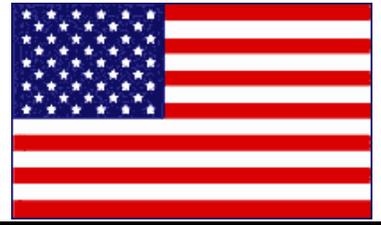




# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <p style="text-align: center;"><b>T-08-393-DG</b></p>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <p style="text-align: center;"> <b>Program Assistant</b>  <small>(31958A)</small>  <b>GS-344-7</b>  <b>\$38,624 to \$50,207 per annum</b>  <small>(Based on full-time employment)</small> </p>	<b>3. <u>Tour of Duty</u></b>  <p style="text-align: center;"> <b>8am to 4:30</b>  <b>pm</b>  <b>M-F</b> </p>	<b>4. <u>Duty Station</u></b>  <p style="text-align: center;"> <b>Hospital &amp; Specialty</b>  <b>Care Division,</b>  <b>Portland Division</b> </p>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <p style="text-align: center;"> <b>Temporary</b>  <b>NTE 1 year and 1 day</b>  <b>1 Full-time position</b> </p>	<b>6. <u>Contact</u></b>  <p style="text-align: center;"> <b>Human Resources Assistant</b>  <b>503-273-5236</b> </p>	<b>7. <u>Opening Date</u></b>  <p style="text-align: center;"><b>5/2/08</b></p>	<b>8. <u>Closing Date</u></b>  <p style="text-align: center;"> <b>Until Filled</b>  <b>1<sup>st</sup> consideration date</b>  <b>5/22/08</b> </p>

**WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Any US Citizen.

**MAJOR DUTIES:**

The incumbent manages the OHSU/VA Medicine Residency Program, including coordination of computerized scheduling of all monthly ward rotational assignments for over 200 medical students, interns, residents, attending staff, consult service staff for all medical subspecialties, and fellows assigned to each subspecialty who all rotate to the VA at different times each month. These schedules change each 30 days. Incumbent controls and continually updates all divisional on-call schedules and attending schedules. In addition, keeps the schedules for daily morning report, noon conferences, Research in Progress monthly conferences, the Inpatients and Admissions schedule. Incumbent independently schedules and manages each year's new intern orientation program, working closely with various VA departments, as well as OHSU's Department of Medicine and GME offices. All incoming interns must have background checks, fingerprinting and computer accesses in place before the VA orientation date, all coordinated by this position. Additionally will prepare monthly electronic timecard listing daily schedules for each resident and fellow assigned to the VA to allow for proper reimbursement to the VA via the OHSU disbursement agreement. Manages the Geriatric, General Medicine, Women's Health, and Palliative Care Fellowship Programs including management of each candidate's interview and selection process, coordination of the VA hiring processes with both OHSU and the VA Human Resources Division. Additionally will coordinate background checks and fingerprinting, as well as VA orientation and maintenance of each Section's call schedule. Additionally, incumbent manages and continually updates the online Geriatric evaluation system using OHSU online programs. Use of this OHSU software requires coordination with the Department of Medicine at OHSU and their special training. Incumbent functions with substantial independence and freedom performing all clerical and technical program support work for a wide variety of program specialists in support of the programs of Division of Hospital and Specialty Medicine.

**THIS POSITION IS IN THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-344 series applies and may be reviewed in the Human Resources Management Service office.

**Specialized Experience:** 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.

**Substitution of Education for Experience:** Generally not applicable.

**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 medical center organization and its programs.
2. Knowledge of GME and how that organization affects DHSM and our teaching programs.
3. Ability to prioritize work according to urgency and time.
4. Knowledge of VA computer system and software available to VA employees.
5. Ability to find and analyze data to allow for more proficient resource delegation.
6. Excellent communication skills, both verbal and written form.

**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

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 USC 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 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:**

### **US Citizens 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).

**All application packets must be received in Human Resources by Close of Business (COB) on 5/22/08 for 1<sup>st</sup> consideration (except as noted above). 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: T-08-393-DG**

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.**