

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

1. Agency Position No.  
99493-S

6. OPM Certification No.

2. Reason for Submission  
 Redescription  New  
 Reestablishment  Other

3. Service  
 Hdqtrs  Field

4. Employing Office Location  
TBD

5. Duty Station  
TBD

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Financial Statements Required  
 Executive Personnel Financial Disclosure  Employment and Financial Interest

9. Subject to IA Action  
 Yes  No

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  
 2--Noncritical Sensitive  4--Special Sensitive

Explanation (Show any positions replaced)  
 National standardized PD for use within R&D. Statement of Difference to FPL PD#99586-S Health System Specialist GS-0671-11.

13. Competitive Level Code  
X01

14. Agency Use  
BUS:Eligible

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Heath System Specialist	GS	0671	09	TLB	09/06/2022
d. First Level Review	Health System Specialist	GS	0671	09	TMF	08/24/2022
e. Recommended by Supervisor or Initiating Office	Health System Specialist	GS	0671	09	WT	08/12/2022

16. Organizational Title of Position (if different from official title)  
Research Committee Manager

17. Name of Employee (if vacant, specify)

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

a. First Subdivision  
Veterans Health Administration

b. Second Subdivision  
Office of Research and Development

c. Third Subdivision  
Regional Research Office

d. Fourth Subdivision

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

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
Wendy Tenhula, PhD  
Deputy CRADO

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature Wendy N Tenhula 109297 \_\_\_\_\_ Date 08/12/2022

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  
PCF for Health System Specialist Series, GS-0671, TS-38, 12/1979; TS-98, AAGEG, 08/1990.

Typed Name and Title of Official Taking Action  
Tracie L. Bennett, HR Specialist (Class) - HRCoE

Signature Tracie L. Bennett 183259 \_\_\_\_\_ Date 09/06/2022

**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. Remarks  
SOD to FPL PD#99586-S Health System Specialist GS-0671-11. Cybersecurity Code: 000. Position Risk Level = Moderate (Tier 2). Telework Suitable = Yes.

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

**DEPARTMENT OF VETERANS AFFAIRS (VA)  
VETERANS HEALTH ADMINISTRATION (VHA)  
OFFICE OF RESEARCH AND DEVELOPMENT  
VETERANS INTEGRATED SERVICE NETWORK  
OFFICE OF RESEARCH AND DEVELOPMENT**

**Statement of Difference**

**Health System Specialist (Research Committee Manager)  
GS-0671-09 target 11  
Position Description (PD) # 99493-S**

**Introduction**

This position is established to perform developmental assignments like the duties contained in the full performance level (FPL) Health System Specialist GS-0671-11 PD # 99586-S.

The required knowledge, skills, and abilities are adequately obtained through the satisfactory performance of progressively more difficult assignments that are essentially and substantially identical duties and responsibilities in nature as described in the full performance position description. However, assignments are limited at this developmental level by the breadth and depth of knowledges required to perform the assigned duties.

**Factor Level Descriptions**

**Factor 1-6 Knowledge Required by the Position (950 pts)**

The position requires knowledge and skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature in applying Federal, State and VA laws, rules, and regulations relative to compliance and the conduct of investigative studies involving human subjects, animal study research, research safety and security, and research information security; including but not limited to the US Food and Drug Administration, Department of Agriculture, Department of Health and Human Services, Office for Human Resource Protections, Office of Research Oversight, Association for Assessment and Accreditation of Laboratory Animal Care International, Office Laboratory Animal Welfare, Public Health Service, Drug Enforcement Agency and current accreditation agencies.

The issues or problems deal with readily observable conditions, written guidelines covering work methods and procedures such as performance and production standards, and information of an actual nature. Knowledge includes pertinent laws, regulations, policies, and precedents which affect the use of program and related support resources in the area studied, such as The Code of Federal Regulations [21 CFR Part 11

(Electronic Records), 21 CFR Part 50 (Protection of Human Subjects), 21 CFR Part 56 (IRBs), 45 CFR Part 46 (Protection of Human Subjects Subpart A) etc.], Code of Laws of the United States of America [5 USC 552a (the Privacy Act of 1974), 21 USC 32-60 (Federal Food, Drug, and Cosmetic Act) 38 USC 7331 (Informed Consent), etc.], The Belmont Report, the Health Information Portability and Accountability Act Privacy Rule (HIPAA), etc.

In addition, sufficient knowledge in ethical principles, laws, regulations, and policies governing the review and approval of human subject research. The incumbent uses the knowledge to provide advice and consultation to Institutional Review Board chairs, members, and staff, and to educate the investigative community of local and external policies and procedures with regards to research involving human subjects.

Assignments typically involve using qualitative and quantitative analytical techniques such as: literature search; work measurement; task analysis and job structuring; productivity charting; determining staff to workload ratios; organization design; space planning; development and administration of questionnaires; flowcharting of work processes; graphing; and calculation of means, modes, standard deviations, or similar statistical measures. Assignments require skill in conducting interviews with supervisors and employees to obtain information about organizational missions, functions, and work procedures.

Knowledge of the requirements for validating investigational drug and device numbers for clinical investigations (21 USC 321-60, 21 CFR Part 312, 21 CFR Part 812, VHA Handbook 1108.04, etc.).

Knowledge of VA/VHA/VA Medical Center directives, policies, and procedures for administrating electronic records systems (21 CFR Part 11, VHA Handbook 1200.05, VHA Handbook 1605.1, VHA Handbook 1907.01, VHA Handbook 6500, etc.).

Ability to use Microsoft Word, Outlook, and Excel for word processing, communications, data manipulation and data storage aspects of work. Additional experience in programs such as Microsoft PowerPoint, Adobe Pro, and other presentational and graphical programs for training and presentation purposes is also needed.

### **Factor 2-3 Supervisory Controls (275 pts)**

The supervisor within the Associate Chief of Staff of Research assigns specific projects in terms of issues, organizations, functions, or work processes to be studied and sets deadlines for completing the work. Where two or more projects are involved, the supervisor may assign priorities among the various projects as well as deadlines for the attainment of specific milestones within a project.

The supervisor aids on controversial issues or on the application of qualitative or quantitative analytical methods to the study of subjects for which precedent studies are not available. The position plans, coordinates, and carries out the successive steps in

fact-finding and analysis of issues necessary to complete each phase of assigned projects. Work problems are normally resolved without reference to the supervisor, in accordance with the body of accepted office policies, applicable precedents, organizational concepts, management theory, and occupational training.

Work is reviewed for conformance with overall requirements as well as contribution to the objectives of the study. Complete work products such as evaluation reports and staff studies, are also reviewed for consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations. Findings and recommendations developed by the employee are reviewed prior to release, publication, or discussion with management officials.

### **Factor 4-3 Complexity (150 pts)**

The work principally involves dealing with problems and relationships of a procedural nature rather than the substance of work operations, issues, or other subjects studied. The position analyzes the issues in the assignment, then selects and applies accepted analytical techniques to the resolution of procedural problems affecting the efficiency, effectiveness, or productivity of the organization and/or work studied.

Projects usually take place within Research and Development with related functions and objectives, although organization and work procedures differ from one assignment to the next. Typical assignments involve observing work in progress to identify and resolve problems in workflow, work methods and procedures, task distribution, overall workload, forms, and record keeping, span of control, organizational structure, etc. The studies involve measurement of current work output, group productivity and accomplishments, or identification of current resource needs.

The position prepares reports containing a statement of the issue or problem, background, observations, options for change, and recommendations for action. Findings and recommendations are based upon analysis of work observations, review of production records or similar documentation, research of precedent studies, and application of standard administrative guidelines.

### **Position Qualification Requirements**

All other factors of the position remain essentially the same. This developmental position is established with known promotion potential to the targeted FPL described by PD# 99586-S at the GS-11 level. The position is graded according to the level at which the incumbent is hired, or to which s/he has progressed, based upon qualifications, experience, training, and performance. Noncompetitive promotions may be made up to and including to the target level grade, provided the work at the higher level continues to exist, and all the following conditions have been met: the incumbent through satisfactory job performance of the developmental assignments and is able to perform the duties of the target position; the incumbent meets all regulatory and qualification requirements for

the promotion and the incumbent is recommended for promotion by the supervisor, and is approved by management.

This statement of difference is authorized for use only when used in connection with the full performance level position description, Health System Specialist, GS-0671-11, PD # 99586-S.

# FLSA EXEMPTION WORKSHEET

Employee Name: \_\_\_\_\_

Position Title/Pay Plan/Series/Grade: HSS (Research Committee Manager), GS-0671-09T11 (SOD) - ORD

Position Number/Agency/Unit: 99493-S

## SPECIAL SITUATIONS (Entire groups of employees/positions considered nonexempt)

- Annual rates of basic pay less than \$23600
- Equipment operating or protective occupations
- Clerical occupations
- Technician work below GS-9
- Technician at GS-9 or above, where purpose of job is to support, not create
- Federal Wage System (or comparable systems), non-supervisory
- Position requires lengthy technical training, specialized skills, e.g., Air Traffic Control, Aircraft Operation

*If any of above boxes are checked, position is nonexempt and Specific Exemption criteria need not be considered.*

Notes:

## SPECIFIC EXEMPTIONS (If employees/positions meet the criteria below they are FLSA exempt)

Review criteria for each of three categories below—Executive, Administrative, Professional—to determine if employee/position should be considered exempt from the FLSA. Failure to meet the criteria for what could be considered the most appropriate category does not preclude exemption under another category.

### Executive Exemption (5 CFR 551.205)

- Primary duty is to manage a federal agency or any subdivision thereof.
- Employee customarily and regularly directs the work of two or more other employees. Does not include those who merely assist the manager or supervise in the manager's absence.
- Employee has authority to hire or fire other employees

OR

Particular weight is given to employee's suggestions/recommendations on hiring, firing, advancement, promotion or other changes in employee status. Consider:

- Whether it is part of the employee's job duties to make suggestions/recommendations
- Whether suggestions/recommendations are made and listened to on a regular, recurring basis

*If all of above boxes are checked, position is exempt (not covered) under the Executive Exemption.*

Notes:

**Administrative Exemption (5 CFR 551.206)**

- Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the employer/employer's customers
- Primary duty requires the exercise of discretion and independent judgment on matters of significance. Must be *more* than skill in applying well-established techniques, procedures, or standards. Consider intent for the position with regard to whether the employee:
- Has authority to make independent choices free from immediate direction or supervision in:
    - Formulating, affecting, interpreting, or implementing management policies, operating practices
    - Committing the employer in matters with significant impact
    - Waiving or deviating from established policies/procedures without prior approval
    - Negotiating/binding the organization on significant matters
  - Carries out major assignments in conducting organizational operations
  - Performs work that affects operations to a substantial degree
  - Provides consultation or expert advice to management
  - Is involved in planning long- or short-term organization objectives
  - Investigates and resolves significant matters on behalf of management
  - Represents the organization in handling complaints, arbitrating disputes, or resolving grievances

*If all of the above boxes under Administrative Exemption are checked, position is exempt (not covered) by the FLSA.*

Notes:

**Professional Exemptions (5 CFR 551.276)**

Primary duty must be the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction or requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.

**Learned Professionals (5 CFR 551.208)**

Primary duty must be the performance of work requiring:

- Advanced knowledge (cannot be attained at the high school level). Work:
- Is predominately intellectual in character
  - Requires consistent exercise of discretion and judgment
  - Uses advanced knowledge to analyze, interpret, or make deductions from varying facts/circumstances
- Field of science or learning includes:
- Traditional professions of law, medicine and pharmacy, theology, accounting, engineering and architecture, teaching, various types of physical, chemical, and biological sciences
  - Similar occupations with a recognized professional status (distinguished from mechanical arts or skilled trades)

Prolonged course of specialized intellectual instruction, where specialized academic training is a standard prerequisite for entrance into the profession

- Possession of appropriate academic degree
- Appropriate for employees who have same knowledge level and perform substantially same work but who attain advanced knowledge through *combination* of work experience and academic instruction

*If all of the above boxes under Learned Professionals are checked, position is exempt (not covered) by the FLSA.*

Notes:

**Creative Professionals** (5 CFR 551.209) \_\_\_\_\_

Primary duties must be work performance requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor

For media work, must involve more than collection, organization, and recording of information that is routine or already public or if they do not contribute a unique interpretation or analysis to a news product

*If all of the above boxes under Creative Professionals are checked, position is exempt (not covered) by the FLSA.*

Notes:

**Computer Employees** (5 CFR 551.210) \_\_\_\_\_

Computer systems analysts, computer programmers, software engineers, or other similarly skilled workers in the computer field. Does not include employees:

- Engaged in the manufacture or repair of computer hardware and related equipment
- Whose work is highly dependent on or facilitated by computers and/or computer software but not primarily engaged in systems analysis and programming or other similarly skilled computer-related occupations.

*If all of the above boxes under Computer Employees are checked, position is exempt (not covered) by the FLSA.*

Notes:

Final Determination of FLSA-Exemption Status:  Exempt  Nonexempt

If exempt determination made, which criteria used? Developmental position - non-exempt at the 9 grade level

Name/Title of Decisionmaker: Tracie L. Bennett, HR Specialist (Classification) HR CoE

Tracie L. Bennett  
183259

Digitally signed by Tracie L. Bennett 183259  
Date: 2022.09.06 15:42:59 -0700

Date of Determination: 09/06/22