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	2. Title, Series, Grade, Salary	3. Tour of Duty	4. Duty Station
MP-09-0214-RB	**Special Assistant** **(1740)** **GS-0301-9** **$49,020 to $63,726 per annum** **(Based on full-time employment)**	**8am - 4:30pm M-F**	**Primary Care Division, Portland, OR**
5. Type & Number of Vacancies	**6. Contact**	**7. Opening Date**	**8. Closing Date**
Permanent **1 Full-time position**	**Human Resources Assistant** **503-273-5236**	**04/13/2009**	**05/04/2009**

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.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. **Well qualified** is defined as an applicant, without any further training, can perform the major duties of the position which include: Coordinating and scheduling patients for multiple Compensation and Pension appointments, requesting appropriate diagnostic testing for type of examination while adhering to a significantly greater than normal responsibility to meet deadlines and changes in procedures.

MAJOR DUTIES:

The incumbent provides full staff support to the Clinical Board members of the Primary Care Division to include planning, organization, development, direction and evaluation of Primary Care Division programs. The individual will create, maintain and monitor agenda items, prepare routine reports, attend and take meeting minutes and follow up on all action items resulting from the Clinical Board. Coordinates and schedules Clinical Board guest speakers, leads and/or coordinates process improvement teams, supports employee counseling for each Clinical Board member, manages leave schedules and coverage for each member and serves as a communication link between all Clinical Board members. Arrange travel and meeting locations while administratively supporting members of the Clinical Board in their assignments that are a result of action items derived from the Board meetings. Travel with the Clinical Board members to Community Based Outpatient Clinics (CBOC's) will also be necessary at times. Additional duties will include but are not limited to career development and professional practice of providers, controlled correspondence, interface with fee medicine, credentialing and privileging issues, orientation and mentoring as well as tort/peer reviews. Incumbent will also provide Fund Control Point clerk duties and fiscal expenditure/tracking for the division.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

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

Specialized Experience: 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. To be creditable, specialized experience must have been equivalent to at least the GS-8 level. Specialized experience includes, but is not limited to, work as an Executive Assistant, Office Assistant, Office Manager, or similar position. Duties may have included coordinating activities of a board meetings, maintaining leave calendars, liaison between departments, and providing office coverage and back-up duties as needed.

Substitution of Education for Experience: If using education as substitute for experience please submit a copy of your college transcripts with application packet. Masters or equivalent graduate degree or 2 full years of progressively higher graduate education leading to such a degree or L.L.B. or J.D., if related. Specialized experience includes, but is not

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limited to, work as an Executive Assistant, Office Assistant, Office Manager or similar position. Duties may have included coordinating activities of a board meetings, maintaining leave calendars, liaison between departments, and providing office coverage and back-up duties as needed.

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) Understanding of Primary Care administrative procedures and clinical terminology; ability to communicate verbally and in writing with a wide variety of local, regional and national administrative and clinical staff to include the orientation of new providers.
2) Knowledge and ability to work under pressure, use sound judgment, organize, prioritize, meet requirements, work independently and manage deadlines in a responsible and professional manner. Attend and record meeting minutes for the Primary Care Operations Committee, schedule guests, track agenda items and committee email group requests.
3) Skill and familiarity with the human resources and credentialing and privileging processes within the Portalnd VA Medical Center; ability to interact with executive leadership and management in determining priorities, applicant qualifications, assignments and availability.
4) Proficient ability to utilize software programs such as Excel, PowerPoint, Microsoft Word, Microsoft Publisher (Webpage design), Access and Outlook.
5) Familiarity with statistical data associated with Primary Care capacity and demand, benchmarking criteria and Joint Commission standards and regulations to include maintenance of provider folders.
6) Skill and familiarity with the controlled correspondence process within the VA Medical Center as well as knowledge of medical terminology; ability to discuss, investigate and respond to patient issues and dissatisfaction.
7) Familiarity with the strategic planning database to monitor current programs within the Primary Care Division and input tactic and progress notes into the database; ability to work independently on special projects for the leadership staff and prepare final presentations for the Administrative Director's bi-monthly meeting with the Strategic Planning Initiatives Committee.
8) Experience in managing budgetary reports and ability to project future financial resources.

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).
- Time-in-grade (TIG) restrictions remain in effect through 5/17/09 [a Sunday]. OPM is eliminating TIG restrictions from its regulations effective 5/18/09 [a Monday]. Thus, unless OPM changes that effective date, no one will be found ineligible on the basis of time-in-grade restrictions effective on and after 5/18/09.

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 05/11/2009)
3. VAF 4667b, Supervisory Appraisal of Employee for Promotion is optional, but recommended. (due 5/11/2009)
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 **Other VA Permanent Employees must submit:**

All application packets must be received in Human Resources by Close of Business (COB) on 05/04/09.
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-09-0214-RB
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.**