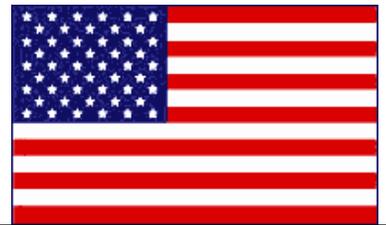




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

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| 1. <u>Announcement Number</u> <p style="text-align: center;">MP-10-0113-TC</p> | 2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;">Program Analyst (20135-0) GS-343-09 \$50,021 to \$65,023 per annum (Based on full-time employment)</p> | 3. <u>Tour of Duty</u> <p style="text-align: center;">7am – 3:30pm M-F</p> | 4. <u>Duty Station</u> <p style="text-align: center;">Fiscal Service, Portland Division</p> |
| 5. <u>Type & Number of Vacancies</u> <p style="text-align: center;">Permanent 1 Full-time position</p> | 6. <u>Contact</u> <p style="text-align: center;">Human Resources Assistant 503-273-5236</p> | 7. <u>Opening Date</u> <p style="text-align: center;">3/08/10</p> | 8. <u>Closing Date</u> <p style="text-align: center;">03/26/10</p> |

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:

The incumbent has primary responsibility to support the planning and operational management for all MCCR programs. The incumbent provides information and analysis that influences the decisions regarding changes in emphasis required in the MCCR Programs and potential revenue sources. Provides information and analysis for short and long-range planning regarding prospective changes in functions and objectives and recommends changes where required. Makes recommendations regarding the desirability of changes in programs, on measures for improving coordination of workflow among work units, and control measures required to provide information to managers to monitor and formulate overall policy. The incumbent analyzes program trends and forecasts anticipated changes in revenues, costs, workloads, and personnel requirements as requested by Revenue management. Prepares and submits reports and studies to improve performance. Researches and develops recommendations for increasing revenues or reducing program costs without impairing overall operations. Prepares cost analysis reports for top management cost-buy decisions related to MCCR programs. The incumbent may be assigned to Chair, Co-Chair or as a member of one or more, Service Line or Medical Center Committees, as authorized by the Revenue Coordinator. Performs a variety of duties to determine the impact, administer or advise on work concerned with assuring the work transactions, business processes and recovery for services needed to carry out local and national program changes. The incumbent performs management and/or program support work, such as program or resource planning, evaluation of administrative programs or issues, correspondence control, liaison, special projects, or board or committee related work. Conducts special projects or studies to analyze, evaluate, and provide recommendations on revenue related program or issues. Researches and/or analyzes problems, issues, or program requirements. Determines pertinent issues and collects relevant information from a variety of sources. Reviews information and applies appropriate analytical techniques. Develops recommendations and proposals and submits them to Revenue Management. Plans and/or accomplishes special projects. Incumbent must be able to determine appropriate approach to perform a variety of duties related to special projects involving a wide variety of issues. Conducts extensive research and compilation of data from diverse resources. Extracts and assembles information, conducts analysis and develops reports or presentations. Participates in the analysis and interpretation of workload and other data used in revenue and resource planning.

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: 1 year equivalent to at least GS-7 which includes experience in the areas of but not limited to: analyzing and evaluating methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations, and adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity.

Substitution of Education for Experience: Masters 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

(Continued on next page)

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 receiving a less than desirable rating:

1. Ability to apply analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations.
2. Knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources in the application of Medicare and third party rules and regulations.
3. Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the organization.
4. Skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity.
5. Skill in conducting detailed analyses of complex functions and work processes and the ability to use a wide range of office software applications such as VISTA, Quadra med, Access, Excel and Word to prepare complex documents, tables and graphs for trending and follow up.
6. Interpersonal skills in written and oral communication to prepare and present findings and recommendations regarding specific issues and implementing new concepts.

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](#) (due 03/20/2010)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 03/27/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 03/27/2010)
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 03/20/2010 (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-10-0113-TC

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.

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.**