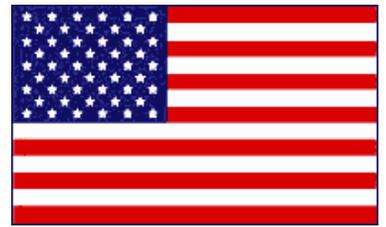




PORTLAND VA MEDICAL CENTER

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-10-0138-YH	2. Title, Series, Grade, Salary Management Assistant (20185-0) GS-344-7 \$40,894 to \$53,166 per annum (Based on full-time employment)	3. Tour of Duty 8am – 4:30pm M-F	4. Duty Station Chief of Staff's Office, Portland Division
5. Type & Number of Vacancies Permanent 1 Intermittent position	6. Contact Human Resources Assistant 503-273-5236	7. Opening Date 04/23/10	8. Closing Date 05/13/10

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees, Veteran's Canteen Service and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement.

MAJOR DUTIES:

This position is located in the Portland Center for the Evaluation of Clinical Services (PCECS) within the Chief of Staff's Office at the Portland VA Medical Center (PVAMC). The incumbent will report to the PCECS Supervisory Clinical Coordinator of PCECS. The selected applicant for this position will provide high level administrative and project management support to all PCECS staff. Maintains database to track projects and action times; Prepares reports; collects, compiles and/or tracks data and statistical information and establishes systems for managing incoming data. Performs statistical analyses, prepares teaching manuals and edits reports and presentations using SharePoint websites. This position will have frequent communication with Medical Center stakeholders for project coordination and communication of PCECS activities. Selectee will provide support in all education and implementation efforts for PCECS projects. Priorities will be determined by the Supervisory Clinical Coordinator of PCECS. The PCECS supports more than 20 projects per year as well as provides leadership for multiple Medical Center committees, workgroups, and process improvement teams for the PVAMC. The performance of PCECS is an integral part of supporting the mission and operations of the PVAMC and the Medical Center's goal of creating safe, high quality clinical care programs within the most cost efficient model.

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; Executive/Management/Administrative Assistant positions working with project management, database maintenance, data analysis, and creating and presenting reports.

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 and skill in developing and delivering interactive teaching manuals for new software tools for varied audience use including front line clinical staff and clinical leadership.
2. Knowledge of and skill in establishing and maintaining systems for managing and organization of incoming data from a variety of sources using SharePoint for data collection and sharing.
3. Ability to maintain complex project databases for action items, milestones and project reporting to include knowledge of SQL software.
4. Skill in technical writing and editing for support of project or program reports and grant submissions.
5. Proficient in Microsoft Office applications, Front Page and HTML for website design, development and maintenance.
6. Knowledge of management and organizational structure of a large and complex medical center.

(Continued on next page)

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 05/20/10)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 05/20/10)
4. OF-612, Resume and/or 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 05/13/10 (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-10-0138-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.**