



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-09-0222-SJ	2. <u>Title, Series, Grade, Salary</u> Human Resources Assistant (Administrative Desk) (PD#600670/600680) GS-0203-4 target 5 or GS-5 \$28,917 to \$42,060 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8:00a – 4:30p M-F	4. <u>Duty Station</u> Human Resources Management 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> 5/1/09	8. <u>Closing Date</u> 5/7/09

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Employees covered under the provision of the Interagency Career Transition Assistance 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 answering questions regarding open vacancy announcements, how to apply for open vacancies, application materials required for a complete application package, and vacancy announcement websites, answering a multi-line phone, directing walk-ins to appropriate staff member, filing, copying, and alphabetizing documents, data entry into various databases, creating vacancy folders, distributing mail, maintaining adequate supply levels for an office, and managing conference room calendars.

MAJOR DUTIES:

Performs work in support of the Human Resources Management Division. Performs the full range support work of a standardized nature, such as maintaining the SF-52 Data Log, preparing vacancy announcements, managing the close-out process for vacancy announcements including non-select letters, providing back up support for the division web site and placement of vacancy announcements on multiple websites; management of monthly reports from the Austin Automation Center; customer service for internal and external customers to include explanation of general hiring guidelines and practices. Ensures all paperwork submitted for HR processing is accurate and complete according to established guidelines, references, and/or manuals. Maintains the level of supplies for the division through electronic ordering process; Maintains requests for equipment repairs; maintains time and attendance for division.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0203 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.

General Experience: GS-4: One year of general work experience which included progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties identified above under heading "major duties". **GS-5:** Not applicable.

Specialized Experience: GS-4: not applicable. **GS-5:** One of specialized work experience equivalent to at least the GS-4 level. Specialized work experience includes work as a Office Assistant, Secretary, Program Support Assistant, Office Clerk or similar work. Duties may have included, but are not limited to, answering questions regarding open vacancy announcements, how to apply for open vacancies, application materials required for a complete application package, and vacancy announcement websites, answering a multi-line phone, directing walk-ins to appropriate staff member, filing, copying, and alphabetizing documents, data entry into various databases, creating vacancy folders, distributing mail, maintaining adequate supply levels for an office, and managing conference room calendars.

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-4:** Two years above high school. **GS-5:** Four years above high school. For both GS-4 and GS-5 successful completion of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least

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20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

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.
- 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:

ICTAP/CTAP Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. A copy of the agency notice regarding ICTAP/CTAP eligibility, most recent Performance Rating, and most recent SF-50 indicating current position, grade, level, and duty station.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) for 5 Point Veteran's Preference.
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
5. A copy of your college transcripts (if required).

All application packets must be received in Human Resources by Close of Business (COB) on 5/7/2009.

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-09-0222-SJ

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.**