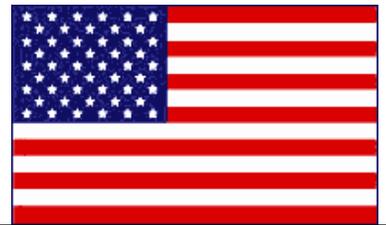




PORTLAND VA MEDICAL CENTER

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-09-0013-JB	2. <u>Title, Series, Grade, Salary</u> Supervisory Program Specialist (081870) GS-301-7, Target GS-9 or GS-9 \$38,624 to \$61,643 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> Mental Health Division Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 15 Oct 08	8. <u>Closing Date</u> 21 Oct 08

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center in the Mental Health Division only.

MAJOR DUTIES:

The incumbent serves as Program Support Manager for the Mental Health Clinic. The incumbent provides direct administrative and technical services that are critical to the operation of the service and all of its components. The incumbent performs management and/or program support work, such as program or office planning, evaluation of administrative programs or issues, training program administration, correspondence control, liaison, special projects, or board or committee-related work. Will function as the work team leader of office support staff by evaluating and managing flow of work within in administrative office. Assigns daily tasks equitably and appropriately in a manner that will assist in attaining optimal efficiency in administrative support functions. Identifies changing needs for technical and administrative support and revises office operations to meet changing needs. Performs administrative work, which includes management for all of Mental Health Clinic. Responsible for management of expendable supplies and for management of non-expendable equipment, including but not limited to ADP, Audio visual and/or other computer-based equipment. Incumbent supervises and maintains systems for record keeping including time cards, fund control point records and other financial reports. The incumbent is responsible for allocation office space and troubleshooting problems, renovations, and other issues that may arise in conjunction with Telecommunications, IRM and Engineering Services. Other duties as assigned. Develops routine plans or schedule using standard references and existing information.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-301 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:

GS-7: One (1) year 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 work of the position to be filled. Examples include but not limited: performs management and/or program support work, such as program or office planning, evaluation of administrative programs or issues, training program administration, correspondence control, liaison, special projects, or board or committee-related work. To be creditable, specialized experience must have been equivalent to at least the GS-5.

GS-9: GS-7: One (1) year 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 work of the position to be filled. Examples include but not limited: Responsible for management of expendable supplies and for management of non-expendable equipment, including but not limited to ADP, Audio visual and/or other computer-based equipment. Incumbent supervises and maintains systems for record keeping including time cards, fund control point records and other financial reports. To be creditable, specialized experience must have been equivalent to at least the GS-7.

Substitution of Education for Experience: If using education as a substitute for experience, please submit a copy of your college transcripts with application packet. **GS-7:** One (1) full year of graduate level education or superior academic achievement; **GS-9:** Master's 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.

(Continued on next page)

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 supervise.
2. Ability to lead, instruct, and advise co-workers including monitoring work performance.
3. Ability to manage multiple tasks with competing priorities in a timely and complete manner.
4. Skill in using personal computers and software programs such as Word, Excel, Outlook, Vista, CPRS to include the ability to formulate, gather and track data for reports.
5. Ability to communicate effectively both orally and in writing at a professional level including the ability to prepare complex written reports in correct format.
6. Skill in interpersonal relations and diplomacy in dealing with patients, employees and visitors.
7. Knowledge of requisition policy, procedures and fund control/purchase card management.

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.

Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.

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 10/28/08)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 10/28/08)
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 10/21/08

(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- 09-0013-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.**