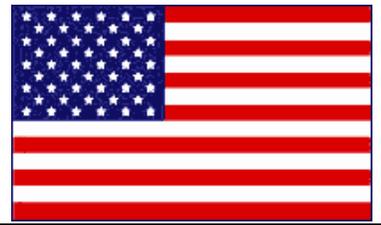




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-10-0171-YH	2. <u>Title, Series, Grade, Salary</u> Equal Employment Specialist <small>(20265,20266,20267)</small> GS-260-5/7 Target 9 or GS-260-9 \$33,013 to 65,023 per annum <small>(Based on full-time employment)</small>	3. <u>Tour of Duty</u> 8am – 4:30pm M-F	4. <u>Duty Station</u> EEO Program Office of Director Portland, OR
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time positions	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 5/26/10	8. <u>Closing Date</u> 6/17/2010

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.

MAJOR DUTIES:

This position is located at the Portland VA Medical Center in the Office of the Director, Equal Employment Opportunity (EEO). The incumbent performs duties associated with advising employees and management officials on EEO requirements and goals, including the Affirmative Employment Program. Includes coordinating special emphasis programs, serving as technical advisor in the complaint process, identifying disputes best suited for mediation, being an avenue of first resort for aggrieved employees, and supporting the facility's coordination with VISN 20 and the Office of Resolution Management. Will be expected to obtain and maintain agency certification as a mediator. Promotes the use of VA benefits, programs and services to minority veterans. Advises management in assigned organizations of EEO program requirements and established goals. Reviews new or proposed personnel policies, procedures and guidelines and makes recommendations to management on the need for changes in existing policies. Analyzes changes to regulations, Policies, etc., for impact on EEO programs, Ensures that assigned equal employment opportunity programs meet requirements outlined in agency self-assessment guidance. Develops and/ or monitors proposals or plans related to the implementation of EEO programs or projects. Keeps abreast of equal employment opportunity events occurring within and outside of the agency to anticipate the need for initiating action. Represents the facility before Affirmative Employment, Equal employment, and Special Emphasis groups in the community. Establishes and maintains contact with minority organizations within the areas served by the facility to present information concerning benefits, hear concerns, and answer questions. Works with the facility staff to formulate and communicate program objectives that raises the consciousness and awareness of the minority veterans program. Supports and initiates activities that inform and sensitize facility staff to the unique needs of minority veterans.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-260 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: Specialized experience includes, but is not limited to, Advising employees and management officials on EEO requirements and goals, including Affirmative Employment Programs. Also, coordinating special emphasis programs, serving as a technical advisor in the complaint process, identifying disputes best suited for mediation, being an avenue of first resort for aggrieved employees, and supporting the facility's coordination with VISN 20 and the office of Resolution Management.

Substitution of Education for Experience

GS-5: Successful completion of a full 4-year course of study in *any field* leading to a bachelor's degree, in an accredited college or university. **GS-7:** One (1) year of graduate level education or superior academic achievement. **GS-9:** master's or equivalent graduate degree, two (2) full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related. 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 the rating factors may result in your application receiving a less than desirable rating.

(Continued on next page)

1. Knowledge of Federal personnel laws, regulations, principles and practices in the functional areas of EEO as well as policies governing Diversity strategies.
2. Ability to research, interpret and apply rules and regulatory guidelines to a specific problem in order to arrive at a justifiable conclusion.
3. Skill to effectively communicate orally and in writing with individuals of varying backgrounds and levels of understanding.
4. Ability to research, analyze, and prepare written reports, policies, and procedures.
5. Ability to plan, organize, establish priorities and meet time restraints while working under stressful and/or pressure situations.

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.
- 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.
- 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:

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. OF-612, Resume or 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 6/17/2010 .

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-10-0171-YH

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.**