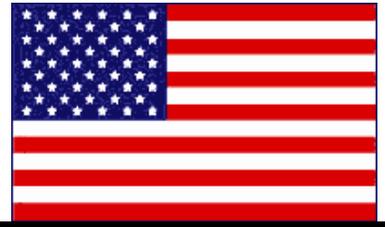




# PORTLAND VA MEDICAL CENTER

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-09-0001-JC</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Health Systems Administrator          (Associate Medical Director)          (GS-14:081680; GS-15:601470)          GS-670-14, Target GS-15 or GS-15          \$96,274 to \$147,225 per annum          (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Office of the          Director,          Portland, OR          Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Temporary Promotion          1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant          503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>10/02/2008</b>	<b>8. <u>Closing Date</u></b>  <b>10/08/08</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 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:

The incumbent works closely with the Fiscal Officer in developing strategies for increasing revenue, preparing budgets, and reducing costs. The incumbent brings a comprehensive knowledge and understanding of financial management principles to the development, implementation and control of the operating budget. The incumbent participates with top management in development of the facility strategic plan, short and long-range goals and performance improvement initiatives. The incumbent maintains an extensive working knowledge of Federal, agency and personnel management requirements and of the contributions and needs of widely diverse individuals and employee groups. This is essential to the Deputy Director since he/she is primarily responsible for developing and implementing personnel policies affecting all employees and employee groups. The incumbent meets regularly with AFGE officials to establish and maintain a productive labor management relations climate and to resolve issues having broad significances. The incumbent is responsible for ensuring fair, equitable and consistent application of all personnel policy, including merit promotion, position management and other employee relations activities. He/she works closely with the Chief, Human Resources Service and all Division and Service Chiefs in ensuring the appropriateness of personnel actions. The incumbent has broad authority to take action or deal with actions affecting key staff or having serious implications. The incumbent is responsible for maintaining cooperative and productive relationships with various Veterans organizations, affiliates, civic groups, professional societies, Medical Center employees, VISN, and VA Central Office. The incumbent participates in the development and implementation of health care delivery strategic goals and the objectives necessary to achieve a high level of compliance for external reviewing organizations. He/she established processes and procedures that integrates goals and objectives with the attainment of JCAHO, High Performance Development Model Core, Competencies, Advanced Clinic Access, EPRP, and exceptional achievement in performance measures.

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

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-670 series apply 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.

**Basic Requirements:** Progressively responsible analytical or administrative, or clinical management or supervisory experience in the health care field or *Undergraduate and Graduate Education:* Major study--hospital administration, public health administration, or related fields such as business or public administration with course work in health care administration. Must also possess:

- Management ability to delegate authority, evaluate and oversee people and programs, recognize and adapt to changing priorities; and
- Knowledge of the interrelationships and interdependencies among various medical and administrative services and programs.

**Specialized Experience:** 1 year equivalent to at least next lower grade level.

**Substitution of Education for Experience:** None

## **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. Extensive knowledge of the range of programs, policies, regulations and procedures applicable to the administration of the duties of Deputy Director;
2. Ability to maintain cooperative and productive relationships with various Veterans Organizations, affiliations, civic groups, professional societies, Medical Center employees, VISN and VACO;
3. Ability to develop and implement health care delivery strategic goals and the objectives;
4. Knowledge and understanding of financial management principles to developing, implementing and controlling of the operating budget.

## **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.

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 10/10/08 (except as noted above).** Application forms may be obtained in Human Resources Office or on our internal website. <http://vaww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS  
**Attn: MP-08-001-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.**