

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
99537-S

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station VA Central Office		6. OPM Certification No.	
Explanation (Show any positions replaced) Developmental to PD# 99758-S.				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input 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 <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code X12	
								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	Health Science Specialist	GS	0601	11	MB	08/17/2022
c. Second Level Review						
d. First Level Review	Health Science Specialist	GS	0601	11	BP	
e. Recommended by Supervisor or Initiating Office	Health Science Specialist	GS	0601	11	WT	08/09/2022

16. Organizational Title of Position (if different from official title)
Research Database 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** Digitally signed by Wendy N Tenhula 109297
Date: 2022.08.11 14:00:00 -0400' Date **08/09/2022**

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
Job Family Position Classification Standard (JFS) for Professional Work in the Medical and Healthcare Group, GS-0600,09/2017,GS-0601,Gen. Medical Healthcare;Intro. to

Typed Name and Title of Official Taking Action
**Maria Z. Barana
Human Resources Consultant (Classification), WMC/HRCoE**

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 **Maria Z. Barana 243313** Digitally signed by Maria Z. Barana 243313
Date: 2022.08.17 12:32:29 -0700' Date **08/17/2022**

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

24. Remarks
Position has promotion potential to GS-12.
Cyber Security Code:000

22. Position Classification Std. 07'95,08'91, Revised 08'09; Hand-book of Occupational Group and Families 12'2018

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

STATEMENT OF DIFFERENCE
Health Science Specialist
GS-0601-11
PD# 99537-S

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The incumbent will serve in a developmental assignment to provide the individual with the knowledge, skills, and abilities needed to perform the full range of duties described in the target position description, PD# 99758-S, Health Science Specialist, GS-0601-12. The incumbent will perform the duties outlined in the target grade position description but will operate under closer supervision and will not be expected to demonstrate the same level of subject matter mastery. All other factors remain the same.

SUPERVISORY CONTROLS OVER THE POSITION:

The supervisor or lead will provide instructions and/or training in the performance of assigned duties, particularly for those duties that are new, unfamiliar and relatively complex. Work will be reviewed during and after completion to evaluate adequacy of methods, procedures, and results; ability to apply skills and knowledge to routine and non-routine assignment; and adherence to basic policy and instructions. As satisfactory progress is made in those aspects of the work for which the incumbent receives guidance and training, supervisory controls will be lessened in line with the incumbent's proven knowledge, skills and abilities.

Factor 1, Knowledge Required by the Position

At the GS-11 developmental level, the incumbent has knowledge and understanding of basic statistical techniques, mathematical modeling, and use of statistical packages such as SPSS, SAS, STATA, etc.; knowledge of concepts, principles, and practices in database development and management to support the organization's health services research program and knowledge of computer hardware, database software, programming techniques to include, but not limited to SQL, SAS, HTML, and graphical data display.

In addition, incumbent's responsibility is to establish and maintain good working relationships with senior leadership and staff throughout the facility; effective oral and written communication and presentation skills in order to respond to requests and prepare reports; present data and information on the internet i.e. website development as well as the ability to handle multiple tasks simultaneously with limited oversight.

Factor 2, Supervisory Controls

At the GS-11 developmental level, the supervisor or lead outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages, and possible approaches.

Employee Responsibility – The employee:

- determines the most appropriate principles, practices, and methods to apply in all phases of assignments including the approach to be taken, degree of intensity, and depth of research in management advisories;
- frequently interprets regulations on his/her own initiative, applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems, and resolves most conflicts that arise; and
- keeps the supervisor informed of progress and of potentially controversial matters.

How Work is Reviewed – The supervisor or lead reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing unexpected results, the feasibility of recommendations and adherence to requirements. The supervisor or lead does not usually review methods used

NOTE: Upon satisfactory completion of statutory requirements and contingent upon the recommendation of the supervisor, the incumbent may be promoted to the GS-0601-12 (Target Grade).