type

Permanent

Work schedule

Full-Time

Locations

1 vacancy in the following location:

San Diego County, CA

Relocation expenses reimbursed

No

Telework eligible

No

This job is open to

**Internal to an agency**

Current federal employees of this agency.

Clarification from the agency

Open to all Current, Permanent VA Nationwide Employees

Announcement number

CBBS-10308102-18-RCa

Control number

510734800

Duties

Summary

The Training Specialist provides training support to the Environmental Management Service (EMS) within VA San Diego Healthcare System

Work Schedule: Full Time, 40 hours per week. May require overtime, shift, weekend, and/or holiday work as required.

Compressed/Flexible: Not Available

Telework: Not Available

Virtual: This is not a virtual position.

Position Description/PD#: Training Specialist/#10922-O

Relocation/Recruitment Incentives: May be authorized

Responsibilities

Duties include, but are not limited to:

- Provide routine monitoring of sanitation, industrial hygiene, infection control, health, fire and environmental hazards.
- Performs work in the development of courses for training programs.
- Conducts and evaluates employee training needs assessments in order to provide guidance to management and supervisory staff on establishing and operating internal training.
- Instructs courses out of a Program of Instructions.
- Conducts analyses in the information gathered regarding training to provide appropriate recommendations to management/leadership level.
- Stays abreast of professional and technical development in the sanitation and waste management related field.

Travel Required

Not required

Supervisory status

No

Promotion Potential

None

Job family (Series)

1712 Training Instruction

(<https://www.usajobs.gov/Search/?j=1712>)

Requirements

Conditions Of Employment

- You must be a U.S. Citizen to apply for this job
- Designated and/or random drug testing may be required
- Selective Service Registration is required for males born after 12/31/1959
- You may be required to serve a probationary period
- Subject to background/security investigation
- Selected applicants will be required to complete an online onboarding process

- Must be a Current, Permanent VA Nationwide Employee

Qualifications

To qualify for this position, applicants must meet all requirements by the closing date of this announcement, .

Time-In-Grade Requirement: Applicants who are current Federal employees and have held a GS grade any time in the past 52 weeks must also meet time-in-grade requirements by the closing date of this announcement. For a GS-09 position you must have served 52 weeks at the GS-07. The grade may have been in any occupation, but must have been held in the Federal service. An SF-50 that shows your time-in-grade eligibility must be submitted with your application materials.

You may qualify based on your experience and/or education as described below:

Specialized Experience (for positions above GS-5): Experience that demonstrated a practical knowledge of the subject area of the position and of the methods and techniques of instruction. Examples of qualifying specialized experience include:

- Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).
- Supervising or administering a training program.
- Development or review of training/course materials, aids, devices, etc., and evaluation of training results.
- Work in the occupation or subject-matter field of the position to be filled that required training or instructing others on a regular basis.

GS-09 Specialized Experience:

Applicants must have One year of specialized experience equivalent to at least the next lower grade (GS-07) in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include, but are not limited to: Documenting and tracking ongoing training programs for employees; maintaining oversight of all mandatory training requirements for employees; provides guidance on the use computer-based systems/programs to accomplish training.

OR

GS-09 Education:

Applicants may substitute education for the experience required for the GS-09 level. Education at the graduate level in an accredited college or university must demonstrate the knowledge, skills, and abilities necessary to do the work. Applicants possess a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

OR

GS-09 Combination of Education & Experience:

Applicants may also combine education and experience to qualify at the GS-09 level. To calculate, first identify the percentage of required education you have earned (when substituting, you cannot use the first 60 semester hours that you earned). Then identify the percentage of required experience you possess. Add the two percentages. The total percentage must equal at least 100 percent to qualify at the GS-09. For example, an applicant who has 9 semester hours of graduate level education (i.e. 50% of graduate education required) and 6 months of creditable specialized experience (i.e. 50% of the required experience) would equal 100% of the required experience for the position. When combining education and experience, only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11.

You will be rated on the following Competencies for this position:

Competency 1 - Knowledge of an extensive body of rules and procedures in a training development program.

Competency 2 - Skills in applying training development principles and techniques.

Competency 3 - Ability to utilize automation system, such as inputting data in a tracking system.

Competency 4 - Ability to communicate orally.

Competency 5 - Ability to communicate in writing.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religions; spiritual; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Note: A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

Physical Requirements: 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 interview, meetings, and sources of information. In compliance with VA Directive 1192, annual influenza vaccination will be required for all VA Employees. The vaccination will be provided by or proof of the vaccination must be provided to the VA Facility's Occupational (Employee) Health Office on an annual basis

Education

Undergraduate and Graduate Education: Major study - education or a subject area related to the position to be filled.

A transcript must be submitted with your application if you are basing all or part of your qualifications on education.

PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/adms/finaid/accred/index.html>
(<http://www.ed.gov/adms/finaid/accred/index.html>)

. All education claimed by applicants will be verified by the appointing agency accordingly. If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

Additional information

Receiving Service Credit or Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. VA may offer newly-appointed Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

Placement Policy: The posting of this announcement does not obligate management to fill a vacancy or vacancies by promotion. The position may be filled by reassignment, change to lower grade, transfer, appointment, or reinstatement. Management may use any one or any combination of these methods to fill the position.

It is the policy of the VA to not deny employment to those that have faced financial hardships or periods of unemployment.

This job opportunity announcement may be used to fill additional vacancies.

Veterans and Transitioning Service Members: Please visit the [VA for Vets](http://vaforvets.va.gov/)

(<http://vaforvets.va.gov/>)

site for career-search tools for Veterans seeking employment at VA, career development services for our existing Veterans, and coaching and reintegration support for military service members.

For more information on the "Who may apply" eligibility requirements, please refer to the [OHRM Status Candidates and Other Candidate Definitions](http://www.va.gov/OHRM/JobListings/Status-Candidate-and-Other-Candidate-Definitions.pdf) (<http://www.va.gov/OHRM/JobListings/Status-Candidate-and-Other-Candidate-Definitions.pdf>) document.

If you are unable to apply online view the following link for information regarding an [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate+Application+Information) ([https://help.usastaffing.gov/Apply/index.php?title=Alternate Application Information](https://help.usastaffing.gov/Apply/index.php?title=Alternate+Application+Information))

How You Will Be Evaluated

IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.

Narrative responses are not required at this time. If you are referred for consideration, you may be asked to submit additional job related information, which may include, but not limited to; responses to the knowledge, skills and abilities; completion of a work sample, and/or contact for an interview. Your resume and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Background checks and security clearance

Security clearance

Q - Nonsensitive
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test required

No

Required Documents

To apply for this position, you must provide a complete Application Package which includes:

Resume or CV: It must include sufficient experience, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Therefore, we encourage you to submit a thorough resume that directly relates to this position. Your resume MUST include the following: grade level for each position held (if applicable), the month and year for each position held, and the number of work hours per week. E.g., GS-0201-12/2, Human Resources Specialist, 03/09 - 06/11 (or Present), 40 hrs/week. A full year of work is considered to be 40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities.

Responses to the Occupational Questionnaire: If applying online, you will be prompted to respond electronically. If submitting application via fax, you must complete the 1203FX form.

SF-50(s), "Notification of Personnel Action": you MUST submit your most recent non-award SF-50 (Must reflect a federal agency as you current employing agency, grade/step equivalent to, greater than, or one grade lower than the position applied to, tenure and title). Federal employees are able to access their SF-50 through the eOPF portal.

The following documents are accepted, and may be required if applicable to your eligibility and/or qualifications for this position. Please use this [checklist](http://www.va.gov/OHRM/joblistings/applicantchecklist.pdf) (<http://www.va.gov/OHRM/joblistings/applicantchecklist.pdf>)

to make sure you have included other documents required for your application, such as a copy of your transcript (if using education to qualify), SF-50's (current/former Federal employees), documentation to support Veterans Preference claims, or ICTAP/CTAP documentation (for displaced Federal employees). You will not be contacted for additional information.

- Cover Letter
- DD-214
- OF-306
- Other Veterans Document
- Resume

- SF-15
- SF-50
- Transcript

Veterans' Preference: When applying for Federal Jobs, eligible Veterans should claim preference for 5pt (TP), 10pt (CP/CPS/XP), or for Sole Survivor Preference (SSP) in the questionnaire. You must provide a legible copy of your DD214 (s) which shows dates and character of service (honorable, general, etc.). If you are currently serving on active duty and expect to be released or discharged within 120 days you must submit documentation related to your active duty service which reflects the dates of service, character of service (honorable, general, etc.), and dates of impending separation. Additionally, disabled veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must also submit an SF-15 "Application for 10 Point Veteran Preference" with required proof as stated on the form. **Documentation is required to award preference.** For more information on Veterans' Preference, please visit <http://www.fedshirevets.gov/job/vetpref/index.aspx> (<http://www.fedshirevets.gov/job/vetpref/index.aspx>)

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<http://www.vacareers.va.gov/why-choose-va/benefits/index.asp>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

All applicants are encouraged to apply online. To apply for this position, you must complete the questionnaire and submit the documentation specified in the Required Documents section below. The complete application package must be submitted by 11:59 PM (ET) on 09/28/2018 to receive consideration. To preview the questionnaire click <https://apply.usastaffing.gov/ViewQuestionnaire/10308102> (<https://apply.usastaffing.gov/ViewQuestionnaire/10308102>)

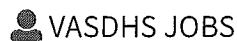
1. To begin, **click Apply Online** to create a USA JOBS account or log in to your existing account. Follow the prompts to select your USA JOBS resume and/or other supporting documents and complete the occupational questionnaire.
2. Click **Submit My Answers** to submit your application package.

NOTE: It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

To verify your application is complete, log into your USA JOBS account, <https://my.usajobs.gov/Account/Login> (<https://my.usajobs.gov/Account/Login>)

, select the Application Status link and then select the more information link for this position. The Application page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process. To return to an incomplete application, log into your USA JOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USA JOBS account or your application will be incomplete.

Agency contact information



Phone

[8585528585 X3432](tel:8585528585)

Email

vasdhsjobs@va.gov

Address

San Diego VA Medical Center
3350 La Jolla Village Drive
San Diego, CA 92161
US

[Learn more about this agency](#)

OUR MISSION: To fulfill President Lincoln's promise "To care for him who shall have borne the battle, and for his widow, and his orphan" - by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans?

As a VA professional, your opportunities are endless. With many openings in the multiple functions of VA, you will have a wide range of opportunities and leadership positions at your fingertips. Not only is it the largest, most technologically advanced integrated health care system in the Nation, but we also provide many other services to Veterans through the Benefits Administration and National Cemeteries. VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities. For more information on the Department of Veterans Affairs, go to <http://www.vacareers.va.gov/>

Visit our careers page

Learn more about what it's like to work at Veterans Affairs, Veterans Health Administration, what the agency does, and about the types of careers this agency offers.

<http://www.va.gov/jobs/>
(<http://www.va.gov/jobs/>)

Next steps

Once your online application is submitted you will receive a confirmation notification by email. After we receive application packages (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. After the review is complete, a referral certificate(s) is issued and applicants will be notified of their status by email. Referred applicants will be notified as

such and may be contacted directly by the hiring office for an interview. All referred applicants receive a final notification once a selection decision has been made.

You may check the status of your application at any time by logging into your USA Jobs account and clicking on Applications. Information regarding your application status can be found in the [USAJobs Help Center](https://www.usajobs.gov/Help) (<https://www.usajobs.gov/Help>)

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

Financial suitability

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

Privacy Act

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

Selective Service

Social security number request

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

Signature & False statements

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

New employee probationary period

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)