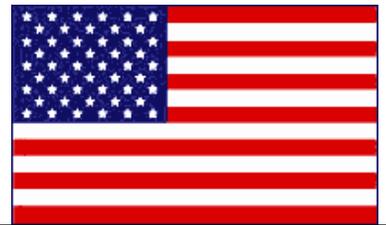




PORTLAND VA MEDICAL CENTER

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> <p style="text-align: center;">MP-11-0009-JL</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;">Management Program Analyst (PD#20328-0) GS-0343-11 \$60,520 to \$78,674 per annum (Based on full-time employment)</p>	3. <u>Tour of Duty</u> <p style="text-align: center;">8:00a – 4:30p M-F</p>	4. <u>Duty Station</u> <p style="text-align: center;">Patient Care Service Portland Informatics Center 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;">10/12/10</p>	8. <u>Closing Date</u> <p style="text-align: center;">11/1/10</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).
- 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 is located with the Portland, Oregon VA Medical Center and is supervised by the Business Manager for the Portland Informatics Center (PIC). The incumbent is responsible for all aspects of managing selected PIC projects. The incumbent provides expertise in building project teams, formulating technical requirements, establishing project timelines, managing project budgets and executing projects to completion.

Requirement Definition and Execution

Works with Project Managers and PIC to develop requirement for new projects. Analyzes existing workflow and determines how work will occur once the project is implemented. Plans out milestones from implementation to ensure deliverables are on time and the project stays on course. Serves as an interface with Project Managers at Central Office and VA's nationally, to correct any deficiencies or deviations from the expected project deliverables.

Project Development and Documentation

Performs work that involves the application of project management techniques and methodologies to the accomplishment of projects managed by the PIC. Develops and executes project based documentation in accordance with industry best practices and Project Manager Institute (PMI) standards. Perform facilitated planning sessions to build consensus among project team members regarding task definitions, task sequencing and task interrelationships within the project. Based on the findings from these sessions, create, review and update program schedules, supporting documents and corresponding project management plans. Develops and monitors project schedule baselines and budgets. Manages project schedules using the full capabilities of Microsoft Project. Provides support and assistance for strategic business planning. Monitors adherence to program management guidance and directives issues on specific projects. Prepares project reports and presentation for local, national and CO program and project status meetings. Provides mentoring for project management best practices and techniques.

Project Oversight and Management

The project manager is responsible for all project aspects, managing human relationships of team members and stakeholders and resolving conflicts. Incumbent is responsible for forecasting, managing and remediation of project risks. Project manager is responsible for the development and oversight of assigned PIC projects to include project planning, organizing, coordinating and facilitating stakeholders, overseeing strategy development, implementation with education to customers, assessing impact, refining strategies, and coordinating project handover or closure in collaboration with the PIC staff. Incumbent promotes collaborative working relationships, creative problem solving and flexibility. Incumbent organizes and coordinates the involvement of stakeholder staff to include MDs, RNs and other professional and/or clerical staff, as well as administrative and clinical division and executive leadership at PVAMC, other VA's throughout the nation

(Continued on next page)

and Central Office. Acts as a resource person in planning, reviewing, or revising policies and procedures that impact patient care, relative to the assigned projects. Incumbent considers impacts to staffing, patient care, resource utilization, safety and patient and staff satisfaction in all aspects of project planning. Incumbent provides professional and technical advice, support, and assistance to all customers with a view towards accomplishing the mission of PIC.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0343, Management and Program Analyst series 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" is 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-9 in order to qualify at the GS-11 position. This requirement is in addition to the experience required below.

Specialized Experience: You must have 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. To be creditable, specialized experience must have been equivalent to at least the next lower grade level, GS-9. Typically we would find this experience in work within this field or a field that requires knowledge of the application of project management techniques and methodologies as outlined in the Project Management Body of Knowledge (PMBOK). Experience with development of project based documentation in accordance with industry best practices and Project Management Institute (PMI) standards. Knowledge of Gantt chart development and experience with Microsoft. Experience with swim-lane process analysis. Experience developing risk analyses, process analysis/design, Fishbone analysis, 005tbenefit analyses, SWOT analyses and other related types of analytical assessments and management control techniques. Knowledge of systems analysis concepts and techniques to evaluate the feasibility of proposed new systems development projects.

Education: Ph.D. or equivalent doctoral degree *or* 3 full years of progressively higher level graduate education leading to such a degree *or* LL.M., if related

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 not being referred for the position:

1. Knowledge of and skill in health systems project management including ability to plan, organize and facilitate stakeholders, oversee strategy development, implementation and education to customers, with skills in developing evaluation strategies to assess impact, refine product and coordinate project handover to stakeholders.
2. Knowledge of and skill in documentation of all aspects of project track, development and implementation for efficient generation of reports and/or presentations to stakeholders.
3. Knowledge of working experience with the management and organizational structure of a large government Medical Center or similar tertiary care VA Medical Center.
4. Knowledge of and skill in developing and delivering educational materials pertinent to clinical projects, as well as reports on project findings, and clinical program and policy recommendations to various stakeholders and leadership in verbal and written forms as well as participate in authorship for scholarly papers for broad dissemination of project findings.

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. 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. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

Non VA Applicants must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. 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.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. **A copy of your college transcripts**

All application packets must be received in Human Resources by Close of Business (COB) on 11/8/10.

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-11-0009-JL

PO Box 1034

Portland, OR 97207

Or email to: PortlandVAJobs@va.gov

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 FAX, or emailed applications or applications in a US government envelope.**