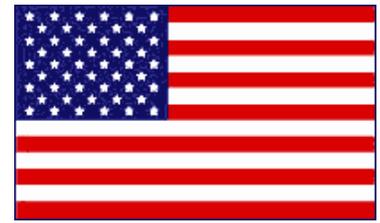




**VA NW Health Network  
VISN 20**



**1601 E. 4<sup>th</sup> Plain Blvd.  
Vancouver, WA 98661**

**NOTICE OF VACANCY**

<p>1. <u>Announcement Number</u></p> <p><b>VISN-07-150-JC</b></p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p><b>Health Systems Specialist (601900) GS-671-14 \$93,063 to \$120,980 per annum (Based on full-time employment)</b></p>	<p>3. <u>Tour of Duty</u></p> <p><b>8am – 4:30pm M-F</b></p>	<p>4. <u>Duty Station</u></p> <p><b>VISN 20 Vancouver, Washington</b></p>
<p>5. <u>Type &amp; Number of Vacancies</u></p> <p><b>Permanent 1 Full-time position</b></p>	<p>6. <u>Contact</u></p> <p><b>Human Resources Assistant 503-220-8262 x 57317</b></p>	<p>7. <u>Opening Date</u></p> <p><b>1/16/07</b></p>	<p>8. <u>Closing Date</u></p> <p><b>Until Filled 1<sup>st</sup> consideration 2/5/07</b></p>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the **VA Northwest Health Network (VISN 20)** eligible under the interchange Agreement. Included are permanent employees in VISN 20 area working in National Cemeteries, Regional Office, Veterans Outreach Centers and Veteran's Canteens.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- 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.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ITCAP eligibility with their application.

**MAJOR DUTIES:**

The incumbent serves as the Chief Planning Officer for the VA NW Network (VISN 20) located in Vancouver, Washington. In this capacity, the incumbent performs duties contributing to the strategic and administrative management of an integrated health care delivery system that requires the ability to apply specialized principles and practices of health care management. Duties include: provides full staff assistance on strategic and administrative matters affecting the VISN 20 healthcare delivery system; serves as staff member directly supporting the top management team responsible for the VISN responsible for planning, organization, development, direction, and evaluation of VISN operations; performs duties directly contributing to the leadership activities of an integrated health care delivery system that requires the ability to apply the specialized principles and practices of health care management. Provides full staff assistance in strategic matters affecting the Network health care delivery system. Performance is characterized by the ability to initiate and manage projects in programmatic areas and lead interdisciplinary groups of staff that result in significant and sustained contributions to the success of the VISN.

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

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-671 series applies 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:** Progressively responsible analytical or administrative, or clinical management or supervisory experience in the health care field. This work may have been performed in an operating health care facility or a higher organizational echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical, or other service activities, and provided knowledge of the following:

- Missions, organizations, programs, and requirements of health care delivery systems;
- Regulations and standards of various regulatory and credentialing groups; and
- Government-wide, agency, and facility systems and requirements in various administrative areas such as

(Continued on next page)

budget, personnel, and procurement.

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.

**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 the principles and techniques of strategic planning and analysis.
2. Knowledge of the unique characteristics of VISN 20 in order to develop and manage an integrated Network strategic planning program.
3. Knowledge of the relationship between capital planning, clinical program development, resource management, consumer affairs, and internal/external review programs.
4. Skill in effective written and oral communications, and the ability to use a broad spectrum of computer based programs for communication, generating reports, and presentations.
5. Knowledge of VA, VHA and VISN's mission, goals, objectives, programs, policies, regulations, organization, operations, and procedures. Ability to apply this knowledge to prioritize the resolution of clinical and administrative Healthcare management issues in a Network-wide scope.

**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.

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.

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.

Relocation expenses may be authorized.

Relocation incentive may be authorized.

Recruitment incentive may be authorized.

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 application packets must be received in Human Resources by Close of Business (COB) on 2/5/07 for first consideration. This position is Open until Filled.** 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: VISN-07-150-JC**

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

**VA Employees 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. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

**Non VA 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). **(REQUIRED)**.
  3. Veterans Preference:
    - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
    - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
    - c. VA letter 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. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
  6. A copy of your college transcripts (Optional unless education is required).
  7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**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.

**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.**