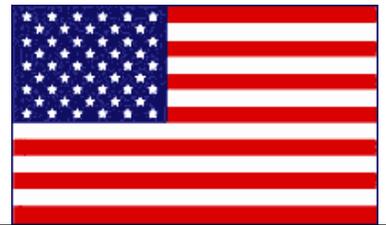




# PORTLAND VA MEDICAL CENTER

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



## **NOTICE OF VACANCY**

<b>1. <u>Announcement Number</u></b>  <b>MP-09-0283-YH</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Program Support Clerk/Assistant (Security)</b> <small>(40078A/40079A/40080A)</small> <b>GS-303-5/6/7</b> <b>\$32,353 to \$52,099 per annum</b> <small>(Based on full-time employment)</small>	<b>3. <u>Tour of Duty</u></b>  <b>Days M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Human Resources Management Service, Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent 1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant 503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>8/13/2009</b>	<b>8. <u>Closing Date</u></b>  <b>8/26/2009</b>

**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 performs criminal background investigations and related functions to such investigations as determined by the Chief of Human Resources. This involves processes and procedures connected to applicant/new employee processing as defined by federal regulations and VA procedures. Incumbent uses specific equipment and follows established procedures in performing tasks connected with these background investigations which includes fingerprinting and related paperwork. Due to the confidential nature of the duties of the position, conducts such investigations and shares results of findings to individuals on a need to know basis as determined by the supervisor. Assists other HRMS areas as directed by the supervisor.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-303, Clerical and Administrative Support Positions 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.

**Specialized Experience:** One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Substitution of Education for Experience:** **GS-5:** Successful completion of four years of education above the high school level in any field for which high school graduation or the equivalent is a prerequisite may be substituted in full for the specialized experience requirement; **GS-6 & 7:** 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 to rating factors will result in applicant not being referred for the position:***

1. Knowledge of the various VA appointment processes and procedures, including both Title 5 and Title 38, as they relate to the overall background investigations conducted at the medical center for applicants/new employees. Such processes and procedures include, but are not limited to, Staff, WOC, fee basis, CWT, volunteers, Research Foundation, C/A, etc., and various student and affiliated appointments at the medical center.
2. Knowledge of federal and VA background investigation processes and procedures as described by the U.S. Code of Federal Regulations for civilian employees and VA policies and procedures, including, but not limited to, the VA Handbook and other source documents and directives of the VA.
3. Ability to communicate orally with a wide variety of individuals in an efficient and professional manner in a highly confidential area of Human Resources.
4. Knowledge of current technical equipment that is used in background investigations. This includes equipment capability and desired outcomes, various procedures to be followed, and trouble shooting to the extent determined by the supervisor and includes training others as needed and directed by the supervisor in the usage of the equipment.

(Continued on next page)

5. Ability to read and interpret criminal background information and other documents connected to such investigations and provide advice and guidance to other HR employees as needed and directed. This ability may involve detailed follow-up, as directed by the supervisor, involving applicants/new employees and with the various criminal justice agencies and specific procedures attendant to background investigations.
6. Ability to present findings orally and in writing, as directed by the supervisor, to a wide variety of individuals on the results of background investigations. Such ability involves knowledge of the federal civilian investigations, including VA processes and procedures, in order to render a thoughtful recommendation to the Chief of Human Resources or designee regarding the final results from such investigations.

#### **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:**

##### **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 8/26/2009.**

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-09-0283-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.**