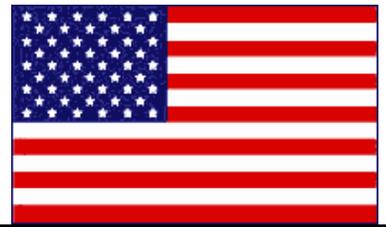




# PORTLAND VA MEDICAL CENTER

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-09-0086-JC</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Program Support Assistant (OA)</b> (PD# 071762) <b>GS-303-5</b> <b>\$32,353 to \$42,060 per annum</b> (Based on full-time employment)	<b>3. <u>Tour of Duty</u></b>  <b>8 am - 4:30 pm</b> <b>M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Nursing Professional Service, Portland, OR Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent</b> <b>1 Full-time position(s)</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant</b> <b>503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>1/20/2009</b>	<b>8. <u>Closing Date</u></b>  <b>2/10/2009</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 performs clerical or technical program support work for Nursing Professional Services and assists the NPS Nurse Credentialer with the RN and LPN Credentialing Program. This program involves in excess of 800 Health Care Professionals. The incumbent also assists the Nurse Credentialer with clerical activities needed to support the Nursing Professional Standards Board. Performs general program support work such as collection, compilation, research, and/or tracking of data and program information. Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of an organization's program operation. Receives and processes documents and reports in accordance with established procedures. Reviews documents and reports for completeness and enters pertinent information into an automated tracking system. Performs database file searches.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-0303 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:** 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 position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Qualifying work would be in clerical work in a medical or healthcare setting i.e. medical assistant or healthcare administrative clerical.

**Substitution of Education for Experience:** Successfully completed education 4 year above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grade GS-5 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. Knowledge of nursing proficiency database and VetPro Nursing Credentialing program to advice and assist applicants and employees on the use of these nursing professional software applications;
2. Knowledge and ability to recognize and differentiate nursing licensure, registration and certification documentation;
3. Knowledge and ability to utilize personal computer skills including but limited to: MS Office Suite including EXCEL, ACCESS and OUTLOOK;
4. Knowledge and ability to research Nursing Professional Standards Board Policies, Procedures and Regulations;
5. Ability to work independently, prioritize assignments and meet deadlines in a small team setting.

### CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's

(Continued on next page)

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.
- 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.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- 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 (7 days after close of announcement))
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due (7 days after close of announcement))
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 2/10/2009**

**(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-09-0086-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.
- 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.**