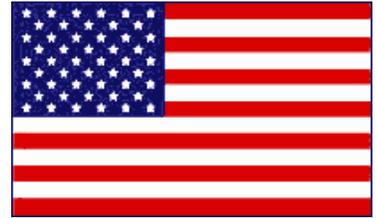




**PORTLAND VA MEDICAL CENTER**  
*Portland, Oregon Division*



**NOTICE OF VACANCY\* Amended 4/23/2010**

<b>1. <u>Announcement Number</u></b>  <p align="center"><b>MP-10-0132-YH</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p align="center"><b>Human Resources Specialist          (090005-648A)          GS-0201-13          \$86,260 to \$112,136 per annum          (Based on full-time employment)</b></p>	<b>3. <u>Tour of Duty</u></b>  <p align="center"><b>8:00am –          4:30pm          M-F</b></p>	<b>4. <u>Duty Station</u></b>  <p align="center"><b>Human Resource          Services,          Portland Division</b></p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p align="center"><b>Permanent          1 Full-time position</b></p>	<b>6. <u>Contact</u></b>  <p align="center"><b>Human Resources Assistant          503-273-5236</b></p>	<b>7. <u>Opening Date</u></b>  <p align="center"><b>4/12/2010</b></p>	<b>8. <u>Closing Date</u></b>  <p align="center"><b>5/3/2010</b></p>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- **Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they can perform the duties of the position at the full performance level upon entrance on duty (EOD).
- Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- 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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- VEOA (Veterans Employment Opportunities Act) 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.
- Schedule A special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician’s/medical professional’s letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp)
- **Noncompetitive Appointment of Certain Military Spouses**
  - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member’s PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
  - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
  - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member’s death while on active duty and proof of marriage to the service member.

**MAJOR DUTIES:**

The incumbent provides management consultative services involving the full spectrum of Title 38 and Hybrid Title 38 HR functions, rendering expert advisory service and/or authoritative policy interpretations on highly complex agency wide or equivalent issues. The incumbent will function as an HR expert for VISN 20 on professional standards boards, pay compensation panels, nurse locality pay, special salary rates, or Title 38/Hybrid Title 38 focus groups/teams. The

incumbent will serve as the staff expert and technical authority for VISN 20 on developing policy guidance on Title 38/Hybrid Title 38 issues. Also, responsibilities will include resolving difficult and complex staffing, pay, and/or employee relation problems which could have a direct impact on the Network's mission. Additionally, the incumbent will work closely with staff and operational officials, employee groups, ect., to develop and explore Title 38/Hybrid Title 38 alternatives to improve policies, techniques and procedures. The incumbent will respond to requests for advisory assistance from VISN 20 facilities on a variety of major operational problems such as interpretations of new regulations or laws on Title 38/Hybrid Title 38 policies and/or significant deviations from standard practices; and maintains oversight on network field facility program development to ensure consonance with legal and regulatory requirements. Furthermore, the incumbent will recommend and initiate special Title 38/Hybrid Title 38 studies, pilot programs or other actions while assuring that VISN 20 maintains a progressive Title 38/Hybrid Title 38 recruitment/staffing program which embodies the latest recruitment strategies to recruit and retain health care professionals. The incumbent will analyze a variety of employee conduct and performance-based problems, definitions, and assessment of alternative approaches to resolving the problems. Finally, the incumbent will conduct fact-finding to provide necessary context and resolve disputes, assure managers are aware of the interaction of the different laws and regulations pertaining to Title 38, develop case strategy, and respond in writing to appeals and/or represents the organization in formal administrative proceedings involving various pleadings and arguments while negotiating settlements.

**THIS POSITION IS NOT IN THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for Human Resources Management Series, GS-201, 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:** The Incumbent must have specialized experience with complex Title 38 and Hybrid Title 38 issues relating to recruitment and staffing, pay administration, and employee relations. One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position.

**Substitution of Education for Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is related to the works as a HR Specialist. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants, who have the 1 year of appropriate specialized experience, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

**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.***

1. Ability to research complex Title 38/Hybrid Title 38 problems to provide subject matter consultations, as a subject expert, to colleagues and providing authoritative advisory services an policy interpretations.
2. Advanced knowledge of the Title 38/Hybrid laws Title 38 laws, regulations, Executive Orders, court decisions, principles, precedents, and issues/policy as they relate to the Federal Personnel Program to serve as a senior network consultant.
3. Ability to plan and conduct extremely broad and complex studies to resolve Title 38/Hybrid Title 38 issues, problems and conflicts.
4. Ability to lead and/or function as an HR expert for VISN 20 on professional standards boards, pay compensation panels, nurse locality pay, and Title 38/Hybrid Title 38 focus groups/teams.

**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 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 maybe denied.
- \*\*Relocation incentive may be authorized.
- \*\*Recruitment incentive may be authorized.

- \*\*PCS/Relocation Expenses may be authorized.
- 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).
- 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.
- 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:**

### **Portland VAMC Permanent employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 05/04/10)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 05/04/10)
4. OF-612, Resume and/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

### **Other 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 (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter or DOD documentation 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. A copy of your college transcripts (Optional unless education is required).
7. 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.

**All application packets must be received in Human Resources by Close of Business (COB) on 5/3/2010 (except as noted above).** 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-10-0132-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.**