

*******PLEASE DO NOT MAIL OR HAND DELIVER APPLICATIONS; APPLICATIONS WILL ONLY BE ACCEPTED BY FAX OR ONLINE (please see the "How To Apply" section for more information)*******

Department: Department Of Veterans Affairs

Agency: Veterans Health Administration

Job Announcement Number: MP-09-0298-SJ

Job Title: Administrative Officer

Salary Range: 59,309.00 - 92,409.00 USD per year

Series & Grade: GS-0341-11/12

Promotion Potential: 12

Open Period: Wednesday, September 02, 2009 to Wednesday, September 09, 2009

Position Information: Full Time Career/Career Conditional

Duty Locations: 1 vacancy - Portland, OR

Who May Be Considered: Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Job Summary:

WHO WE ARE

We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology, and the most comprehensive array of benefits America has to offer.

To care for him who shall have borne the battle and for his widow and his orphan."

—Abraham Lincoln

ANNOUNCEMENT NUMBER: MP-09-0298-SJ

VACANCY ID: VS282442

POSITION TITLE: Administrative Officer

WORK SCHEDULE: Full Time

Key Requirements:

- Relocation, Recruitment and Moving expenses are not authorized
- Security Clearance/Background Investigation Required
- US Citizenship Required

Major Duties:

Acts as a liaison or handles the communication with persons and/or groups within and outside of the division. Researches and/or analyzes unstable or complex program issues. Plans and/or accomplishes special projects and programs such as equipment. Administers programs concerning position management and man-power utilization. Assists in personnel administration including knowledge of personnel operations such as position classification, performance standards, and competencies. Incumbent is authorized to be approving official for orders for supplies, services and equipment. Reviews orders to verify their need for orders for supplies, services, and equipment. The incumbent is also charged with the responsibility of monitoring the budget and operating within the authorized budget. Incumbent gathers and analyzes budget needs of the division and supervises all phases of budgeting within administrative requirements. Tracks funds expended in all accounts and makes interim adjustments where necessary by applying knowledge and understanding of budgetary policies, procedures and regulations. Incumbent is responsible for formulation and execution of annual budget including salaries, travel, supplies, equipment and all other general operating expenses. Manages fund control points, procurement and contracts. Develops monthly and quarterly ceilings while maintaining running control of funds to ensure that accounts are within authorized levels. Develops the need for and maintains an awareness of available resources, and makes recommendations to the Administrative Director and medical center management regarding needs, distribution or redistribution of resources. Plans a system of internal control which assures the fiscal management of the division will be maintained on a sound basis in accordance with generally accepted accounting practices. Develops both long and short-range policies and plans for the division by coordinating the administrative needs of the organization for which accountable. Plans and supports committees and data collection and reporting for Strategic Objectives and Performance Improvements program. On major issues he/she defines the goal to be met, will envision alternative policies, recommends a course of action, and implements the alternative chosen. The incumbent will recognize the need for new policies and bring such policies to the attention of the division director. The policies and procedures dealt with are for all of the various aspects of the division including budget and fiscal management; supply, service and equipment procurement, personnel and workforce utilization; contract negotiation, construction / renovation /and space utilization. Provides for full administration of reporting, evaluation, and requirements associated with the accreditation of the organization. This includes JACHO standards. Establishes procedures to meet unusual or unique standards. Incumbent is fully aware of regulatory standards and assembles and monitors current required materials. Administers the internal review, quality and productivity initiatives (Strategic Objections) for the division. Ensures quality assurance issues pertaining to the service are documented and appropriate follow-up action occurs regarding any problem, or recommendation found or made as a result of the division's quality assurance activities.

Qualifications:

GS-11: Applicants must have at least one year of specialized experience at or above the GS-9 grade level in Federal Service (or equivalent) performing such tasks as researching and/or analyzing unstable or complex program issues, administering programs concerning position management and man-power utilization, assisting in personnel administration including knowledge of personnel operations such as position classification, performance standards, and competencies, authorizing official for ordering

supplies, services and equipment, monitoring the budget and operating within the authorized ceiling, planning a system of internal controls which assures the fiscal management of the division will be maintained, and developing both long and short-range policies and plans for the division by coordinating the administrative needs of the organization for which accountable.

OR Applicants must possess a Ph.D. or equivalent doctoral degree from an accredited college or university

OR 3 full years of progressively higher level graduate education leading to such a degree from an accredited college or university OR LL.M., if related. Please Note: When using education to qualify, TRANSCRIPTS must be provided.

GS-12: Applicants must have at least one year of specialized experience at or above the GS-11 grade level in the Federal Service, or its equivalent, performing such tasks as researching and/or analyzing unstable or complex program issues, administering programs concerning position management and man-power utilization, assisting in personnel administration including knowledge of personnel operations such as position classification, performance standards, and competencies, authorizing official for ordering supplies, services and equipment, monitoring the budget and operating within the authorized ceiling, planning a system of internal controls which assures the fiscal management of the division will be maintained, and developing both long and short-range policies and plans for the division by coordinating the administrative needs of the organization for which accountable.

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications>.

If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

Important Notes:

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. Supplementary vacancies may be filled in addition to the number stated in this announcement.
3. Moving expenses are not authorized.

Information for Surplus or Displaced Federal Employees:

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced federal employees must be rated at 85 or above on the rating criteria for this position. CTAP and ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) noting current or last position, grade level, duty location and documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456. All applicants must also submit their current, or last, performance appraisal.

Information for preference eligible veterans:

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. Letters submitted from the Department of Veterans Affairs must be dated 1991 or later. You may find more information about veterans' preference in the VetGuide at

<http://www.opm.gov/employ/veterans/html/vetguide.asp>

How You Will Be Evaluated:

Once the application process is complete, a review of your application will be made to determine if you are qualified for this job. The numeric score that you receive is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position and is based on your responses to the assessment questionnaire. The knowledge, skills and abilities required for this position are:

1. Knowledge of program development and implementation methods, processes, and techniques.
2. Knowledge of medical center operations, healthcare delivery program concepts, practices, and procedures.
3. Knowledge of Human Resource Processes.
4. Knowledge of the principles of budget and accounting procedures to include formulation, justification, financial management and financial reporting.
5. Skill in analytical reasoning and ability to apply that expertise in preparing program analysis of employment, conceptualization of budgetary problems and formulate solutions through preparation, presentation and enactment of findings.
6. Ability to effectively communicate both orally and in writing with other employees, and management personnel at all levels of the organization.

CAUTION: Do not overstate or understate your level of experience and demonstrated capability. Your ratings are subject to evaluation and verification based on the resumé, narratives and other relevant documents you submit, as well as through verification of references as appropriate. Later steps in the selection process are specifically designed to verify your stated level of experience and demonstrated capability. Deliberate attempts to falsify information may be grounds for not selecting you or for dismissing you from the position following acceptance.

Benefits:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long

term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit:

<http://www.opm.gov/retire/index.asp>

This link provides an overview of the benefits currently offered to Federal employees.

<http://www.usajobs.opm.gov/ei61.asp>

How To Apply:

Please submit the following items:

Portland VA Medical Center Employees must submit:

1. VA 5-4078 Application for Promotion or Reassignment OR resume
2. Assessment Questionnaire

All other applicants must submit:

1. Resume
2. Assessment Questionnaire
3. Other documents specified in the Required Documents section of this vacancy announcement

All materials must be received by 11:59 p.m. Eastern Time on Wednesday, September 09, 2009 to be considered. Please click [here](#) to submit your online application using Application Manager. (You may also fax your application if you cannot apply online. Mailed or emailed documents are not accepted.) Please use the Applicant Checklist in the "Required Documents" section (near the end of this announcement) to make sure your application is complete.

Please read all instructions before you begin. You are solely responsible for the submission of your materials. We cannot be responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.

Option A: Online (Preferred Method)

1. Click [here](#) to go to Application Manager.
2. Complete the questionnaire for the vacancy.
3. Select or upload the resume and other documents that you want to submit.
4. Click on the "Submit My Answers" button.

After applying, select this vacancy in Application Manager's "My Application Package" window to see the status of your application, including any messages that may have been sent to you.

Option B: Fax

If you cannot apply online, you may fax the information to the OPM Processing Center in Macon, GA at 1-478-757-3144. Follow these steps to fax your responses to the questionnaire (including any supporting documentation):

1. Print a copy of this job announcement so that you can read and respond to the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You may print a copy of the form at this web address: http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf. You may also call USAJOBS by Phone at (703) 724-1850 to have the OPM Form 1203-FX mailed to you, but this is not practical if the announcement is nearing its closing date. If you call to request the form, press 1 after the introduction on the recording, then listen for instructions to request the form.
3. If you are faxing your responses to the questionnaire using the OPM Form 1203-FX along with your supporting documentation, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
4. **Do not send printouts of your Application Manager Questionnaire Answers.**
5. Submit your materials to fax number 1-478-757-3144.
6. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Follow these steps if you faxing only supporting documents:

1. If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the cover sheet at the following URL: <http://staffing.opm.gov/pdf/usascoversheet.pdf> Be sure to fill out all blocks on the form completely and clearly. If you do not use this form or the OPM Form 1203-FX as your cover sheet, the documents will not be matched up with your application and you may be found ineligible for the position.
2. Submit your materials to fax number 1-478-757-3144.
3. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Please be sure to feed all documents into your fax machine top first so that the processing center receives them right-side up. Make sure each page contains your name and the VIN for this vacancy (VS282442).

Instructions for completing the OPM Form 1203-FX / online questions:

Select this link to view and complete the assessment questionnaire: [Online Questionnaire](#)

Social Security Number

Vacancy Identification Number

Please include the Vacancy ID (VS282442) in the space provided.

1. Title of Job

Administrative Officer

2. Biographic Data

3. E-Mail Address

4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

11

12

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

15. Dates of Active Duty - Military Service

16. Availability Date

17. Service Computation Date

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

20. Occupational Specialties

Please enter/select at least one occupational specialty code (three-digit codes such as 001) that applies to you and what you are applying for (promotion, VRA appointment, etc.):

001 Administrative Officer

21. Geographic Availability

1371 Portland, OR

22. Transition Assistance Plan

23. Job Related Experience

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. Which of the following statements best describes your education and/or experience which qualifies you for the Administrative Officer position at the GS-11 level? Select only one response.

A. I have a Ph.D. or equivalent doctoral degree or three (3) full years of progressively higher level graduate education leading to such a degree or an LL.M., if related to the Administrative Officer position which provided me with the knowledge, skills, and abilities necessary to do the work of this position as described in the major duties section of this vacancy. Remember, transcripts are required when using education to qualify.

B. I have at least one (1) full year of specialized experience (equivalent to at least the GS 9 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. Specialized experience includes work as a program specialist, special assistant, program analyst, or similar position working in a medical center, hospital or clinic. Duties may have included researching and/or analyzing unstable or complex program issues, administering programs concerning position management and man-power utilization, assisting in personnel administration including knowledge of personnel operations such as position classification, performance standards, and competencies, authorizing official for ordering supplies, services and equipment, monitoring the budget and operating within the authorized ceiling, planning a system of internal controls which assures the fiscal management of the division will be maintained, and developing both long and short-range policies and plans for the division by coordinating the administrative needs of the organization for which accountable. This experience was equivalent to at least the GS-09 level in the Federal service. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

C. I have a combination of graduate education as described in 1A and specialized experience as described in 1B which totals at least one year. To calculate, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100% to qualify.

D. I do not have the experience or education described in either "A", "B" or "C."

2. Which of the following statements best describes your education and/or experience which qualifies you for the Administrative Officer position at the GS-12 level? Select only one response.

A. I have at least one (1) full year of specialized experience (equivalent to at least the GS 11 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy.

Specialized experience includes work as a program specialist, special assistant, program analyst, or similar position working in a medical center, hospital or clinic. Duties may have included researching and/or analyzing unstable or complex program issues, administering programs concerning position management and man-power utilization, assisting in personnel administration including knowledge of personnel operations such as position classification, performance standards, and competencies, authorizing official for ordering supplies, services and equipment, monitoring the budget and operating within the authorized ceiling, planning a system of internal controls which assures the fiscal management of the division will be maintained, and developing both long and short-range policies and plans for the division by coordinating the administrative needs of the organization for which

accountable. This experience was equivalent to at least the GS-11 level in the Federal service. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

B. I do not have the experience described in "A".

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. If you are not applying online, please darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.

D- I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.

E- This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

3. Plans a system of internal controls to assure fiscal management of a program, division or service will be maintained on a sound basis in accordance with generally accepted accounting practices.

4. Defines goals for a program, division or service to be met.

5. Envisions alternative policies and recommends courses of action.

6. Implements selected course of action.

7. Recognizes the need for new policies and bring such policies to the attention of a program, division or service.

8. Provides full oversight of reporting, evaluation, and fee requirements associated with the Accreditation of the organization.

9. Serves as main point of contact for manpower utilization program in a program, division or service.

10. Assures recruitment and retention are within approved ceilings.

11. Maintains and creates position descriptions as needed for a large, complex and dynamic program, division or service.

12. Listens to and prepares responses for employee grievances.

13. Completes performance reviews annually, maintains employee performance standards and updates standards as needed.

14. Prepares written documentation for disciplinary actions.

15. Develops and maintains awareness of available resources and makes recommendations to Medical Center management regarding distribution or redistribution of these resources.

16. Exercises full authority and responsibility for program, division or service level funding.
17. Gathers and analyzes budget needs of the program, division or service.
18. Supervises all phases of budgeting within administrative requirements.
19. Formulates and executes annual budget including salaries, travel, supplies, equipment and all other general operating expenses, to include running account of funds.
20. Develops monthly and quarterly cost ceilings while maintaining running control of funds to ensure that accounts are within authorized levels.
21. Participates in the analysis and interpretation of workload and other data used in resource planning
22. Effectively communicates in writing with other employees and management at all levels of the organization.

Please provide examples of communication mediums you have used and the different levels of information communicated. This can include emails, memorandums, presentations, polices, procedures, etc.

Required Documents:

APPLICANT CHECKLIST: Please use this checklist to ensure compliance with all application requirements. We recommend that you print a copy of this checklist for reference while completing your application package. Be sure to read and follow the instructions carefully.

_____ Responses to the Assessment Questionnaire. You are encouraged to apply online.

_____ Resumé (for PVAMC applicants VA 5-4078). You are encouraged to submit this online.

_____ If you are faxing your application, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Make sure that the Form 1203-FX is on top of any other documents you are faxing. Remember to place your name, Social Security Number, and the Vacancy ID Number on EACH page submitted. (The Vacancy ID Number for this vacancy is VS282442.)

_____ If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the United States Application Cover Page. Failure to provide this cover page - or the use of a different cover page – means your documentation will not be processed.

_____ If a particular level of education/certification is required OR if you are asking us to qualify you based upon your education, you must submit a copy of your college transcript or an appropriate course listing. This can be submitted online.

APPLICANTS 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.

_____ Veterans must provide legible copies of DD214s showing all dates of service as well as character of service (Honorable, General, etc.), Note: More than one DD-214 may be needed to show all dates of service. Copies of your DD-214 may be requested by calling 800-827-1000 or TDD# 800-829-4833. DD-214s must be a complete Member 4 copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date.

_____ Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 "Application for 10 Point Veterans Preference" with required proof as stated on the form (i.e., a VA letter issued after 1990 documenting a permanent service-connected disability, or if the VA letter specifically states that the disability is temporary it must be documented within the past twelve months).

_____ All status candidates and reinstatement eligibles (current and former government employees) must provide a copy of the last or most recent SF-50, "Notice of Personnel Action" which indicates proof of competitive status (reflecting career, career-conditional, or reinstatement eligibility).

_____ Candidates eligible for other non-competitive appointments (i.e., disability noted by vocational rehab counselor, Peace Corp and VISTA Volunteers, etc.) must present appropriate documentation reflecting their eligibility.

_____ All current Federal employees should provide a copy of their current Performance Appraisal (must be within 15 months from the closing date of the announcement).

_____ If you are a federal employee seeking CTAP/ICTAP eligibility, you must submit proof you meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330-704 for ICTAP. In addition to your application/resumé, this includes a copy of the agency notice, a copy of your most recent performance rating and a copy of your most recent SF-50 noting current position, grade level, and duty location. You must clearly annotate your application package to reflect that you are applying as a CTAP or ICTAP eligible.

Contact Information:

HR Help Desk
Phone: (503)273-5236
Email: portlandvajobs@va.gov

Or write:
Hospital and Specialty Care Division
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX
Portland, OR 97239

What To Expect Next:

Please visit "My Application Package" in your account at Application Manager to monitor the status of your application. Messages here will acknowledge when your application is received, when the review is complete, and the result of that review. You will be contacted about any interviews or further evaluations that are required.

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

