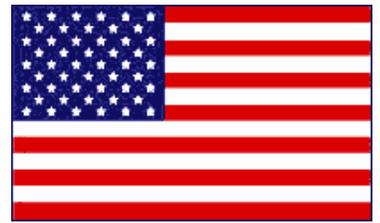




**VA NW Health Network
VISN 20**

**1601 E. 4th Plain Blvd.
Vancouver, WA 98661**



NOTICE OF VACANCY

<p>1. <u>Announcement Number</u></p> <p>VISN-08-061-JC</p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p>Contract Specialist (GS-11: 07162A, GS-12: 07163A) GS-1102-11/12 target GS-12 \$57,657 to \$89,842 per annum (Based on full-time employment)</p>	<p>3. <u>Tour of Duty</u></p> <p>Days M-F</p>	<p>4. <u>Duty Station</u></p> <p>Contracting Service, VISN 20 Seattle, Washington</p>
<p>5. <u>Type & Number of Vacancies</u></p> <p>Permanent Multiple Full-time positions</p>	<p>6. <u>Contact</u></p> <p>Human Resources Assistant 503-273-5236</p>	<p>7. <u>Opening Date</u></p> <p>1/14/08</p>	<p>8. <u>Closing Date</u></p> <p>Until Filled</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 and permanent Title 38 Hybrid employees eligible under the interchange Agreement of their 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 ICTAP eligibility with their application.
- **Applicants who applied under announcement VISN-07-701-JC need not reapply as they will be considered under this announcement.**

MAJOR DUTIES:

GS-11: The incumbent is designated as a Contracting Officer and is authorized to execute, award, administer, and terminate contracts and purchase agreements of an unlimited dollar amount per transaction. Responsible for activities associated with acquisition and planning, pre-award responsibilities, administrative and reporting functions. The incumbent aids program personnel in defining requirements, writing specifications and statements of work, and developing the time schedule for the acquisition. Responsible for the acquisition of equipment, supplies, lease agreements for real and personal property, nursing home placements, maintenance, construction, sharing agreements, scarce medical specialty agreements, consignment agreements, Research & Development through sealed bid and/or negotiation procedures. Incumbent is responsible for obtaining current wage determinations from the Department of Labor for inclusion in proposed contracts and determining classification of skills to be utilized during contract performance. Identifies the range of competition, develops publication notices and identifies the type and method of contract procedures to be used, coordinates the acquisition with the VA Competition Advocate and the Small Business Administration, and prepares Determinations and Findings for negotiated procurements and/or unusual circumstances.

GS-12: Incumbent solicits, evaluates, negotiates, administers awards, analyzes, advises on, and/or terminates contracts for the procurement of supplies and services to the Federal Government. Performs work related to the contract pre-award process, i.e., the work necessary to secure a contract to acquire goods and services. Performs contracting work using formal advertising procedures. Prepares an invitation for bid, publicizes the requirements for items and services to be procured, issues the solicitation document, reviews the bids for responsiveness to the solicitation, determines financial responsibility and performance capability of the bidders, and awards the contract. Procures a variety of products and/or services. Services as contract specialist responsible for all aspects of the contracting transactions from initiation to recommendation of award to procure aspects of the contracting transactions from initiation to recommendation of awards to procure items or service with specialized requirements such as the procurement of complex equipment, services, and/or construction. Uses a variety of contract types to procure items and/or services. Coordinates a variety of contracts requiring the developing of new or modified evaluation criteria,

(Continued on next page)

reporting requirements, and contractual arrangements. Uses a variety of contract types to procure items and/or services. Locates sources for the products/ services procured. Performs other duties as assigned.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-1102 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.

Basic Requirements: A 4-year course of study leading to a bachelor's degree with a major in any field; **or** at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Please submit a copy of your college transcripts with application packet. Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

Specialized Experience: At least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position.

Substitution of Education for Experience: GS-11: 3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

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 agency goals and objectives, and relationships of the assigned program with other key functions of the agency.
2. Knowledge of contracting laws, regulations, principles, policies and procedures with respect to federal acquisition.
3. Ability to effectively work individually or as a team member to plan, solicit, award, and administer a wide variety of supply and service contracts.
4. Ability to communicate effectively both written and orally in a variety of situations and audiences (e.g., when responding to complex contract issues, negotiating in an adversarial environment, working with both individuals and groups, public and private customers).
5. Ability to plan and execute work, analyze organizational and operational problems and develop solutions.

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 VISN 20 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.

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.

Applicants without prior federal service will be appointed at step one of the grade.

Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.

Relocation expenses may be authorized.

Relocation incentive may be authorized.

Recruitment incentive may be authorized.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualifications 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:

VA Permanent 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).
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).
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.

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-08-061-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

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.**