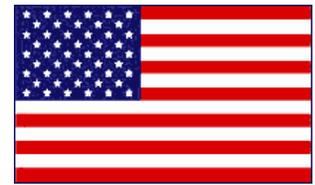




PORTLAND VA MEDICAL CENTER

Portland, Oregon
Portland, OR/Vancouver, WA Divisions
& Community Based Outpatient Clinics



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-10-0062-PS	2. <u>Title, Series, Grade, Salary</u> Secretary (OA) (PD#20103-0/20102-0) GS-318-7/8 \$40,894 to \$58,872 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8a.m.-4:30 p.m. M-F	4. <u>Duty Station</u> Executive Office, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position(s)	6. <u>Contact:</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 1/8/2010	8. <u>Closing Date</u> 1/13/2010

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:

This position is located at the Portland VAMC, Behavioral Threat Management Program (BTMP) a program in the Occupational Health Safety and Prevention Strategic Health Care Group (WVHSHG) within the Office of Public Health and Environmental Hazards, VA Central Office. In addition, as the BTMP Director and the PMDB Director are also assigned on a part-time basis to the Office of the Chief of Staff of the PVAMC, the incumbent answers to, and shares local time-keeper and other administrative duties with, other administrative support staff reporting to the Executive Offices at PVAMC. The incumbent serves as the assistant to the Director, BTMP. The mission of the BTMP is to evaluate and to address the highly sensitive problem of patient and employee violence within VHA facilities. In addition, the incumbent will support the BTMP Program Analyst, the National Prevention and Management of Disruptive Behavior (PMDB) Director, the National PMDB Master Trainer, and other BTMP and PMDB employees working under the overall supervision of the Director, BTMP.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0318 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" is applicable.

Specialized Experience: To qualify for the GS-07 level, all applicants must possess at least one (1) full year of specialized experience. Specialized experience is 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, specialized experience must have been equivalent to at least the next lower grade level (GS-06). Examples of specialized experience include continual communication with a diverse audience and direct public contact. Also, experience working as a liaison to other managers and staff within the organization. Further examples could include providing accurate advice on procedures, reports, incident data requirements, and knowledge of violence risk screening techniques.

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 can result in applicant receiving a lower rating:

1. Knowledge and understanding of the management and organizational structure of the Medical Center, the Veterans Health Administration and the Department of Veterans Affairs. In the BTMP, knowledge of the program goals, priorities, duties, policies, and commitments sufficient to perform technical and administrative tasks independently with very little supervision. Specialized knowledge of, and experience with, threat management data, including medical records, criminal records, and Disruptive Behavior Board records.
2. Knowledge of the substantive programs of the organization to answer inquiries, assemble information, resolve problems, and provide both oral and written responses which reflect the professionalism expected of the BTMP.
3. Knowledge of the principles of effective communication including tact and diplomacy in dealing with very sensitive issues and sometimes highly charged emotions involving coworkers, veteran/patients, or employees, with complaints, grievances, or other concerns. Knowledge of VHA's many partners and stakeholders, including veterans' organizations, Congressional staff, VACO program staff, and bargaining units.
4. Organizational skills to manage a myriad of details in several different program areas at once. Ability to gather and organize written materials to assist with the daily operations of the BTMP.
5. Knowledge of travel regulations and procedures, timekeeping regulations, and office procedures in the BTMP and the Executive Office of the Portland VA Medical Center. Knowledge of budgeting and purchasing fundamentals.
6. Knowledge of Personal Computer management, including, but not limited to: Microsoft Word, Excel, PowerPoint, Access,

(Continued on next page)

Microsoft Exchange, Vista Software Packages. Competence in the operation of microcomputers, data management software, and other office equipment. The skills of a qualified typist are required.

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 1/13/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 1/13/2010)
4. OF-612, Resume, and/or MPQ – Merit Promotion Questionnaire or resume is optional but recommended if you have qualifications pertaining to the position that may not be identified in OPF.

All application packets must be received in Human Resources by Close of Business (COB) on 1/13/2010. Application forms may be obtained in Human Resources Office or on our internal website.

<http://vawww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-10-0062-PS

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.**