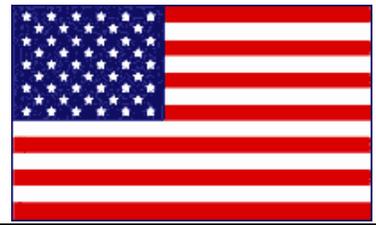




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY ****AMENDED**** 8/17/09

1. <u>Announcement Number</u> MP-09-0282-YH	2. <u>Title, Series, Grade, Salary</u> Human Resources Assistant (Processing & Records) (600660/600650/1356A) GS-203-4/5/6 \$28,917 to \$46,880 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8am – 4:30pm M-F	4. <u>Duty Station</u> Human Resources Management Service, Portland Division
*5. <u>Type & Number of Vacancies</u> Permanent 2 Full-time positions	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 8/13/2009	8. <u>Closing Date</u> 8/26/2009

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 Veterans Outreach Center and Veteran's Canteen.

MAJOR DUTIES:

The incumbent functions as a Human Resources Assistant in the Processing and Records Section of Human Resources Management Service. Duties include, but are not limited to processing all types of personnel actions including appointments, full time, part-time, intermittent, term, temporary, student, stipend, consultant, Title 5, Title 38 and Wage Grade appointments. Processes other types of actions including changes, separations, awards, basic pay, remarks, grade/step/salary, titles on 52s, veteran's preference, veteran's preference for RIF. Completes processing actions by determining and completing the appropriate forms based on the type of appointment and codes the information into the Personnel and Accounting Integrated Data (PAID) System. Calculates service computation dates, appropriate leave group, veteran's preference, within-grade eligibility code, and salary dates. Determines and codes follow-up dates for probationary period, licensure, expiration of appointment, eligibility for promotion, proficiencies, suspensions, service pins and retired military service pins. Manually computes pay adjustments, retention allowances, and grade and pay retentions. The incumbent reviews Official Personnel Files (OPFs) to determine appropriate retirement system based on type of appointment and prior Federal service. Inputs retirement coverage after review. Initiates actions to correct errors or omissions identified in the matching process or by review of error listings or other reasons to correct the master record. Requests Official Personnel Folders (OPF) from National Records Center, other VA Medical Centers or other federal agencies for reinstatement or transfers. Combines and audits permanent and temporary OPFs for correctness. Maintains and audits OPFs based on Human Resources Management Division audit plan.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0203, Human Resources Clerical and Administrative Support series apply and may be reviewed in the Human Resources Management Service office.

General Experience: GS-4, at least one (1) year for general experience, such as administrative support, clerical, and/or office assistant.

Specialized Experience: GS-5 and GS-6, at least one (1) year of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position, and that is typically in or relation to the work of the position to be filled. Specialized experience includes, but is not limited to positions such as clerks who process payroll for large organizations, processing PAID actions such as new employees, promotions, resignations, etc. in Human Resources for private or federal organizations, and/or working with personnel records and record keeping.

Substitution of Education for Experience: GS-4, successful completion of two (2) years of education above high school. GS-5, successful completion of four (4) years of education above high school. GS-6, Generally not applicable. 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 may result in a less desirable rating.

1. Skill in the use of personal computers, internet and various software programs in the performance of daily work assignments
2. Skill in attention to detail in order to review paperwork to insure proper completion and the creation and maintenance of personnel records.
3. Ability to communicate both orally and in writing to explain processes to internal and external customers.
4. Ability to read, interpret and apply a moderate set of rules, regulations and procedures in order to accurately process personnel actions.
5. Knowledge and ability to work with organization specific databases to input data and create requested reports.

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

Applicants without prior federal service will be appointed at step one of the grade

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:

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. OF-612, Resume, or 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 8/26/2009. Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>.

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-09-0282-YH

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.**