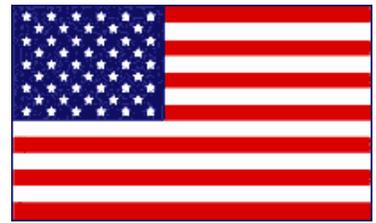




# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY **\*\*AMENDED\*\*** 3/4/10

<b>1. <u>Announcement Number</u></b>  <b>MP-10-0086-YH</b>	<b>*2. <u>Title, Series, Grade, Salary</u></b>  <b>Secretary (OA)</b> <b>(Coordinated Care Program)</b> <small>(071370/320880)</small> <b>GS-318-6/7 or GS-7</b> <b>\$36,799 to \$53,166 per annum</b> <small>(Based on full-time employment)</small>	<b>3. <u>Tour of Duty</u></b>  <b>Days</b> <b>M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Coordinated Care</b> <b>Program,</b> <b>Office of the Chief of</b> <b>Staff,</b> <b>Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent</b> <b>1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant</b> <b>503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>2/24/2010</b>	<b>8. <u>Closing Date</u></b>  <b>3/16/2010</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid 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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Schedule A special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp)
- **Noncompetitive Appointment of Certain Military Spouses**
  - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
  - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
  - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which includes performing a wide variety of administrative tasks for individuals across the medical center who have collateral duty assignments in the Coordinated Care Program.

### MAJOR DUTIES:

This position provides broad administrative support to the Portland VA Medical Center's Coordinated Care Program, which is affiliated with the chief of Staff's Office. The incumbent is required to perform a wide variety of administrative tasks for individuals across the medical center who have collateral duty assignments in the Coordinated Care Program. He/she interacts with individuals in many different roles ranging from someone who is a patient, members of an interdisciplinary healthcare team, up to medical center executives and their staff. The incumbent's duties include, but are not limited to , the usual basic administrative support functions (computer work, telephones, filing); training support (committee support, conference scheduling, travel preparation); data management (quality assurance reports, data

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entry); as well as providing backup coverage in the absence of the Program Director.

### **THIS POSITION IS IN THE BARGAINING UNIT**

#### **QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-0318, Secretary 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.

**Proficiency Requirements:** Office Automation Assistant must be able to type at least 40 words per minute. Applicants must submit a signed self certifying statement, in addition to the application materials, verifying they can type at least 40 words per minute.

**Specialized Experience:** One year experience that equipped the applicant with the particular knowledge, skills and abilities (KSA's) 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. Specialized experience includes work as a program support assistant, program assistant, office manager, program specialist, office automation assistant/clerk, or similar position in a hospital, medical center or clinic. Duties may have included, but are not limited to, providing broad administrative support to the a large program, performing a wide variety of administrative tasks for individuals across the program who have collateral duty assignments in the Program, interacting with individuals in many different roles ranging from someone who is a patient, members of an interdisciplinary healthcare team, up to senior management and their support staff, performing basic administrative support functions (computer work, telephones, filing); training support (committee support, conference scheduling, travel preparation); data management (quality assurance reports, data entry); as well as providing backup coverage in the absence of the Program Director.

#### **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 the rating factors may result in your application receiving a less than desirable rating.***

1. Knowledge of VA Medical Center functions and organization, with detailed understanding of the Medical Center's Clinical Services.
2. Knowledge of office operations and activities of the Executive and/or Program secretary's level.
3. Ability to work and communicate well with others, including individuals at the Executive level and clinical staff members across the medical center.
4. Experience with business writing, proof-reading, medical terminology, minute taking and transcription skills.
5. Knowledge of computer applications including WORD, PowerPoint, VISTA, CPRS including Remote Data, Outlook Calendaring, data entry.
6. Knowledge and understanding of the Coordinated Care Program and its functions at the local, VISN, and national level, including record flagging.
7. Experience and ability to assist and manage patients in telephone interactions with difficult, disruptive or dangerous behaviors.

#### **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.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- 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. Signed self certifying statement that the applicant can type at least 40 words per minute (REQUIRED)
3. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/23/2010)
4. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 3/23/2010)
5. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

### **Other VA Permanent Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. Signed self certifying statement that the applicant can type at least 40 words per minute (REQUIRED)
3. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
4. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
5. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
6. Latest SF-50, Notification of Personnel Action
7. Latest performance appraisal

### **Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. Signed self certifying statement that the applicant can type at least 40 words per minute (REQUIRED)
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
7. A copy of your college transcripts (Optional unless education is required).
8. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 3/16/2010 (except as noted above).** 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-10-0086-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.**