



**PORTLAND VA MEDICAL CENTER**  
*Portland, Oregon Division*



**NOTICE OF VACANCY**

<b>1. <u>Announcement Number</u></b>  <p align="center"><b>MP-10-0207-YH</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p align="center"><b>Management Assistant          (20185-0)          GS-344-7          \$40,894 to \$53,166 per annum          (Based on full-time employment)</b></p>	<b>3. <u>Tour of Duty</u></b>  <p align="center"><b>8am – 4:30pm          M-F</b></p>	<b>4. <u>Duty Station</u></b>  <p align="center"><b>Office of the Chief of          Staff,          Portland Division</b></p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p align="center"><b>Permanent          1 Full-time position</b></p>	<b>6. <u>Contact</u></b>  <p align="center"><b>Human Resources Assistant          503-273-5236</b></p>	<b>7. <u>Opening Date</u></b>  <p align="center"><b>8/18/10</b></p>	<b>8. <u>Closing Date</u></b>  <p align="center"><b>9/8/10</b></p>

- This position is in the bargaining unit

**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 people eligible under special hiring authorities (See conditions of employment).

**MAJOR DUTIES:**

The incumbent will report to the Portland Center for the Evaluation of Clinical Services (PCECS) Supervisory Clinical Coordinator. This position will provide high level administrative and project management support to all PCECS staff. This position will have frequent communication with Medical Center stakeholders for project coordination and communication of PCECS activities. This position 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.

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-344, Management and Program Clerical and Assistance 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/Administrative Assistant and/or Office Manager/Assistant for a large and complex health care organization, office or division in which major duties included establishing and maintaining SQL databases to track projects and action items, milestones, reports collect data to prepare reports to ascertain delays, or problems that are impeding project completion, prepare employee teaching manuals for new software tools, perform basic data analysis to generate simple trend analysis and basic univariate statistical analyses.

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

1. 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.
2. 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.
3. Skill in technical writing and editing for support of project or program reports and grant submissions.
4. Knowledge and skill with all Microsoft Office applications, Front Page and HTML for website design, development and maintenance.
5. Knowledge of the management and organizational structure of a medical center environment.

## **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 Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- 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 maybe denied.
- 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).
- 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.
- 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.

## **HOW TO APPLY:**

### **Portland VAMC Permanent employees 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](#) (Optional).
4. OF-612 and/or Resume.

### **Other VA Permanent Employees 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. (Required).
2. Latest SF-50, Notification of Personnel Action (Required)
3. [VAF 4676a, Employee Supplemental Qualifications Statement](#) .
4. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (Optional).
5. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later)
6. Latest performance appraisal

### **Non VA Applicants 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: (Required if Veterans Preference is being used for status)
  - 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) (if applicable)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
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 are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement.
6. A copy of your college transcripts (Optional unless education is required).

### **All application packets must be received in Human Resources by Close of Business (COB) on 9/8/10**

Application forms may be obtained in Human Resources Management Service or on our Portland VAMC internet website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-10-0207-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 in a US government envelope.**