

# 2007 FEDERAL CAREER INTERN PROGRAM

DEVELOPING THE WORKFORCE OF THE FUTURE

Moti  ted Professionals, Inno  tive thinkers, People ready to ad  nce.

**The Portland VA Medical Center and VA Northwest Health Services Network (VISN 20) is searching for:**

**Career Field:** Program Analyst Intern

**Starting Salary:** GS-343-05 \$30,140 per annum

**Vacancy Announcement:** 2007FCIP02

GS-343-07 \$37,336 per annum

**Number of Opportunities:** 1 in Portland, Oregon

GS-343-09 \$45,669 per annum

(with potential to GS-343-11 \$55,256 per annum)

**Opening Date:** July 12, 2007      **Closing Date:** July 25, 2007

## **Job Description:**

This position is located in the Technology & Information Management Service, in Portland, Oregon. This position is being filled under the VHA's Technical Career Fields Program (Federal Career Internship Program). The purpose of this program is to provide qualified and selected interns with a two-year traineeship in a VHA facility that will prepare them for specialized positions in our agency.

The incumbent will be trained to work in the VHA organization in the areas of information management/knowledge management, analysis and definition of project requirements and prioritization, and/or development of strategies to support customer objectives and effective management of VHA IT investments. He/she will work closely with the assigned preceptor in the Office of Information to develop necessary knowledge and skills.

## **Qualifications:**

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

For GS-5: 3 years of general experience, 1 year of which was equivalent to at least GS-4 or 4-year course of study leading to a bachelor's degree. For GS-7: 1 year specialized experience equivalent to at least GS-5 or 1 full year of graduate level education or superior academic achievement\*. For GS-9: 1 year specialized experience equivalent to at least GS-7 or master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

\*S.A.A. is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

1. *Class standing*--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.

2. *Grade-point average (G.P.A.)*--Applicants must have a grade-point average of: (a.) 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or (b.) 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum. Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.

3. *Election to membership in a national scholastic honor society*--Applicants can be considered eligible based on membership in one of the national scholastic honor societies. These honor societies are listed in the *Association of College Honor Societies: Booklet of Information* (1992-95) and/or Baird's *Manual of American College Fraternities* (1991).

**Location of Opportunities:** Portland VA Medical Center, Technology & Information Management Services, Portland, Oregon.

**Where to Apply:** Send or deliver your application to:

Department of Veterans Affairs (P4HRMS)

ATTN: 2007FCIP02

3710 SW US Veterans Hospital Road

PO Box 1034

Portland, Oregon 97207

(If you are sending your application by express mail, use 97239 zip code for the street address). Applications must be received by the close of business July 18, 2007.

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.

**How to Apply:** Forms required to apply for this position are:

- OF-612, Application for Federal Employment, or Resume (on the OF-612 form or resume indicate the location(s) you for which are applying);
- OF-306, Declaration of Federal Employment;
- Copy of college transcripts;

- If applicable - DD-214, Military Discharge Documentation (claiming veterans preference)
- If applicable - SF-15, Application for 10-point Veteran Preference (claiming 10-points you must submit this form and the required documentation specified on the reverse of the of SF-15)

Application materials are available on the following website: <http://www.opm.gov/Forms/> or you may contact HRMS, at 503-273-5236.

***\*\*All application materials must be received by no later than July 18, 2007\*\****

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 non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

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.

**Benefits:** VA offers an excellent benefits package, which includes health and life insurance, retirement coverage and a Thrifts Savings Plan (similar to a 401k), vacation/annual leave, sick leave and Federal holidays.

**Our commitment to you:** A two-year training experience that will prepare you to work for **VHA** in the field of Program Analyst (Information Management).

**Your commitment to us:** To make this learning a full-time occupation for the two-year period, to give your best effort, to seek information and ask questions to help you learn quickly and effectively, and to sincerely seek a career in VHA. You will be required to sign a Mobility Agreement.

You will be asked to sign a Mobility Statement of Understanding, with the first two years at the Portland VA Medical Center. Upon completion of the initial training program, the incumbent may be subject to accepting an assignment at any VHA facility.

VA is an Equal Opportunity Employer