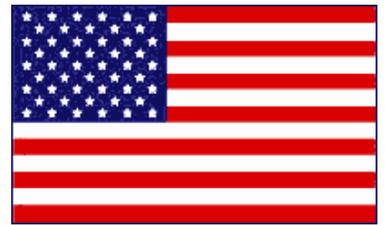




PORTLAND VA MEDICAL CENTER

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-10-0152-TC	2. Title, Series, Grade, Salary Inventory Management Specialist <small>(9331A)</small> GS-2010-7 \$ 40,894 to \$ 53,166 per annum <small>(Based on full-time employment)</small>	3. Tour of Duty 8am-4:30pm M-F	4. Duty Station Logistics & Material Management, Vancouver Division
5. Type & Number of Vacancies Permanent 1 Full-time position	6. Contact Human Resources Assistant 503-273-5236	7. Opening Date 5/7/2010	8. Closing Date 5/27/2010

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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Schedule A special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician’s/medical professional’s letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at www.opm.gov/disability/aboutus.asp
- **Noncompetitive Appointment of Certain Military Spouses**
 - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member’s PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
 - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
 - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member’s death while on active duty and proof of marriage to the service member.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include processing personnel actions in an automated system, compute pay adjustments, corrections and incentives, and interpret Federal Human Resources manuals, regulations, and laws.

MAJOR DUTIES:

The incumbent serves as part of an Inventory Management Team responsible for insuring that the customer receives the right item, in the correct quantity and at the right time. The incumbent is required to make technical determinations and recommendations based on a broad field of knowledge and often operates

(Continued on next page)

under extremely critical time deadlines to meet essential patient care needs on a timely basis. The incumbent assesses and analyzes data to be used for the management and control of all inventory transactions and purchasing decisions which determine the quantity and dollar value of the line items of inventory required to support the professional staff providing medical care to our veteran patients. The incumbent assists the Senior Inventory Management Specialist responsible for the accurate and timely replenishment of all assigned line items. The incumbent forecasts order requirements by analyzing, inventory data and initiating procurement actions, insuring commitments are within authorized funds, and insuring that sufficient stocks are on hand to meet the needs of the using services. The incumbent develops the necessary database to assist in the preparation of the annual budget plan. The incumbent anticipates funding needs and supports requests for budget adjustments on a quarterly basis. The incumbent is responsible for insuring that a commitment record is kept to avoid the obligations of funds that would exceed the limits of the Commitment Authority authorized by the Chief of Acquisition and Materiel Management. The incumbent works as a member of an inventory management team and is required to coordinate actions, communications, data, reports to keep all members of the team fully informed. The incumbent provides data management and cost distribution reports and analysis for the Inventory Support Team. The incumbent serves as a back up for the senior Inventory Management Specialist having full decision making authority in his/her absence.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-2010 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 One (1) year 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 position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, knowledge of diverse business, industrial, and trade practices with respect to sales, competitive bidding, prices, discounts, delivery and handling charges. Knowledge of procurement statutes, policies, procedures and regulations. Knowledge of Commercial and Government Bills of Lading and related transportation procedures.

Substitution of Education for Experience: 1 full year of graduate level education or superior academic achievement. 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. Describe your ability to perform market research to acquire a knowledge base to recognize market trends and anticipate shortages and/or price changes which can influence the cost of inventory.
2. Describe your extensive knowledge of the computer inventory system which generates and stores all of the inventory management data.
3. Knowledge of procurement statutes, policies, procedures and regulations.
4. Describe your extensive knowledge of ADP hardware and software including the automated procurement program IFCAP and commercial software applications such as database, spreadsheet, and word processing.
5. Describe your interpersonal relationship skills, problem solving skills, and work improvement processes.

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.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- 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](#) (due **6/3/2010**)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due **6/3/2010**)
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

Other VA Permanent Employees must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

Non VA Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

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.**