



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: Program Analyst

ANNOUNCEMENT #: MP-11-0061-DM

DIVISION: Fiscal Service

LOCATION: Portland, OR

SERIES & SALARY RANGE: GS - 0343- 9/11/12, \$50,021- \$94,300

OPEN DATE: 01/19/2011

CLOSE DATE: 02/02/2011

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent, Full-time, M-F.

WHO MAY APPLY:

- Internal Fiscal Service personnel only at Portland VA Medical Center.

BARGAINING UNIT POSITION: Yes

MAJOR DUTIES: The incumbent serves as a Systems and Procedures Analyst for application and development support within Fiscal Service at the Department of Veterans Affairs Medical Center Portland, Oregon. The incumbent provides professional, comprehensive knowledge of theories, practices, methods, and techniques of finance and organizational or program practices, policies and functions sufficient to analyze financial systems, or to modify and adapt conventional financial and analytical techniques to solve a variety of financial problems and the outsource program. Conducts special projects or studies to analyze, evaluate, and provide recommendations to administrative programs or issues. The purpose of this statement is to establish an entry level career ladder developmental position which would ultimately allow progression for the promotion at the next performance level GS-343-11 position PD #20295-A. This GS-9 position is distinguished from the target GS-11 position primarily in the complexity of the assignments and the nature of supervisory control. The incumbent receives specific and detailed instructions for the majority of assignments. Completed work is spot check frequently until the incumbent develops additional skills and knowledge in the position. While performing at the GS-9 level, it is expected that the incumbent will perform the major functions of the position at the full performance level but with significant oversight. The incumbent receives more detailed instruction and supervision until the necessary knowledge, skills, and abilities to successfully perform at the journey level are acquired. Assistance is readily available, and the incumbent is expected to obtain guidance on problems and inquiries that are beyond the scope of training. As the incumbent learns to become more proficient, the degree of close supervision is decreased. Appropriate on the job training and a detailed performance plan will be followed by the incumbent to ensure progression to the next performance level, GS-11. The incumbent may be non-competitively promoted to the next performance level upon meeting the qualification and eligibility requirements and certification by the supervisor that the duties are being performed independently at the higher grade. Appropriate on the job training and a detailed performance plan will be followed by the incumbent to ensure progression to the next performance level, GS-12. The incumbent may be non-competitively promoted to the next performance level upon meeting the qualification and eligibility requirements and certification by the supervisor that the duties are being performed independently at the higher grade.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-0343-9/11/12. 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 the next lower grade level. Specialized experience includes, but is not limited to; provides professional, comprehensive knowledge of theories, practices, methods, and techniques of finance and organizational or program practices, policies and functions sufficient to analyze financial systems, or to modify and adapt conventional financial and analytical techniques to solve a variety of financial problems and the outsource program.

Please note: 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.



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.Substitution of Education for Experience: This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Applicant must submit copy of transcripts with application to receive credit for substitution.

GS-9: Masters or equivalent graduate degree, or two full years progressively higher level graduate education leading to such a degree.

GS-11: 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. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

GS-12: No substitution for education.

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. Skill in using financial systems which collect and maintain a massive amount of financial and statistical data, produce a large number of reports, and involve an extensive number of accounts.
2. Skill in the operations of financial systems and the ability to extract data to make complex and responsible analysis and interpretations using FMS, IFCAP, Outsourcing and other financial programs.
3. Ability to assist computer programmers in the development, modifications, or analysis of automated systems in relationship to current automated systems in relationship to current automated systems and functional financial requirements.
4. Knowledge of analyzing and/or designing subsystems in accordance with generally accepted financial procedures, and federal laws, rules, and regulations to meet the requirements of specific local programs.

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.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
- 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, <http://www.visn20.med.va.gov/Portland/mc/hr>.

Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 02/09/2011)

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3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 02/09/2011)
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 application packets must be received in Human Resources by Close of Business (COB) on 02/02/2011.

- Applications may be emailed to: PortlandVAJobs@va.gov Subject: MP-11-0061-DM
- Received by Fax to: 503.273.5029, ATTN: MP-11-0061-DM
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0061-DM
- 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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