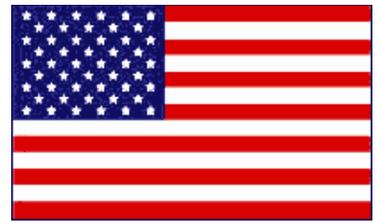




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-10-0231-JR	2. <u>Title, Series, Grade, Salary</u> Supervisory Program Specialist (20264-0) GS-301-9 \$50,021 to \$65,023 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8am – 4:30pm M-F	4. <u>Duty Station</u> Imaging Service, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Specialist 503-273-5236	7. <u>Opening Date</u> 9/6/2010	8. <u>Closing Date</u> 9/21/2010

This position is not in the bargaining unit

WHO MAY APPLY TO THIS ANNOUNCEMENT:

VA employees Nationwide (serving on career/career-conditional appointments or covered under VA's Interchange Agreement); Reinstatement/Transfer Eligible, 30% Disabled Veterans, VRA's, Severely Handicapped; Preference eligible veterans or veterans separated from the armed forces under honorable conditions after three or more years of continuous active service; and Current "permanent" Veterans Canteen Service employee may apply for consideration under this vacancy announcement.

MAJOR DUTIES:

The Supervisory Program Specialist provides direct support to the top management team responsible for planning, organization, development, and evaluation of Imaging Service programs. Provides full staff assistance in administrative matters relating to patient concerns, clinic scheduling, medical records management, and ensuring legal requirements for care. The incumbent establishes program goals and objectives, measures performance and makes recommendations to the Administrative and Clinical Directors for Imaging Service. Provides staff support in the maintenance of data requested by clinical and administrative personnel related to workload and budget to ensure best patient care within the context of existing constraints. The incumbent will be responsible for the Imaging Service MORE\$ and fund control point management and tracking systems as well as procedural and technical processes of budgetary formulation, review, and execution. The incumbent is the primary Contracting Officer Technical Representative (COTR) for Imaging Service, negotiating new contracts and sharing agreements while monitoring contracts and sharing agreements. The incumbent is the first line supervisor for clerical and administrative staff in Imaging Service.

QUALIFICATION REQUIREMENTS:

Qualification: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0301 is covered by Group Coverage Qualification Standards for Administrative and Management Positions 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.

(Continued on next page)

Specialized Experience: At least one year of experience at the next lower grade (GS-07). Specialized experience includes, but is not limited to exposure to and experience with planning, organization, development, direction, and evaluation of programs; administration in a health care setting; data mining and management; budget management; contract management and maintenance.

Substitution of Education for Experience: GS-9: Master's or equivalent graduate degree **or** 2 full years of progressively higher level graduate education leading to such a degree **or** LL.B or J.D. **(if related)**

NOTE: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Some of the occupational series covered by this standard include both one- and two-grade interval work. The qualification requirements described in this standard apply only to those positions that typically follow a two-grade interval pattern. While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to [E.3.\(p\)](#) in the "Policies and Instructions" for guidance on crediting experience for positions with different lines of progression.

Undergraduate Education: Successful completion of a full 4-year course of study in *any field* leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a *particular field(s)*, or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

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 and skill in managing budget, including fund control points and variance report.
2. Knowledge and skill in supervising employees, including Union regulations, position management, timecards, and workload distribution.
3. Knowledge of contracts, including appropriate utilization, billing, and payment procedures, and budgeting.
4. Knowledge of processes and paperwork involved in various Human Resources activities such as hiring, terminating, disciplining, and supervising employees. Knowledge of available resources for assistance with HR issues.
5. Ability to communicate effectively orally and in writing.

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 9/21/2010

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-10-0231-JR
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.

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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.**