



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY

POSITION TITLE: Administrative Support Assistant (OA)

ANNOUNCEMENT #: MP-11-0041-ML

DIVISION: Office of Information & Technology

LOCATION: Portland, OR.

SERIES & SALARY RANGE: GS-303-6; \$36,799 – \$47,837

OPEN DATE: 12/7/2010

CLOSE DATE: 12/23/2010

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent, Full-time, M-F; 8:00am – 4:30pm

WHO MAY APPLY:

- VA Career or career conditional employees
- VA permanent Title 38, Title 38 Hybrid employees and Veterans Canteen employees eligible under the Interchange Agreement
- Federal Career/Career Conditional Employees and Reinstatement eligibles
- Individuals 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 eligible applicants (Veterans Employment Opportunities Act) (See conditions of employment).
- Schedule A applicants (See conditions of employment).
- VRA eligible applicants (See conditions of employment).

BARGAINING UNIT POSITION: YES

MAJOR DUTIES: Coordinating numerous projects and administrative studies as they pertain to the function of the IT Operations Service including collecting and analyzing data for numerous reports for services, inter-services and triad information. Administrative duties may include creating, copying, editing, calculating, revising, retrieving, and printing a wide variety of documents from inception or drafts. Serves as a central point of authoritative information resolving administrative questions or problems that arise concerning the IT Operations Service. Assists with budget projections and resource utilization. Prepares and consolidates budget requests from information gathered from the Facility CIO. Monitors accounts closely in order to meet all obligations throughout the year. Maintains budgetary records, submitting requests for increases or decreases during the year. Assists in creating team based quality improvement plans that ensure performance consistent with Portland VA Healthcare System goals and its Mission, Vision, and Values. There are several Medical Center Policies (known as MCMs or Medical Center Memorandums) that apply to IT Operations. The incumbent must collect input and prepare updates to these MCMs. The incumbent reviews draft MCMs for content, grammar, punctuation, and proper formatting.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-303. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.
- **Basic Requirements:** Must be a U.S. citizen.
- **Specialized Experience:** At least one year of 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 1 year equivalent to the next lower grade level. Specialized experience includes, but is not limited to; assisting in the administrative matters which affect the operations, management and mission of all aspects of operations of a IT Operations Service. Performs routine office duties with little or no supervision and serves as a central point of authoritative information resolving administrative questions or problems that arise concerning IT Operations. Maintained budgetary records, submitted requests for increases/decreases during the year. Assisted in creating team based quality improvement plans to ensure performance consistent with business goals and mission, vision and values. Scheduled appointments and meetings

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upon own initiative and based on personal knowledge and understanding of the supervisor's workload, schedule and current issues of importance. Has a sound knowledge and skill using Microsoft office products. Experience with budget projections, resources utilization; prepares and consolidates budget requests; monitors fiscal accounts closely in order to meet all obligations throughout the fiscal year. Maintains budgetary records, submitting requests throughout the fiscal year.

- **Substitution of Education for Experience:** Generally, not applicable at the GS-303-6 level.

- **Basis for Rating: Knowledge, Skills and Abilities**

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. Ability to maintain effective working relationships, to include the ability to communicate both orally and in writing with individuals from a wide variety of education and cultural backgrounds.
2. Ability to complete tasks thoroughly with attention to detail. This includes the ability to organize, work under time pressures, and the ability to complete task assignments within a prescribed time limit with minimal supervision.
3. Knowledge of administrative operations, procedures, and techniques.
4. Ability to establish and maintain a filing system to record, track and suspense incoming mail, responses to audits and reports that are time sensitive.
5. Knowledge of various computer software programs to read, maintain, and prepare spreadsheets, graphs, presentations, etc.

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 eligibles will be considered well qualified if they can perform the duties of the position at the full performance level and the full range. The ability to work with little or no supervision. Must be flexible to deal with immediate problems and be able to give priority to responsibilities in order to meet deadlines. Manage time effectively, positively interact with all level of employees, identify and solve problems and coordinate a variety of projects for the operations of a department sized office with in excess of 40 employees from numerous professions and background. Must be able to process, track, analyze data for decision of corrections and provide station-wide training effectively with people at all level of the organization for the processing of all documents. A strong knowledge and skill in use of office equipment and software products. Prepare and consolidate budget requests; monitor fiscal accounts closely in order to meet end of year obligations; maintain budgetary records by submitting requests throughout the year.

- **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 eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.

- **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

- **VRA (Veterans Recruitment Act):** VRA eligibility applies to the following categories: Disabled Veterans, Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has

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been authorized, Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal (AFSM) was awarded and Veterans separated from active duty within the past 3 years.

- 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
- Applicants without prior federal service will be appointed at step one of the grade
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- 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 may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- 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:

Application forms may be obtained in Human Resources Management Service or on our [Portland VAMC](#) internet website.

Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 12/30/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 12/30/2010)
4. Updated application; [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.
5. [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 Other 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: (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. Special Hiring Authority documentation (if applying under ICTAP/CTAP, Schedule A, etc.)
6. Responses to the KSA's. 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.

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7. A copy of your college transcripts (Optional unless education is required). 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/admns/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.

All application packets must be received in Human Resources by Close of Business (COB) on 12/23/2010.

- Applications may be emailed to: PortlandVAJobs@va.gov
- Received by Fax to: 503.273.5029 **ATTN:** MP-11-0041-ML
- Mailed to: PO BOX 1034, Portland, OR 97207 **ATTN:** MP-11-0041-ML
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit: [Portland VA Human Resources](#) or [USAJobs](#).

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