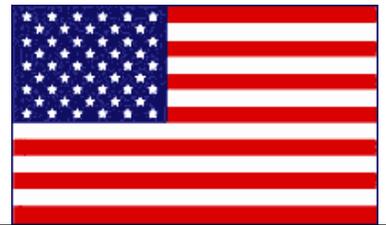




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY

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| 1. <u>Announcement Number</u> MP-09-0241-SJ | 2. <u>Title, Series, Grade, Salary</u> Program Specialist (070540) GS-301-12 \$71,087 to \$92,409 per annum (Based on full-time employment) | 3. <u>Tour of Duty</u> 8am – 4:30 pm M-F | 4. <u>Duty Station</u> Technology & Information 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> 6/2/2009 | 8. <u>Closing Date</u> 6/22/2009 |

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.

MAJOR DUTIES:

The incumbent will function as the Clinical Applications Coordinator (CAC) and will provide a high level of administrative and technical support to users and management in the integration and implementation of clinically oriented hardware and software. This position requires an extensive knowledge of clinical services and programs as they relate to automation. The CAC will facilitate the implementation and support of the VA's new, innovative, integrated clinical patient information system, CPRS (Computerized Patient Record System). The incumbent serves as the expert consultant in the overall management of the integrated clinical applications throughout a large and active medical center with extensive ambulatory care facilities and outpatient clinics. Provides guidance and support for maintaining project timeliness at the facilities. Incumbent takes a leadership role in the planning, direction, and support of the implementation of CPRS which automates clinical functions across multiple services, and will ultimately contribute to better patient care for veterans. The incumbent is knowledgeable about the economics, structure, and networking in the VA System and community.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0301 series and Administrative and Management Positions 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: At least one (1) 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 with specialized experience must be equivalent to at least the next lower grade level. GS-12; at least one (1) year at the GS-11 level. Specialized experience includes, but is not limited to experience as IT Specialist, Computer Technician, Computer Operator, or similar position in a hospital, medical center or clinic. Duties may have included, but are not limited to, providing high level administrative and technical support to users and management in the integration and implementation of clinically oriented hardware and software, facilitating the implementation and support of the new, innovative, integrated clinical patient information system, serving as the expert consultant in the overall management of the integrated clinical applications throughout a large and active medical center, providing guidance and support for maintaining project timeliness at the facilities, and providing the leadership role in planning, direction, and support of the implementation of computerized patient records system which automates clinical functions across multiple services.

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. Experience developing an implementation plan, steering an implementation committee. *(Please list the number of implementations you have worked on, a brief description of each project, what your role was with each, and the success rate of the implementation.)*
2. Knowledge of clinical services and administrative aspects of health care delivery within the VA. *(Please list all areas of the medical center in which you have worked, what your position title was in each section, and a brief description of your job duties.)*
3. Ability to test and verify software packages within the VA headquarters, VISN, and field office specified time

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frames prior to activation in production mode. *(Please list all the software packages you have tested and implemented, the success rate of each roll-out, and role in the project.)*

4. Ability to communicate in writing.

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).

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 6/29/2009)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 6/29/2009)
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

All application packets must be received in Human Resources by Close of Business (COB) on 6/22/2009

(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-09-0241-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.**