



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: IT Specialist (Application Software/System Administrator)

ANNOUNCEMENT #: MP-11-0045-ML

DIVISION: Portland Division

LOCATION: Office of Information & Technology

SERIES & SALARY RANGE: GS-2210-11, Target 12

OPEN DATE: 12/30/2010

CLOSE DATE: 1/21/2011

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent, Full-time, Tour of duty: 8am – 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: Analyzes computers and related equipment (hardware) in terms of feasibility, compatibility, and cost-effectiveness for purchase and use with the agency. Analyzes equipment needs for regional or national integrated information system. Performs analyses to evaluate computer equipment requirements for automated systems in place or to be implemented throughout the region or the agency. Makes recommendations to management based on alternatives, costs and benefits, and technological requirements. Responsible for identification of hardware and software needs, locates and evaluates sources of acquisition, and prepares justification for specific budget items. Works in cooperation with the systems leader, identifying present and future needs for equipment installation. Performs work in the development, testing, implementation, evaluation, and maintenance of Vista Imaging systems to accomplish the work of the agency through automation. The incumbent works with users to identify the need for automation, outline the parameters and characteristics of the system, and ensure that the resulting system meets the needs of the user(s). Works with users to define problems, designs solutions, and test and implements software for a regional automated system or a segment of an agency-wide system. Trains user and other ADP personnel as needed on Vista Imaging system design, use, and interface with other systems. Works closely with radiology's quality management personnel to identify and design future needs and efficient workflow processes, which include further integration into operations. Analyzes and evaluates ever expanding storage needs, troubleshoots network traffic problems and related bottlenecks, and designs and implements backup and emergency procedures. Performs beta testing of proposed and new national software upgrades, documenting problems and results.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-2210. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.
- **Basic Requirements:** Must be a U.S. citizen.

Individuals must have IT-related experience demonstrating each of the four competencies listed below. The employing agency is responsible for identifying the specific level of proficiency required for each competency at each grade level based on the requirements of the position being filled.

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1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

- **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 the next lower grade level. Specialized experience includes, but is not limited to; Analyzes computers and related equipment (hardware) in terms of feasibility, compatibility, and cost-effectiveness for purchase and use with the agency. Analyzes equipment needs for regional or national integrated information system. Performs analyses to evaluate computer equipment requirements for automated systems in place or to be implemented throughout the region or the agency. Performs work in the development, testing, implementation, evaluation, and maintenance of Vista Imaging systems to accomplish the work of the agency through automation. The incumbent works with users to identify the need for automation, outline the parameters and characteristics of the system, and ensure that the resulting system meets the needs of the user(s).

- **Substitution of Education for Experience:** Generally, not applicable

- 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. Knowledge of a wide range of IT design/diagnostic tools, principles, standards precedents, techniques, requirements, methods, applications, sources and procedures to perform a variety of assignments on the assigned application or specialty area.
2. Knowledge of technical systems designs, maintenance principles, and techniques and technology services to evaluate alternative approaches in recommending solutions to IT system problems.
3. Knowledge of systems integration methods, performance tuning tools and methods, fault identification techniques, and test and evaluation methods and procedures needed to analyze and optimize IT systems.
4. Knowledge of IT infrastructure and IT security principles and methods.
5. Knowledge of appropriate VA policies, operating procedures, information flow, and of prevailing IT practices in government agencies and the private sector sufficient to evaluate and recommend adoption of new or enhanced approaches to delivering IT services.
6. Ability to communicate, orally and in writing, detailed technical information in a clear, logical and concise manner.

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. Well qualified is who has experience in designing, implementing and evaluating agency and commercial diagnostic imaging systems. Has the ability to analyze computers and related equipment (hardware) in terms of feasibility, compatibility, and cost-effectiveness for purchase and use with the agency. Experience to analyze equipment needs for regional or national integrated information system. Experience to perform analyses to evaluate computer equipment requirements for automated systems in place or to be implemented throughout the region or the agency. Makes recommendations to management based on alternatives, costs and benefits, and technological requirements. Responsible for identification of hardware and software needs, locates and evaluates sources of acquisition, and prepares justification for specific budget items. Works in cooperation with the systems leader, identifying present and future needs for equipment installation.

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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 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.

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Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 1/28/2011)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 1/28/2011)
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. Copy of latest performance appraisal (if applying as a current federal employee)
7. 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.
8. 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/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.

All application packets must be received in Human Resources by Close of Business (COB) on 1/21/2011.

- Applications may be emailed to: PortlandVAJobs@va.gov
- Received by Fax to: 503.273.5029 **ATTN:** MP-11-0045-ML
- Mailed to: PO BOX 1034, Portland, OR 97207 **ATTN:** MP-11-0045-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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