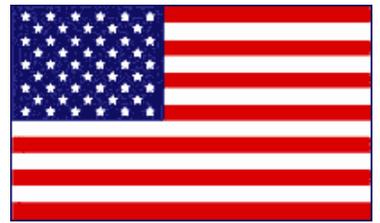




**VA NW Health Network  
VISN 20**

**1601 E. 4<sup>th</sup> Plain Blvd.  
Vancouver, WA 98661**



**NOTICE OF VACANCY**

<p>1. <u>Announcement Number</u></p> <p><b>VISN-07-532-JC</b></p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p><b>Purchasing Agent (7015A, 7014A, 7013A) GS-1105-5/6/7 \$30,140 to \$48,536 per annum (Based on full-time employment)</b></p>	<p>3. <u>Tour of Duty</u></p> <p><b>8:00am to 4:30pm M-F</b></p>	<p>4. <u>Duty Station</u></p> <p><b>Prosthetics VISN 20 Vancouver, Washington</b></p>
<p>5. <u>Type &amp; Number of Vacancies</u></p> <p><b>Permanent 1 Full-time position</b></p>	<p>6. <u>Contact</u></p> <p><b>Human Resources Assistant 503-220-8262 x 57317</b></p>	<p>7. <u>Opening Date</u></p> <p><b>7/5/07</b></p>	<p>8. <u>Closing Date</u></p> <p><b>7/25/07</b></p>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the **VA Northwest Health Network (VISN 20)** eligible under the interchange Agreement. Included are permanent employees in VISN 20 area working in National Cemeteries, Regional Office, Veterans Outreach Centers and Veteran's Canteens.

**MAJOR DUTIES:**

The incumbent performs work in direct support of an administrative area such as human resources, budget, procurement, purchasing, management analysis, or operating program analysis. Provides clerical, assistant, or technician level support from within an Administrative Office or from within a functional component such as the Human Resources Office, the Budget Office, the Purchasing Office, or a comparable setting. Performs clerical, assistant, technician, or support services supervisory work in support of a purchasing, procurement, communication system, and/or property management function. The incumbent performs work in support of purchasing and or procurement of services, products, supplies, and/or equipment requiring a practical knowledge of applicable operations, procedures, programs, policies, and regulations, or in support of a claims adjudication function. Performs clerical level work to acquire supplies and services to meet the purchase, rental, or lease needs of an organization. Applies conventional practices to resolve a variety of purchasing problems, such as inadequate or restrictive specifications, lack of multiple suppliers, urgent need, or insufficient price history.

**THIS POSITION IS IN THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-1105 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** One year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Substitution of Education for Experience: (GS-5):** Successfully completed education, 4 years above the high school level in any field for which high school graduation or the equivalent. **(GS-6 and GS-7):** Generally, not applicable; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position. 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))**

***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 of medical center organizational structure.
2. Knowledge and understanding of the eligibility regulations and standards of entitlement.
3. Knowledge of procurement processes for new and replacement items.
4. Knowledge of many items of home medical equipment and the various account rements that are routinely requested.
5. Skill to be able to work with customers (professionals, patients, and vendors) and effectively communicate verbally with different individuals from a variety of backgrounds.
6. Knowledge and understanding of Federal Acquisition Regulations, Veterans Affairs Acquisition Regulations and other laws and related procurement directives.

## **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 VISN 20 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.

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.

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.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

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:**

### **VISN 20 Permanent Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

### **All application packets must be received in Human Resources by Close of Business (COB) on 7/25/07.**

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: VISN-07-532-JC**

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.

## **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.**