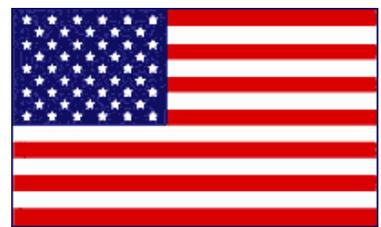




# PORTLAND VA MEDICAL CENTER

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. Announcement Number</b>  <b>MP-10-0122-PP</b>	<b>2. Title, Series, Grade, Salary</b>  <b>Program Assistant</b> (31958A) <b>GS-344-7</b> <b>\$40,894 to \$53,166 per annum</b> (Based on full-time employment)	<b>3. Tour of Duty</b>  <b>8am – 4:30pm</b> <b>M-F</b>	<b>4. Duty Station</b>  <b>Hospital &amp; Specialty Care Division, Portland Division</b>
<b>5. Type &amp; Number of Vacancies</b>  <b>Permanent</b> <b>1 Full-time position</b>	<b>6. Contact</b>  <b>Human Resources Assistant</b> <b>503-273-5236</b>	<b>7. Opening Date</b>  <b>04/06/10</b>	<b>8. Closing Date</b>  <b>04/27/10</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:

The incumbent manages the OHSU/VA Medicine Residency, Fellowship, and Student Programs, including coordination of computerized scheduling of all monthly ward rotational assignments for over 200 medical students, interns, residents, attending staff, consult service staff for all medical subspecialties, and fellows assigned to each subspecialty who all rotate to the VA at different times each month. Incumbent controls and continually updates all divisional on-call schedules. Ensures the daily accuracy and timely entry of all updates. In addition, keeps the schedules for daily morning report, noon conferences. Incumbent independently schedules and manages each year's new intern orientation program, working closely with various VA departments, as well as OHSU's Department of Medicine and GME offices. All incoming interns must have background checks, fingerprinting and computer accesses in place before the VA orientation date, coordinated by this position. Additionally will prepare monthly electronic timecard listing daily schedules for each resident and fellow assigned to the VA to allow for proper reimbursement to the VA via the OHSU disbursement agreement. Manages the Geriatric, General Medicine, Women's Health, and Palliative Care Fellowship Programs including management of each candidate's interview and selection process, coordination of the VA hiring processes with both OHSU and the VA Human Resources Division. Additionally, incumbent manages and continually updates the online Geriatric and Palliative Care evaluation system using OHSU online programs. Use of this OHSU software requires coordination with the Department of Medicine at OHSU and their special training. Incumbent functions with substantial independence and freedom performing all clerical and technical program support work for a wide variety of program specialists in support of the programs of Division of Hospital and Specialty Medicine.

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

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-344 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 (KSA's) to perform successfully the duties of the position, and that is typically in or related to 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, but is not limited to Program Support Assistant, Executive/Administrative Assistant, and/or Program Manager working with a special or specific program.

**Substitution of Education for Experience:** Generally 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 rating factors will result in applicant not being referred for the position:**

1. Knowledge of graduate medical education processes (please describe your experience or related experience working with residents and/or fellows and on-call scheduling requirements).
2. Ability to access medical students, interns, residents, and fellow's rotation schedules from an electronic system and transfer them into a different system (please describe your experience importing/exporting data, formatting the data into useable information, and providing follow-up to concerned parties).

(Continued on next page)

3. Ability to use MS Office Suite products including Access and Excel for production of documents, reports, tables, schedules, etc (please list specific programs used, what the programs were used for, and how often you used the programs).

### **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 05/04/10)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 05/04/10)
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 04/27/10 (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-10-0122-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.**