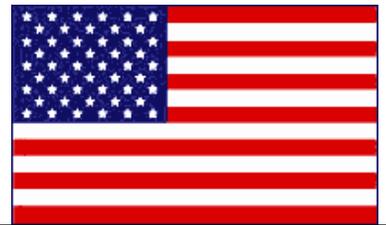




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY

1. <u>Announcement Number</u> <p style="text-align: center;">MP-09-0224-SJ</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;">Supervisory Budget Analyst (PD#: 40006) GS-560-11 \$59,309 to \$77,097 per annum (Based on full-time employment)</p>	3. <u>Tour of Duty</u> <p style="text-align: center;">Days M-F</p>	4. <u>Duty Station</u> <p style="text-align: center;">Research & Development Service, Portland Division</p>
5. <u>Type & Number of Vacancies</u> <p style="text-align: center;">Permanent 1 Full-time position</p>	6. <u>Contact</u> <p style="text-align: center;">Human Resources Assistant 503-273-5236</p>	7. <u>Opening Date</u> <p style="text-align: center;">5/5/09</p>	8. <u>Closing Date</u> <p style="text-align: center;">5/11/09</p>

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

MAJOR DUTIES:

The incumbent is responsible for managing the financial aspects of the R&D service, which includes managing all revenue and expenditures of VA research dollars and coordinating with other financial institutions in support of the research mission such as the affiliate university and the research foundation. The incumbent provides full and thorough review, analyses and evaluation of programmatic activities and develops a spending plan to ensure correct and accurate use of research funding for each scientific program or center. The incumbent is responsible for assembling historical data on expenditure and cost trends to provide projection of financial needs for each fiscal year. The incumbent provides technical and administrative direction for R&D Service fiscal support staff, incumbent will direct activities as appropriate within the scope of the position and directly guide and counsel employees to improve performance within the section.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbooks for GS-560 series, Administrative and Management Positions, and for Supervisory positions applies and may be reviewed in the Human Resources Management Service office.

Basic Requirements: For first level supervisory positions, the incumbent must demonstrate the ability to assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/ areas of training. Accomplish the quality and quantity of work expected within set limits of cost and time. Plan own work and carry out assignments effectively. Communicate with other effectively both orally and in writing in working out solutions to problems or questions related to the work. Understand and further management goals as these affect day-to-day work operations. Develop improvements in or design new work methods and procedures.

Specialized Experience: One (1) year of specialized experience equivalent to the GS-9 Level. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the GS-9 Level. Specialized work experience includes work as an Accountant, Lead Accountant, Senior Accountant, Lead Accounting Technician, Budget Analyst or similar position in a public or not-for-profit entity dealing with research grants, budget financial reporting, and accounting management. Duties may have included, but are not limited to, preparing and managing financial reporting in response to requests from federal agencies and other granting authorities, administering and managing all phases of budget compliance from the initial request through funding implementation, variance analysis, restructuring and reporting, preparing and supervising the preparation of complex financial reports for audit and compliance, advising, problem solving, presenting and making financial recommendations at all levels of the organization, ensuring compliance through internal control policies, procedures and standards, and managing the preparation of accounting reconciliations at the general ledger, subsidiary ledger and budgetary account level.

Substitution of Education for Experience: Three (3) full academic years of progressively higher level graduate education, Ph.D., or equivalent doctoral degree. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

(Continued on next page)

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge, ability to perform, and supervisory experience in public finance including operational and managerial accounting and budget
2. Knowledge and experience in the area of contracting, purchasing, and interagency or intergovernmental agreements.
3. Knowledge and experience in grant monitoring and compliance in the areas of public finance in local, regional, state, federal or affiliated agencies.
4. Knowledge and ability to manage and reconcile multiple accounting systems, grant support software and financial reporting software.
5. Management experience in the area of policy development, audit preparation, and compliance.
6. Ability to supervise and direct the work of subordinate employees.

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended.
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

All application packets must be received in Human Resources by Close of Business (COB) on 5/11/09.

Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-09-0224-SJ

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S 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/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting

applications.

- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**