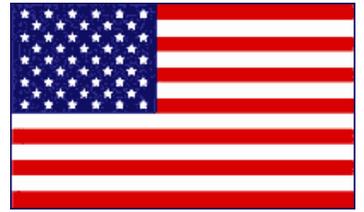




# PORTLAND VA MEDICAL CENTER

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



## **NOTICE OF VACANCY**

<b>1. <u>Announcement Number</u></b>  <p style="text-align: center;"><b>T38-10-0013-PP</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p style="text-align: center;"><b>Physician (Chief of Staff and Associate Dean) FS VM-0602-15 \$150,000 to \$275,000 per annum dependent upon qualifications and experience. (Based on full-time employment)</b></p>	<b>3. <u>Tour of Duty</u></b>  <p style="text-align: center;"><b>Days M-F</b></p>	<b>4. <u>Duty Station</u></b>  <p style="text-align: center;"><b>Executive Office under the Medical Director, Portland Division</b></p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p style="text-align: center;"><b>Permanent 1 Full-time position</b></p>	<b>6. <u>Contact</u></b>  <p style="text-align: center;"><b>Human Resources Assistant 503-273-5236</b></p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>10/08/09</b></p>	<b>8. <u>Closing Date</u></b>  <p style="text-align: center;"><b>10/07/10 1<sup>st</sup> consideration date 10/30/09</b></p>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

**PCS/Moving expenses are authorized  
Guaranteed Home Buy Out may be authorized  
Relocation incentive may be authorized  
Recruitment Incentive may be authorized**

- 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.
- Other permanent Title 38 employees of VA facilities.
- Any US Citizen

**MAJOR DUTIES:**

The Portland VA Medical Center (PVAMC) is actively seeking a dynamic Chief of Staff who will also hold the position of Associate Dean of Veterans Affairs at Oregon Health Sciences University (OHSU) School of Medicine. PVAMC is a 246 bed consolidated facility with two main divisions. The Medical Center serves as the quaternary referral center for Oregon, Southern Washington, and parts of Idaho and Alaska for the U.S. Department of Veterans Affairs. The Medical Center has five community-based outpatient clinics (CBOCs). As an OHSU affiliated teaching Medical Center, the VA offers training programs in all medical specialties/sub specialties and in several allied health professions. PVAMC conducts the ninth-largest research program in the VA healthcare system with major strengths in biomedical, rehabilitation and health services research, and annual research expenditures of \$32 million. The Chief of Staff works in partnership with the Director, Deputy Director for Administration & Finance, Assistant Medical Center Director, Deputy Director of Patient Care Services, Associate Chief Nursing Officer for Nursing Practice, and the Associate Chief of Staff to lead 5 Medical Center Clinical Divisions in development of institutional missions, strategic plans, systems redesign and in daily operations. The Chief of Staff also provides leadership in facilitating the integration of health care for veterans within PVAMC's four-state referral network and in VISN 20. As Associate Dean of Veterans Affairs, the Chief of Staff is responsible for supporting and enhancing a strong and robust affiliation with the OHSU School of Medicine.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G2) for VM-0602 series applies and may be reviewed in the Human Resources Management Service Office.

- Must be a citizen of the United States.
- Must have a Degree of doctor of medicine or an equivalent degree resulting from a course of education in medicine or osteopathic medicine. The degree must have been obtained from one of the schools approved by the Secretary of

(Continued on next page)

Veterans Affairs for the year in which the course of study was completed.

- Must provide evidence of an active, current, full and unrestricted license to practice Medicine or Surgery in a State, Territory or Commonwealth of the U.S. or the District of Columbia. The physician must maintain current registration in the State of licensure if this is a requirement for continuing active, current licensure. The facility Director may waive this licensure requirement if the physician is to serve in a country other than the United States and the physician has licensure in that country.
- Must be board-certified or board eligible.
- **Experience Requirements:** Candidates for the Chief of Staff position must be board certified and possess a record of clinical experience and academic credentials appropriate for appointment as Professor and Associate Dean. He/she must have extensive clinical, research, academic and administrative experience conducted in a tertiary care environment.

#### **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
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- The applicant selected for this position may be eligible for the education loan reimbursement award under the provision of the Education Debt Reduction Program (EDRP) and may apply for eligibility. The final decision is contingent on the availability of EDRP funds since the overall program funding process is centralized. Penelope Mathis is the EDRP Coordinator for the PVAMV and may be contacted in Human Resources Service (P4HRMS) or by phone (503) 220-8262 at extension 54734.
- PCS/Moving expenses are authorized.
- Relocation incentive may be authorized.
- Recruitment incentive may be authorized.
- Guaranteed Home Buyout may be authorized.
- A drug test may be required for an applicant who is tentatively selected.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- [VACareers](#) has descriptions of all Title 38 Jobs and their benefits.
- 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](#)

**Other VA Permanent Employees** must submit:

1. [VA Form 10-2850 Application For Physicians, Dentists, Podiatrists, and Optometrists](#)
2. Curriculum vita should be enclosed as additional information
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

**Non VA Applicants** must submit:

1. [VA Form 10-2850 Application For Physicians, Dentists, Podiatrists, and Optometrists](#)
2. Curriculum vita should be enclosed as additional information
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses.
7. A copy of your college transcripts (Optional unless education is required).

**All application packets must be received in Human Resources by Close of Business (COB) on 10/07/10 for first consideration.** Application forms may be obtained in Human Resources Office or on our external website, <http://www.visn20.med.va.gov/Portland/mc/hr> .

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: T38-10-0013-PP**

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.**