



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-09-0164-JB	2. <u>Title, Series, Grade, Salary</u> Supervisory Program Analyst (Assistant Director) <small>(080170)</small> GS-0343-13 \$84,533 to \$109,895 per annum <small>(Based on full-time employment)</small>	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> Quality & Performance Service, 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> 02/17/09	8. <u>Closing Date</u> 02/26/09

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 Assistant Director for Quality & Performance is located within the Quality and Performance Service, and may be stationed either in Portland or Vancouver. Responsibilities assigned to this position are subject to change based upon staffing within the Quality and Performance Service, organization and reorganization of the medical center and other needs of the medical center. This position is responsible for; Functioning as Acting Q & P Director when needed. Supervises eight Quality Consultants (two GS, five Title 38). Assists the Q&P Director in developing, implementing and providing oversight for the performance activities throughout the medical center. Serves as the team leader for the Quality Consultant team responsible for planning, organization, development, direction, and evaluation of quality operations. Provides quality management support to the Medical Center. Provides quality management support to committees and programs of the medical center. Provides quality management support to other groups such as process action teams performance improvement groups, focused reviews, root cause analysis, failure mode effects analysis, etc. Quality management support includes, but is not limited to: assessment of compliance with PVAMC policies, VHA policies, and accreditation standards; monitoring processes and patient outcomes through data collection and analysis; providing written reports to divisions, programs and committees that include findings, recommendations, responsible individuals and timelines for completion; providing consultative expertise in planning, designing and implementation of process improvements and other policy-making activities. The incumbent must demonstrate skills and experience in the following areas: leadership, group process, team development, and principles of adult education; oral and written communication skills; evaluation and interpretation of accreditation standards; database management; evaluation techniques, including statistics, research methodology and program evaluation; and patient safety methods such as root cause analysis, cause and effect analysis, and failure mode and effects analysis. The Supervisory Program Analyst must demonstrate the use of sound judgment in clinical and administrative decisions, and self-direction and initiative.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-343 series applies 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: One year of experience that 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 to be filled. 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.

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 health care delivery program concepts, practices, and procedures.
2. Knowledge of specialized principles and practices of health care management.
3. Excellent leadership and team development skills.
4. Excellent oral and written communication skills.

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5. Knowledge and experience in evaluating and interpreting accreditation standards.
6. Experience with information management, including database management, and evaluation techniques, such as statistics, research methodology, and program evaluation.
7. Knowledge of and experience with Performance Improvement processes.

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.
- 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](#)
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 02/26/09.

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-09-0164-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.
- 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.**