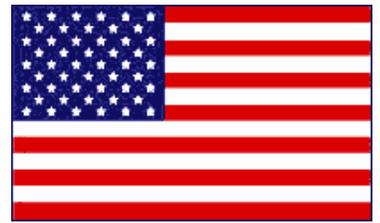




**VA NW Health Network
VISN 20**

**1601 E. 4th Plain Blvd.
Vancouver, WA 98661**



NOTICE OF VACANCY

<p>1. <u>Announcement Number</u></p> <p>VARHS #08-072</p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p>Program Analyst GS-0343-09/11 or GS-0343-11 \$47,245 to \$74,310 per annum (Based on full-time employment)</p>	<p>3. <u>Tour of Duty</u></p> <p>Days M-F</p>	<p>4. <u>Duty Station</u></p> <p>VISN 20 Vancouver, WA</p>
<p>5. <u>Type & Number of Vacancies</u></p> <p>Permanent 1 Full-time position</p>	<p>6. <u>Contact</u></p> <p>Human Resources Assistant 541-440-1260</p>	<p>7. <u>Opening Date</u></p> <p>06/18/2008</p>	<p>8. <u>Closing Date</u></p> <p>07/03/2008</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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities and permanent Title 38 Hybrid employees eligible under the interchange Agreement of their facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

MAJOR DUTIES:

The incumbent serves as a program analyst for the business operation of Purchased Care, Revenue Operations and Member Services. The incumbent will report directly to the VISN 20 Business Manager who is responsible for planning, developing and executing actions to ensure that the business programs are effectively standardized and coordinated throughout the Network. Incumbent provides expertise on the collection and reporting of Medical Care Cost Recovery (MCCR), Fee Basis and assigned Health Administration Service (HAS) programs and workload data. Incumbent will perform feasibility studies, review historical and statistical data and conduct meetings with Network leadership, staff, facility and program personnel. Performs analysis of the needs expressed by Network, facility and program management for management reports which can be generated from the VISTA database, but which are not part of the standard programs furnished by the VISTA Standard Software. Designs the data format and method of presentation to ensure data retrieval and presentation. Gathers information for assigned programs and reviews planning reports and workload analysis submissions. The incumbent will work with VISN 20 staff and Committee Chairs to ensure that they are fully informed of the Network's goals, efforts and progress. Incumbent works closely with key Network and facility personnel for the express purpose of validation of workload data. The validation method of this data is determined by the originating source of the data. The incumbent must be able to recognize the source of the data and have the expertise to manipulate the system where the data originated. The originating source is usually but not limited to VISTA (Veterans Health Information System Technology Architecture), Austin DPC, VSSC or the other data bases used within the VA. Incumbent must have a thorough knowledge of the many patient programs within the VA system. Incumbent's knowledge and performance is critical to monitoring and reporting on current year performance measures. Incumbent supports geographically and organizationally diverse teams in the oversight of re-engineering and enhancement to health care billing, collections and related Fee and revenue related processes. Supports the development and implementation of minimum standards for quality improvement and productivity standards across all projects and initiatives.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0301 series applies and may be reviewed in the Human Resources Management Service office. All regulatory requirements (e.g. "time-in-grade" and "time after competitive appointment") are applicable.

Basic Requirements: To qualify at the GS-9 level, applicants must have a minimum of one year of specialized experience equivalent to the GS-7 level. To substitute education for the experience requirement, applicant must have a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree.

To qualify at the GS-11 level, applicants must have a minimum of one year of specialized experience equivalent to the GS-9 level. To substitute education for the experience requirement, applicant must have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree.

Specialized experience is 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.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

The information you provide in answering these rating elements will be used to evaluate your qualifications for the position for which you are applying. Please type, if possible; otherwise, use dark ink and legible handwriting. Please label each response. **Do not** provide one narrative summary covering all items. Ranking of eligible candidates to determine the highly qualified will be accomplished by comparing each candidate's knowledge, skills, and abilities (KSAs) with the job rating elements listed within this announcement. **Failure to provide responses to the rating factors listed will result in your application not being considered for this position.**

1. Knowledge of Medical Care Cost Recovery, Fee Basis and Health Administration Service programs, management analysis principles, practices, methods, techniques and skills and how to apply them.
2. Ability to produce and analyze planning and management reports providing solutions to improve organizational effectiveness.
3. Knowledge of various software, database, and information systems, such as MS Office products, including Excel, Access, and Fileman/VISTA as well as accessing VSSC data using ProClarity.
4. Ability to interact effectively and to communicate both interpersonally and in writing with various levels in the organization, including the ability to prepare and present findings and recommendations to VISN management.

CONDITIONS OF EMPLOYMENT:

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.

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.

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:

VA 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

Non VA Applicants 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. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. 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.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. CTAP/ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

Applications may be mailed to:
Human Resources (05)
VA Roseburg Healthcare System
913 NW Garden Valley Blvd
Roseburg, OR 97470

Or brought in person to:
Human Resources - Building T-13
VA Roseburg Healthcare System
913 NW Garden Valley Blvd.
Roseburg, OR 97470

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.
- Interviews for this position will be conducted using Performance Based Interviewing (PBI). PBI is a selection process that uses interviewing techniques to ask job applicants questions about knowledge, skills, abilities, attitudes, and experience (KSAAs) they have that are important in order to successfully perform in the job. For more information on PBI and preparing for PBI interviewing go to the following website: www.va.gov/pbi or contact the Human Resources office.

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 VA Roseburg Healthcare System will not accept FAX, or emailed applications or applications in a US government envelope.**