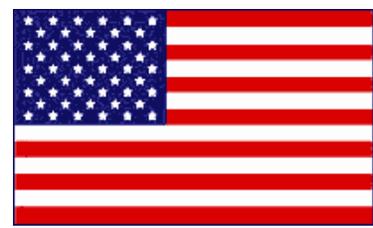




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY (*AMENDED 6/22/10*)

1. <u>Announcement Number</u> <p style="text-align: center;">MP-10-0180-JD</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;">Education Technician (20215-0) GS-1702-9 \$50,021 to \$65,023 per annum (Based on full-time employment)</p>	3. <u>Tour of Duty</u> <p style="text-align: center;">8am – 4:30pm M-F</p>	4. <u>Duty Station</u> <p style="text-align: center;">Education Division, 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;">6/17/10</p>	8. <u>Closing Date</u> <p style="text-align: center;">7/08/10</p>

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement and employees of the Portland VA Medical Center (PVAMC)

MAJOR DUTIES:

The VA Learning Management System (LMS) Domain Manager is located in the Portland, Oregon, VA Medical Center (PVAMC), Education Division and is supervised by the Supervisory Program Specialist. The Domain Manager serves as the central point of contact for the overall program management of the LMS for the PVAMC. The Domain Manager's primary duties are to coordinate, maintain, and expand the LMS at the facility and to train employees on the use of the LMS. The Domain Manager has the highest role in the LMS hierarchy at this facility and has the responsibility to facilitate LMS Administrators assigned to the PVAMC LMS domain, add reference values that affect local use of the LMS, and to perform all the tasks that can be performed by LMS Administrators as required. The Domain Manager defines, creates, and maintains mandatory education assignment profiles for all staff job positions so that automatic curriculum-based assignments will occur, and assigns items and curricula manually as needed. Incumbent functions as Item Manager in the LMS, creating and managing courses, their components, and curricula for the facility domain, and linking to online courses. Duties require extensive communication and collaboration with the facility's LMS Administrators, local leadership, and staff as well as with VA Central Office (VACO), VA Integrated System Network 20 (VISN 20) and local LMS work groups and leadership.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-1702, Education and Training Technician series apply and may be reviewed in the Human Resources Management Service office.

Specialized Experience: At least one (1) year of specialized 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 include: knowledge of the concepts and administration associated with a large organization Learning Management system; the ability to affect National, regional and local policy through local development and implementation of plans, programs and activities to satisfy required Performance Measures for organizational education and training as they relate to Learning Management; and the ability to resolve conflicts in policy and processes and communicate program requirements to a diverse customer base and organizational leadership

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.

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 the rating factors may result in your application receiving a less than desirable rating.

1. Knowledge of the concepts and technical skill required to manage a successful LMS for a large organization with diverse employee types and needs.
2. Ability to work independently and as a part of a team to accomplish the goals of the Education Division and the LMS program.

(Continued on next page)

3. Skill in providing initial and on-going LMS training for Executives, Department Chiefs, Supervisors and staff.
4. Ability to advocate for LMS program and reporting improvements at the local, VISN and National level.
5. Ability to work collaboratively with customers / stakeholders to help ensure compliance with education and training goals and in meeting mandates for the organizations education performance measures.
6. Ability to provide technical support for the LMS: creating/unlocking accounts, resetting passwords, and resolving other LMS related issues as required.

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.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- 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](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
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 07/08/10 (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-10-0180-JD

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 emailed applications or applications in a US government envelope.