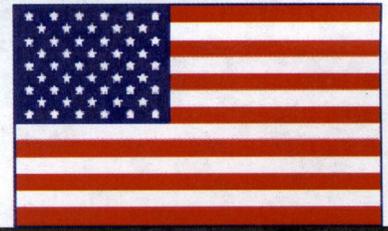




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. Announcement Number MP-09-0004-JB	2. Title, Series, Grade, Salary Program Analyst (Q&P) (08204A) GS-343-09 \$47,245 to \$61,243 per annum (Based on full-time employment)	3. Tour of Duty Days M-F	4. Duty Station Quality & Performance Service, Portland Division
5. Type & Number of Vacancies Permanent 2 Full-time position(s)	6. Contact Human Resources Assistant 503-273-5236	7. Opening Date 10/6/08	8. Closing Date 10/24/08

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:

This position serves as a Program Analyst for the Quality & Performance Service (Q&P) at the Portland VAMC. Q&P is responsible for evaluating program and staff operations to ensure adherence to the requirements established by VACO, Joint Commission, OIG, GAO, and other accrediting bodies for patient care and providing recommendations for improvements. This position specifically supports the credentialing and privileging assessment and improvement activities within Q&P for licensed independent practitioners (LIPs). Collects, validates, and screens data and information about important aspects of credentialing and privileging to identify situations or problems, and identify opportunities for improvement that directly or indirectly affect patient care. Ensures that each identified problem or opportunity is followed through to resolution, and documents the related findings, conclusions, recommendations, and actions. Based on findings and knowledge of policies, procedures, organizational processes and systems, helps develop recommendations to resolve problems and/or improve processes. Develops and maintains mechanisms to track identified problems and/or opportunities to improve care and or services provided. Usually involves developing methods for which there is no published guidance. Obtains assistance and/or information from their direct supervisor, Quality Consultants, and the Q&P Director for problems that may arise, or backlogs that cannot be disposed of promptly. . Uses a variety of software programs for data capture, recording, and aggregation to produce reports for the use of Q&P management and PVAMC. Manages and coordinates multiple types of data collection and reporting techniques, and prepares reports and presentations for review by the Q&P Director and other appropriate staff. Reports data trends and/or significant problems or issues to Q&P Director and/or responsible service chiefs. Attends applicable meetings, develops agendas, and records meeting minutes. Performs general administrative support functions including answering phone calls, referring calls, processing data according to the unit specifications, and other general administrative support related to Q&P. Performs other related duties as assigned.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-343 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.

Specialized Experience: 1 year equivalent to at least GS-7 which includes experience in the areas of but not limited to: Collects, validates, and screens data and information; Identify situations or problems, and identify opportunities for improvement that directly or indirectly affect patient care; Develops and maintains mechanisms to track identified problems and/or opportunities to improve care and or services provided or evaluating program and staff operations to ensure adherence.

Substitution of Education for Experience: Masters or equivalent graduate degree or 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 rating factors will result in applicant not being referred for the position:

1. Ability to plan, organize, set priorities, work as a team member, and effectively complete assignments within required timelines. This includes scheduling, coordinating, and tracking multiple types of data and reports.
2. Ability to collect, aggregate, and interpret data, both in table and graphic format. This includes defining problems, evaluating quality, assessing impacts, drawing conclusions, and making recommendations.
3. Skill in managing data and information. This includes identifying trends and patterns, and tracking, monitoring, and resolving identified problems.
4. Ability to communicate orally and in writing with clinical and administrative staff at all levels within the organization. This includes explaining data and recommendations, providing advice and guidance, preparing/creating reports and presentations, and collaborating on new ideas and differing opinions.
5. Skill in the use of internal and external automated systems, including personal computers, electronic mail, the Internet, and software programs such as MS Word, Excel, and/or Access Database

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 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](#) (due 10/31/08)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 10/31/08)
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 10/24/08 (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-09-0004-JB

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.