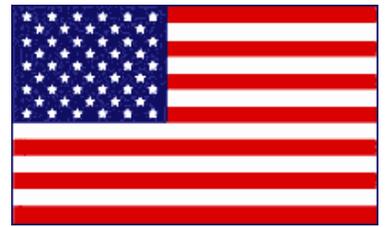




# PORTLAND VA MEDICAL CENTER

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

<b>1. <u>Announcement Number</u></b>  <b>MP-10-0097-PP</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Management Analyst (1526) GS-343-9 \$50,021 to \$65,023 per annum (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>8am - 4:30pm M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Fiscal 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>02/24/10</b>	<b>8. <u>Closing Date</u></b>  <b>03/16/10</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 Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

### MAJOR DUTIES:

Performs analytical and evaluative work associated with Purchase Card program activities. Responsible for implementing the program to include contract compliance with the Purchase Card Program Contractor's rules and regulations, and disseminating appropriate sections of the coordinators guide to the Billing and Dispute Officials, cardholders, and Approving Officials. Assures appropriate training has been provided, with mandatory certification, as outlined in the purchase card guide of cardholders, approving officials, alternate approving officials, and designated surrogates, prior to the issuance of purchase cards. Retrieves and cancels all cards of any employee that either terminates employment, or violates purchase card procedures. Is the designated point of contact for agency receipt of all purchase cards after initial setup. Gives card to cardholder with activation instructions as provided with the card. Performs daily maintenance on-line, to include setting up cardholder and Approving Official accounts in Purchase Card Program Contractor proprietary system and in IFCAP's registration menu. Assures that all purchases are accurately recorded in the accounting records within the established timeframes for obligation, reconciliation, and approval.

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

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-343 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:** 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 in the normal line of progression for the occupation in the organization. Specialized experience includes, but is not limited to; Program Analyst, Program Support Assistant, and/or Administrative Assistant.

**Substitution of Education for Experience:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D. if related. 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. Skill is applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems or a procedural or factual nature.
2. Knowledge of the theory and principles or management and organization including administrative practices and procedures common to organizations.
3. Ability to use qualitative and quantitative analytical techniques
4. Skill in conducting interview with supervisors and employees to obtain information about organizational missions, functions, and work procedures.

### CONDITIONS OF EMPLOYMENT:

(Continued on next page)

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 03/23/10)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 03/23/10)
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 03/16/10 (except as noted above).** 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-10-0097-PP**

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.**