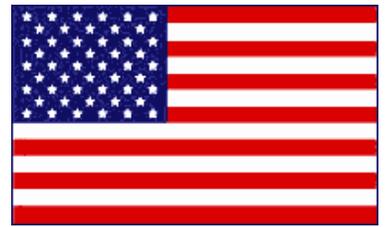




PORTLAND VA MEDICAL CENTER

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

1. Announcement Number MP-10-0096-SJ	2. Title, Series, Grade, Salary Supervisory IT Specialist (Policy & Planning), (200110) GS-2210-14 \$101,933 to \$132,510 per annum (Based on full-time employment)	3. Tour of Duty Days M-F	4. Duty Station Office of Information & Technology, Portland Division
5. Type & Number of Vacancies Permanent 1 Full-time position	6. Contact Human Resources Assistant 503-273-5236	7. Opening Date 2/24/2010	8. Closing Date 3/2/2010

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.
- **Those that applied under announcement MP-09-0300-SJ do not need to reapply as they will be considered under this announcement also.**

MAJOR DUTIES:

The Facility Chief Information Officer (FCIO) is the senior IT management official at the facility level and directs the IT Operations Service. Uses modern concepts to execute projects designed to create business value and meet organizational needs. Exercises responsibility for execution of enterprise services and standards by providing an operational focus for the delivery of services within the facility that are required by the organization's customers. Facilitates and leads the facility in identifying IT requirements. Provides input to the Network, Region and other Facility colleagues in structuring, implementing, and monitoring safeguards to maintain the security and confidentiality of VA information. Acts as an advocate for IT requirements with Network and Region management to ensure services provided at the facility are acceptable to the Business. Participates in executive decision-making bodies at the Facility and recommends ways IT can contribute to organizational success. Attends and participates in a variety of management conferences and meetings with representatives of higher, lateral and lower echelons.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-2210, Information Technology (IT) Management Series, Alternative A, 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.

Basic Requirements:

Individuals must have IT-related experience demonstrating each of the four competencies listed below. The experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT certification), as appropriate.

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

(Continued on next page)

Specialized Experience:

One year of specialized experience at the next lower GS-grade (GS-13 or equivalent). Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled. Such experience is typically gained in the IT field or through the performance of work where the primary concern is IT. Specialized experience includes work as a Chief Information Officer, Supervisory IT Specialist, Regional Manager for IT, Chief Operations Officer with oversight of IT function, or similar position within a Medical Center, Hospital, or other large dynamic agency/organization/company with information security as a priority. Duties may have included, but are not limited to, directing IT Operations Service, using modern concepts to execute projects designed to create business value and meet organizational needs executing enterprise services and standards by providing an operational focus for the delivery of services within the facility that are required by the organization's customers, facilitating and leading a facility in identifying IT requirements, providing input to the network, region and other facility colleagues in structuring, implementing, and monitoring safeguards to maintain the security and confidentiality of information, advocating for IT requirements with network, region or other facility management to ensure services provided at the facility are acceptable to the Business, participating in executive decision-making bodies at a network, region or facility and recommending ways IT can contribute to organizational success, and attending and participating in a variety of management conferences and meetings with representatives of higher, lateral and lower echelons.

Substitution of Education for Experience: Not Applicable

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. Management ability and skills to effectively plan, organize, prioritize, direct, control, implement, maintain and support the myriad of complex activities within the Information Management Service.
2. Knowledge of principles and practices of strategic planning, financial management, personnel management, performance management and quality improvement.
3. Ability to provide effective leadership and supervision to assure the accomplishment of organizational and healthcare goals and objectives within established deadlines via productive influence of employees/others and applying motivational principles and techniques.
4. Extensive knowledge and awareness of the current developments and emerging state of IT systems, applications, principles, specifications, techniques and methodologies.
5. Ability to establish and maintain effective communications and working relationships with persons of diverse backgrounds and educational levels both within and outside the organization which contribute to the successful attainment of goals and customer requirements.
6. Knowledge of agency and healthcare IT program requirements, evaluation and accreditation standards, policies, practices, security regulations, goals, quality assurance and performance measures.
7. Ability to independently and effectively deal with and successfully resolve problems, issues and situations that occur in the daily activities of a large technical enterprise environment.

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.

Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.

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 3/2/2010.

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-10-0096-SJ

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.**