



# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)  
Hillsboro, OR East Portland, OR



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>TCF-10-FISCAL-BUDGET</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Budget Analyst Federal Career Intern Program (20118A/20117A) GS-560-9 Target 11 \$50,021 to \$65,023 per annum (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>8am - 4:30pm M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Fiscal Service, Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Temporary NTE 2 years 1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant 503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>06/14/10</b>	<b>8. <u>Closing Date</u></b>  <b>06/24/10</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- All U.S. Citizens

### MAJOR DUTIES:

This is a Budget Analyst Trainee position. The incumbent is participating in a centrally funded and organized developmental program designed to prepare him or her to assume the responsibilities of a Budget Analyst. The incumbent is subject to gradually decreasing oversight as he or she develops the knowledge and skills necessary to perform the duties as described. This position is located within Fiscal Service at the Portland VA Medical Center (PVAMC), Portland, OR. Duties include, but are not limited to; provides financial services to a large, complex medical center, which includes planning, monitoring, analyzing and evaluation of current and past performance of historical expenditures and staffing, including funding adjustments to facilitate changing requirements. The purpose of work is to ensure accurate reporting of all account, cost, and budget data, and to provide for efficient use of allocated funds for PVAMC. The incumbent is also responsible for recognizing the need to change a current budget operating procedure in order to make budget data as accurate and efficient as possible. This may include implementing modifications to budget systems and/or budget operations.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-560, Accounting and Budget series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Specialized experience includes, but is not limited to performing budget formulation including detailed analysis and estimates of annual funding needs for one or more budget years, knowledge and use of budget formulas, and creating various accounting and budget reports. **GS-9**; at least one year of specialized experience equivalent to the GS-7 level.

#### **Substitution of Education for Experience:**

**GS-9**; Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

### 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
- 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

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(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.
- 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.
- Upon successful completion of the program interns may be converted to a career or career-conditional appointment.
- Interns who do not perform successfully or progress sufficiently during the program may be separated at any time.
- All candidates accepted to the intern program will be required to sign a Mobility Agreement due to non-competitive placement at the end of the program in which the program graduate may be moved to another VA facility.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- 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:**

##### **All 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:
  - 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.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. A copy of your college transcripts (Optional unless education is required).

**All application packets must be received in Human Resources by Close of Business (COB) on 06/24/10 (except as noted above).** 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: TCF-10-FISCAL-BUDGET**

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

#### **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.**