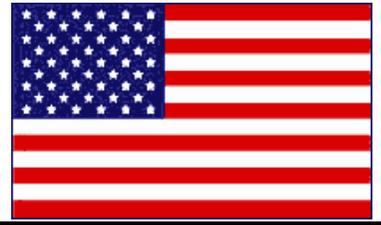




# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>MP-08-321-DG</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Administrative Officer</b> (80620/80630/601540) <b>GS-341-9/11/12</b> <b>\$47,245 to \$89,070 per annum</b> (Based on full-time employment)	<b>3. <u>Tour of Duty</u></b>  <b>8am to 4:30pm</b> <b>M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Human Resources Management Service, Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent</b> <b>1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant</b> <b>503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>4/1/08</b>	<b>8. <u>Closing Date</u></b>  <b>4/7/08</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid 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:

This position is located in the Human Resources Management Service and manages the day-to-day operation of the Service. The incumbent supports program areas for the HR Director (GS-14), Supervisors for LR-ER and Employment (GS-13), and the Injury Management Program Manager (Nurse III). The incumbent supervises the HR Administrative Section consisting of four GS-5 HR Assistants. Incumbent has responsibilities involving budget, procurement, contracts, training, travel, and other liaison activities.

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

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbooks for GS-341 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 (1) 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 work of 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-9:** Two (2) full academic years of progressively higher-level graduate education or masters or equivalent graduate degree or LL.B. or J.D. **GS-11:** 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. **GS-12:** Not applicable. 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 administrative support functions, such as supply, budget, procurement, contracting, personnel, etc, in order to facilitate Human Resources' program operations. This involves knowledge of the various VA operating administrative practices within the Medical Center.
2. Ability to manage various major administrative programs within the Medical Center with extensive program requirements. This involves communicating with various employees, management, and administrative support staff both at the Medical Center and other VA entities, involving time sensitive and confidential subject matter.
3. Ability to supervise others in an office/administrative setting. This includes hiring staff, approving leave, counseling and developing employees, and other such activities involved in the supervision of others.
4. Knowledge of various computer functions, such as spreadsheets, databases, etc., in order to perform the duties of the position. This involves directly applying such knowledges on a daily basis to various job requirements.

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## **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.

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.

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 4/7/08.**

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: MP-08-321-DG**

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.**