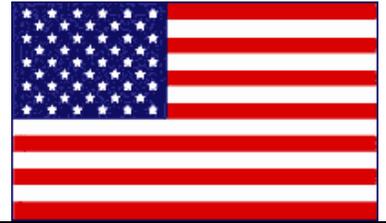




PORTLAND VA MEDICAL CENTER

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-10-0242-JL	2. <u>Title, Series, Grade, Salary</u> Administrative Support Assistant (PD#20326-0) GS-0303-7 \$40,894 to \$53,166 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8:00a – 4:30p M-F	4. <u>Duty Station</u> Patient Care Services Portland Informatics Center
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 9/28/2010	8. <u>Closing Date</u> 10/19/2010

- 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).
- ICTAP/CTAP eligible Federal Employees. (See conditions of employment).
- Noncompetitive appointment of certain military spouses. (See conditions of employment).
- VEOA (Veterans Employment Opportunity Act) eligible applicants (See conditions of employment).
- Schedule A Applicants (See conditions of employment).
- VRA (Veterans Readjustment Act) eligible applicants (See conditions of employment).

MAJOR DUTIES: This position supports the mission of the Portland VA Medical Center by coordinating both Patient Safety Center Inquiry (PSCI) and Portland Center for Informatics Excellence (PCIE) activities. The incumbent provides direct support to the PSCI/PCIE by assisting with grant preparation, collection of analysis of data, maintenance of data repositories, coordination of program activities, preparation of program reports, management of fund control point purchasing, and communication with program staff, patients and visitors. Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of an organization's program operation. Prepares, executes, and/or tracks program specific information, such as grants and interpersonnel agreements (IPA) within an organization unit. Develops databases and spreadsheets in order to assist in the conduct of research. Enters data into sophisticated statistical packages. Maintains large datasets. Integrates data from various formats, including ACCESS, Excel, SQL, Sharepoint/Web and SPSS. Transcribes qualitative data and converts data into software such as QSR. Prepares/assists in preparation of reports to granting agencies and institutional review boards. Performs work related to the acquisition and/or development of program information and resource materials/personnel to support the policy development and/or technical activities of an organization and synthesizes information into reference software such as RefWorks or ProCite. Performs library research functions, including file or database searches. Researches various publications to extract, summarize, and compile information required for the activities of the organization. Assists in the acquisition development, and/or scheduling of program resource materials and personnel, such as hard copy and computer-based brochures and reports, agency staff and/or volunteer personnel, and/or needed program equipment such as telephones, computers and printers, fax machines, etc. Coordinates program activities such as scheduling interviews, coordinates meetings, and/or schedules conferences, communicates with investigators and study personnel, and manages budgets. Prepare reports to investigators and granting agencies as well as quarterly newsletters to clinical staff both inside PVAMC and at other agencies. Monitors all aspects of the operating programs and makes recommendations to improve or modify methods for disseminating information to intended audiences. Maintains an orderly and adequate level of program supplies. Schedules agency staff and/or volunteers as required. Assists in preparation of grant submissions.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0303 series applies and may be reviewed at the following Website: <http://www.opm.gov/qualifications/standards/group-stds/gs-cler.asp>. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" is applicable.

(Continued on next page)

TIME-IN-GRADE REQUIREMENT: Applicants applying under Merit Promotion procedures must meet applicable time-in-grade requirements to be considered eligible. This means current or former Federal employees must have completed a minimum of 52 weeks at the next lower grade level GS-6 in order to qualify at the GS-7 position. This requirement is in addition to the experience required below.

Specialized Experience: Must have at least one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related in a technical health and research administration field, requiring extended training in data collection and tracking support and research/program resources and support. Specialized experience includes, but is not limited to; performing library research functions, including file or database searches. Researching various publications to extract, summarize, and compile information required for the activities of the organization. Assists in the acquisition development, and/or scheduling of program resource materials and personnel, such as hard copy and computer-based brochures and reports, agency staff and/or volunteer personnel, and/or needed program equipment such as telephones, computers and printers, fax machines, etc.

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 receiving a less than desirable rating:

1. Knowledge of Data Collection and Tracking Support – practical knowledge of standard procedures in a technical health and research administrative field in collection, compilation, and/or tracking of data and statistical information in support of an organization's program operation. (computer, software utilized)
2. Knowledge of preparation of program reports, management of fund control point purchasing including but not limited to purchase card transactions.
3. Ability to coordinate program activities such as scheduling interviews, coordinating meetings, and/or scheduling conferences, communicating with investigators and study personnel, and managing budgets.
4. Skills in conducting research – library research functions, file or database research, publication research.

CONDITIONS OF EMPLOYMENT:

- **Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligible's will be considered well qualified if they can perform the duties of the position at the full performance level and specialized experience can include responding to technical questions regarding patient right, responsibilities and medical eligibility for care. Receives and processes applicants for admission and outpatient treatment and makes patient appointments and helps determine patient eligibility benefits.
- Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- **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.
- **VEOA** (Veterans Employment Opportunities Act) Veterans who are preference eligible's or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service. For information regarding Veterans' Preference please visit the following website:
<http://www.opm.gov/staffingPortal/Vetguide.asp>
- **VRA** (Veterans Recruitment Appointment) eligible applicants: Veterans who are Disabled veterans; or Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; or Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; or Recently separated veterans. Note: Not all 5-point preference eligible veterans may be eligible for a VRA appointment. For information regarding Veterans' Preference please visit the following website:
<http://www.opm.gov/staffingPortal/Vetguide.asp>
- **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

- 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 must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) **due 10/26/2010**
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. **due 10/26/2010**
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.

Applications may be mailed to:
Portland VA Medical Center, P4HRMS
Attn: MP-10-0242-JL
PO Box 1034
Portland, OR 97207
Or faxed to:
503-273-5029

Or brought in person to:
Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

Or emailed to: PortlandVAJobs@va.gov

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.**