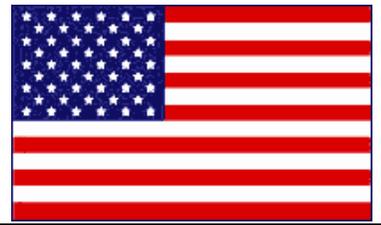




PORTLAND VA MEDICAL CENTER

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-10-0246-JL	2. <u>Title, Series, Grade, Salary</u> Administrative Officer (203270) GS-341-12 \$72,540 to \$94,300 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 7am to 3:30pm 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> 10/04/2010

THIS POSITION IS EXCLUDED FROM 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:

This position is located in Portland Center for Informatics Excellence (PCIE) within Chief of Staff Strategic Business Unit (SBU). The incumbent serves as the Business Manager of PCIE and manages collaboratively with the Associate Directors. Together, the Business Manager and Associate Directors plan, implement, and evaluate all aspects of PCIE. The Business Manager actively collaborates with the Associate Directors and Project Manager of PCIE and Project Manager of PSCI as well as other divisions, Strategic Business Units (SBU's), VISN20 other VAMC Facilities/Staff and VHA/CO staff. The incumbent serves as the Business Manager of PCIE/PSCI. The incumbent is individually responsible for all of the administrative functions of PCIE/PSCI and is the second or first line supervisor of all administrative/support staff within PCIE. Administrative operations include personnel management, contracting, budget analysis and preparation, capital planning and procurement, and quality management. The Business Manager represents PCIE/PSCI on all administrative matters related to operations at the Medical Center, VISN and the VHA/CO.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbooks for GS-341 Administrative Officer series, 341 applies and may be reviewed in the Human Resources Management Service office or at the following link: <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

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-11 in order to qualify at the GS-12 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 administration field, requiring a mastery of a wide range of qualitative and/or quantitative methods for development and management of a major administrative program for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems; a comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs; a knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments; and the skill to plan organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.. Specialized experience includes, but is not limited to; Directs the personnel management program for the organization, performing or overseeing the full range of human resources requirements. Provides for the budgeting and financial management for the organization. This includes budget formulation, justification, and execution; financial management; and financial reporting. Manages procurement and contracting for the organization. This may include

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preparing procurement requests, evaluating proposals for work, acting as a COTR for procurements, and/or maintaining procurement and contracting records. Provides for the overall administrative management for the organization.

Substitution of Education for Experience: None

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 the major issues, program goals and objectives, work processes, and administrative operations of the organization.
2. Knowledge of VA Medical Centers and Programs and ability to work with hospital, clinical and administrative personnel.
3. Knowledge of VA personnel regulations.
4. Knowledge of VA budgeting process.
5. Knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources (people, money or equipment).

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.
- 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 10/04/2010.

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>.

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-10-0246-JL

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

Your may email your application to our website: 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.

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.**