

Job Title: Administrative Officer
Department: Department Of Veterans Affairs
Agency: Veterans Health Administration
Job Announcement Number: MP-10-0078-TC

SALARY RANGE: 72,540.00 - 112,136.00 USD /year
OPEN PERIOD: Tuesday, February 9, 2010 to Saturday, February 13, 2010
OSERIES & GRADE: GS-0341-12/13
POSITION INFORMATION: Full Time Agency Employees Only
PROMOTION POTENTIAL: 13
DUTY LOCATIONS: 1 vacancy - Portland, OR
WHO MAY BE CONSIDERED: Agency Employees Only - Appearing on USAJOBS

JOB SUMMARY:

ANNOUNCEMENT NUMBER: MP-10-0078-TC

VACANCY ID: VS319151

POSITION TITLE: Administrative Officer

WORK SCHEDULE: Full Time
WHO WE ARE

We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology, and the most comprehensive array of benefits America has to offer.

"To care for him who shall have borne the battle and for his widow and his orphan."

-Abraham Lincoln

KEY REQUIREMENTS:

- Must be a current Portland VA Medical Center Employee with status.

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Duties

Additional Duty Location Info:

1 vacancy - Portland, OR

The Administrative Officer (AO) is responsible for the day-to-day operations of the Research Service and assists the Associate Chief of Staff for Research & Development (ACOS/R&D) in the planning and execution of all issues relating to the Research Service. To perform the duties described below, the AO must have extensive knowledge of the administrative aspects of basic, clinical, health services and rehabilitation research, VA policies and procedures, general management principals, computers, commonly used computer software, and accounting techniques. The AO must have a thorough understanding of basic laboratory equipment, bio-safety issues, and research involving human subjects and animals. The highest priority of the position is to treat principal investigators (PIs) as customers - promptly meeting all of their needs for submitting grants and conducting research. This must be accomplished in a manner meeting the highest standards for ethics and professionalism. The AO is the first point of contact for assisting principal investigators with all routine and

unexpected needs relating to their research programs. The AO provides the ACOS/R&D with information and recommendations concerning program administration. The AO represents the ACOS/R&D in the conduct of affairs with other VA Services, especially Facilities Management, Human Resources Management (HRM), Acquisition & Material Management (A&MM), Fiscal, Quality & Performance and Technology & Information Management. The AO serves as the interface for all queries between PIs and ORD. The AO is responsible for responding to all requests for data or reports from ORD, both standing reports and ad hoc requests, within the timeframes specified. AO participates as a member of the Research Subgroup of the VISN 20 Academic Affiliations Advisory Group. The AO analyzes the budget needs of all components of the R&D program. The AO will prepare and annual balanced budget for the Research Service office and the Veterinary Medical Unit (VMU). The AO will review the proposed budget request of all grant applications to ensure that all components of the project (personnel, supplies, animal expenses, equipment, computer needs and bio-statistical support) are properly covered. Once grants are awarded, the AO will ensure that controls are in place that prevents principal investigators from exceeding approved budgets. The AO will monitor the acquisition of supplies and equipment by principal investigators to ensure existing mechanisms, including the credit card program. Research Office Operations: The AO is responsible for the management of all matters relating to the research office. All research office employees are administratively responsible through the AO to the ACOS/R&D. The AO must be knowledgeable of and is responsible for ensuring compliance with VA, state and other federal regulations pertaining to bio-safety in a research setting.

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Qualifications and Evaluations

QUALIFICATIONS REQUIRED:

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications>.

Education may not be substituted for specialized work experience at these levels.

Important Notes:

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. Supplementary vacancies may be filled in addition to the number stated in this announcement.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of your application will be made to determine if you are qualified for this job. The numeric score that you receive is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position and is based on your responses to the assessment questionnaire. The knowledge, skills and abilities required for this position are:

1. Ability to manage, administratively, the activities of a research department or program.

2. Knowledge of research studies and processes.
3. Ability to prepare, review, analyze and manage a budget plan covering more than one program.
4. Knowledge of Human Resources policies, procedures and regulations as it pertains to Research and the administration of the program.
5. Ability to communicate in writing relative to research operations.

CAUTION: Do not overstate or understate your level of experience and demonstrated capability. Your ratings are subject to evaluation and verification based on the resumé, narratives and other relevant documents you submit, as well as through verification of references as appropriate. Later steps in the selection process are specifically designed to verify your stated level of experience and demonstrated capability. Deliberate attempts to falsify information may be grounds for not selecting you or for dismissing you from the position following acceptance.

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Benefits and Other Info

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

The Federal Government offers a number of exceptional benefits to its employees. The following Web address is provided for your reference to explore the major benefits offered to most federal employees: <http://www.usajobs.gov/EI/benefits.asp>

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How To Apply

HOW TO APPLY:

Use the following link to apply to this vacancy online or if applying by fax, please see the directions below.

<http://jobview.usajobs.gov/GetJob.aspx?OPMControl=1805924>

Please submit the following items:

Portland VA Medical Center Employees must submit:

1. VA 5-4078 Application for Promotion or Reassignment OR resume OR Optional Application for Federal Employment, OF-612
2. Assessment Questionnaire
3. Other documents specified in the "Required Documents" section below

All materials must be received by 11:59 p.m. Eastern Time on Saturday, February 13, 2010 to be considered.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process. Applicants are urged to apply online; this process is easier, faster, and provides more information as applications are processed. Please use the Applicant Checklist in the "Required Documents" section (near the end of this announcement) to make sure your application is complete.

Note: To return to a previously Saved or Incomplete application, simply reapply through My USAJOBS. After applying, return to My USAJOBS (<https://my.usajobs.gov/Login.aspx>) to see the status of your application, including any messages that may have been sent to you.

Please read all instructions before you begin. You are solely responsible for the submission of your materials. We are not responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.

Option A: Online (Preferred Method)

1. Click on "Apply Online" at the end of the job announcement.
2. Complete the questionnaire for the vacancy.
3. Select or upload the resume and other documents that you want to submit.
4. Click on the "Submit My Answers" button.

After applying, select this vacancy in USAJOBS window to see the status of your application, including any messages that may have been sent to you.

Option B: Fax

If you cannot apply online, you may fax the information to the OPM Processing Center in Macon, GA at 1-478-757-3144. Follow these steps to fax your responses to the questionnaire (including any supporting documentation):

1. Print a copy of this job announcement so that you can read and respond to the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You may print a copy of the form at this web address:

http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf. You may also call USAJOBS by Phone at (703) 724-1850 to have the OPM Form 1203-FX mailed to you, but this is not practical if the

announcement is nearing its closing date. If you call to request the form, press 1 after the introduction on the recording, then listen for instructions to request the form.

3. If you are faxing your responses to the questionnaire using the OPM Form 1203-FX along with your supporting documentation, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
4. **Do not send printouts of your Application Manager Questionnaire Answers.**
5. Submit your materials to fax number 1-478-757-3144.
6. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Follow these steps if you faxing only supporting documents:

1. If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the cover sheet at the following URL: <http://staffing.opm.gov/pdf/usascoversheet.pdf> Be sure to fill out all blocks on the form completely and clearly. If you do not use this form or the OPM Form 1203-FX as your cover sheet, the documents will not be matched up with your application and you may be found ineligible for the position.
2. Submit your materials to fax number 1-478-757-3144.
3. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Please be sure to feed all documents into your fax machine top first so that the processing center receives them right-side up. Make sure each page contains your name and the VIN for this vacancy (VS319151).

Instructions for completing the OPM Form 1203-FX / online questions:

Select this link to view and complete the assessment questionnaire: [Online Questionnaire](#)

Social Security Number

Vacancy Identification Number

Please include the Vacancy ID (VS319151) in the space provided.

1. Title of Job

Administrative Officer

2. Biographic Data

3. E-Mail Address

4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

12

13

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

15. Dates of Active Duty - Military Service

16. Availability Date

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

1 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for promotion to the grade or grades announced.

2 I am a current PVAMC employee and have one year of speicalized work experience at the grade or the next lower grade that makes me eligible for reassignment to the grade or grades announced.

3 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for change to lower grade to the grade or grades announced.

4 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for promotion and/or reassignment to the grade or grades announced.

5 I am a current PVAMC employee and have one year of specialized work experience at the grade or the next lower grade that makes me eligible for reassignment and/or change to lower grade to the grade or grades announced.

20. Occupational Specialties

Please enter/select at least one occupational specialty code (three-digit codes such as 001) that applies to what you are applying for:

001 Administrative Officer

21. Geographic Availability

1371 Portland, OR

22. Transition Assistance Plan

23. Job Related Experience

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. Which of the following statements best describes your education and/or experience which qualifies you for the Administrative Officer position at the GS-12 level? Select only one response.

A. I have at least one (1) full year of specialized experience (equivalent to at least the GS-11 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. One full year of specialized is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of

full-time, therefore 12 months at 20 hours per week would count as six months of experience). Specialized experience includes work as a program specialist, administrative officer, special assistant, program analyst, or similar position working in a medical center or hospital. Duties may have included writing policy documents dealing with research business operations, assigning projects, disseminating and delegating work according to function, preparing departmental budget, submitting grants for the conduct of research, and establishing, reviewing, and monitoring contracts while adjusting them as necessary.

B. I do not have the experience described in section "A".

2. Which of the following statements best describes your education and/or experience which qualifies you for the Administrative Officer position at the GS-13 level? Select only one response.

A. I have at least one (1) full year of specialized experience (equivalent to at least the GS-12 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. One full year of specialized experience is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience). Specialized experience includes work as a program specialist, management and program analyst, administrative officer, special assistant or similar position in a medical center or hospital. Duties may have included writing policy documents dealing with research business operations, assigning projects, disseminating and delegating work according to function, preparing departmental budget, and establishing, reviewing, monitoring contracts while adjusting them as necessary, and keeping the research labs in a state of readiness for all inspections. In addition duties may include: triaging issues to principal investigators, bio-safety committee members, and Facilities Management Service as necessary to achieve resolution of unexpected events, assisting the Assistant Chief of Staff in Research and Development in the hiring of new research office personnel, submitting grants for the conduct of research, and ensuring that cross-training for all vital positions occurs to allow for coverage and continued assistance to principal investigators in cases of unexpected absences or departures.

B. I do not have the experience described in section "A".

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. If you are not applying online, please darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.

D- I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.

E- This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

3. Develops annual performance standards for subordinate staff.

4. Disseminates and delegates work according to function.

5. Provides guidance and reviews subordinate work as needed.

6. Establishes work processes, standards and procedures.

7. Builds relationships throughout Medical Center to provide support when needed to accomplish goals and objectives.

8. Monitors acquisition of equipment.

9. Identifies common laboratory equipment.

10. Provides guidance to internal and external customers regarding grant processes and requirements.

11. Provides guidance, interpretation and reviews processes for the credentialing of personnel.

12. Assists in the identification of conflicts of interest in conjunction with the Assurance and/or Compliance staff.

13. Reviews processes and internal audits for compliance with accreditation standards.

14. Ensures support, infrastructure and guidance are available to maintain accreditation.
15. Reviews regulations and provides guidance regarding both human and animal research (to include the Belmont, report, Health Insurance Portability and Accountability Act, IRB regulations, Human Subjects Protection, Association for the Accreditation of Human Research Protection Programs accreditation agency, Veterinary Medical Unit regulations, and Laboratory safety regulations).
16. Establishes and maintains databases to facilitate operational efficiency.
17. Establishes, monitors, and reviews contracts and adjusts as needed.
18. Tracks support from non-clinical services.
19. Tracks costs to ensure sufficient budget exists to cover projected expenses.
20. Reviews financial tracking and reporting software in conjunction with staff to determine efficiency and effectiveness.
21. Coordinates the issuance of performance standards and completion of service wide performance appraisals.
22. Provides guidance and oversees the timekeeping and timecard certification function.
23. Implements processes to track mandatory education and training.
24. Assists supervisory staff with recruitment actions including writing positions descriptions, reviewing KSAs and crediting plans and announcement requirements.
25. Reviews existing position descriptions for accuracy and prepares updates as needed.
26. Coordinates the preparation of centralized promotion packets.
27. Prepares and tracks recruitment and/or appointment paperwork including both paid and without compensation appointments.
28. Reviews, develops and maintains databases to assist with HR activities.
29. Prepares reports for regulatory and oversight agencies.
30. Establishes standard operating procedures for division or service.
31. Creates, updates and maintains Medical Center Memorandums.
32. Oversees the preparation of survey and compliance reports sent to central office or oversight agencies.

REQUIRED DOCUMENTS:

APPLICANT CHECKLIST: Please use this checklist to ensure compliance with all application requirements. We recommend that you print a copy of this checklist for reference while completing your application package. Be sure to read and follow the instructions carefully.

_____ Responses to the Assessment Questionnaire. You are encouraged to apply online.

_____ Resumé OR Optional Application for Federal Employment, OF-612 (for PVAMC employees VA 5-4078). You are encouraged to submit this online.

_____ Declaration for Federal Employment (OF-306). You are encouraged to submit this online.

_____ If you are faxing your application, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Make sure that the Form 1203-FX is on top of any other documents you are faxing. Remember to place your name, Social Security Number, and the Vacancy ID Number on EACH page submitted. (The Vacancy ID Number for this vacancy is VS319151.)

_____ If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the United States Application Cover Page. Failure to provide this cover page - or the use of a different cover page - means your documentation will not be processed.

_____ If a particular level of education/certification is required OR if you are asking us to qualify you based upon your education, you must submit a copy of your college transcript or an appropriate course listing. This can be submitted online.

AGENCY CONTACT INFO:

HR Help Desk
Phone: (503)273-5236
Email: portlandvajobs@va.gov

Or write:
Research and Development Service
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX
Portland, OR 97239
USA

WHAT TO EXPECT NEXT:

Please visit "My Application Package" in your account at My USAJOBS to monitor the status of your application. Messages here will acknowledge when your application is received, when the review is complete, and the result of that review. You will be contacted about any interviews or further evaluations that are required.

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