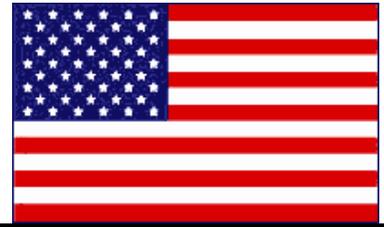




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. <u>Announcement Number</u> <p style="text-align: center;">T-08-572-DG</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;">Medical Administration Specialist (Trainee) (601090/601100) GS-301-9, Target GS-11 \$47,245 to \$61,423 per annum (Based on full-time employment)</p>	3. <u>Tour of Duty</u> <p style="text-align: center;">7:30am – 4pm M-F</p>	4. <u>Duty Station</u> <p style="text-align: center;">Business Office, Portland Division</p>
5. <u>Type & Number of Vacancies</u> <p style="text-align: center;">Temporary NTE 2 years 1 Full-time position</p>	6. <u>Contact</u> <p style="text-align: center;">Human Resources Assistant 503-273-5236</p>	7. <u>Opening Date</u> <p style="text-align: center;">8/18/08</p>	8. <u>Closing Date</u> <p style="text-align: center;">Until Filled 1st consideration date 9/8/08</p>

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

The incumbent in this position serves as a Medical Administrative Specialist Trainee at the Portland VA Medical Center. It is a two-year training program in a VHA facility that will prepare the incumbent as a Health Administration/Revenue Specialist within the VA system. He/she will work closely with the Manager, Business Office, or equivalent to develop the knowledge and skills necessary to administer such a program. As a Medical Administrative Specialist Trainee, the incumbent will actively participate in the program planning and administration of all activities within the Business Office (BO). The incumbent will be well versed in all aspects of health administration/revenue programs including, but not limited to, Enrollment, Eligibility, Means Testing, Medical Benefits Package, Co-payments, Fee Basis, Beneficiary Travel, Decedent Affairs, Admissions, Extended Care Services, CHAMPVA, Health Information Management, Sharing Agreements, Special Programs (Agent Orange, POW, Gulf War, Military Sexual Trauma), Compensation and Pension Program, Medical Care Cost Recovery, Women's Health, etc. Interprets laws, regulations, VACO directives, and local policies governing veterans' health care benefits, providing advisory and technical assistance to medical center staff, top management, patients, and others. Conducts in-service training to medical center staff regarding veteran health care benefits and programs. Acquires an in-depth knowledge of BO functions and responsibilities by completing a rotation through each area. Assumes responsibility for the direction and supervision of the individual areas within BO during the absence of that Section Chief or Supervisor. Assists in budget administration for the service. Assists in the preparation of the annual Medical Center (inpatient/outpatient/fee) workload budget. Assists in the development of short and long range goals and objectives relating to health administration/business office needs. Assists in human resources/equipment/space utilization planning. Assists in formulating plans and coordinating data validation activities within BO area of responsibility. Participates in the full gamut of personnel activities, such as, writing position descriptions, preparing employee performance standards, assisting in the coordination of the annual service performance appraisal process, rewarding employees, issuing disciplinary actions, etc. Develops skills necessary to interact and communicate with VA staff, veterans' groups, voluntary groups, patients, congressional offices, and unions concerning individual problems requiring decisions and, in some cases, determining the proper course of action on administrative matters. Completes a period of training by serving as primary contact and resolution source for patients and families who experience difficulties with interpretation of health administration benefits and revenue policies. Promotes harmonious working relationships among staff, patients, and public. Prepares written correspondence in the form of letters, memorandums, policies, procedures, statistical reports, etc. for the BO. Prepares verbal and written responses to inquiries and complaints of veterans and congressional staff regarding health care benefits and revenue policies for the purpose of solving problems, explaining procedures, and recommending various courses of action (if necessary). Prepares and conducts public speaking presentations to veteran service organization members regarding veterans' health administration benefits. Participates as a member of various medical center wide committees. Enhances personal mastery skills by attending required VA training and other formalized training programs provided on-or-off site. Participates in other related activities as determined by the Preceptor.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-301 series applies and may be reviewed in the Human Resources Management Service office.

Specialized Experience: One (1) year 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 work of 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: If using education as a substitute for experience, please submit a copy of your college transcripts with application packet. 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.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

(Continued on next page)

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 policies, procedures and regulations pertaining to eligibility and entitlement for benefits.
2. Ability to demonstrate good judgment and logic in solving problems and function independently.
3. Ability to plan, organize, and adjust to fluctuating assignments and workloads, and work with various individuals and offices to track tasks through to completion.
4. Demonstrated skill in interpersonal relationship, telephone etiquette, dealing with the public and customer service.
5. Knowledge and experience using personal computers and various software applications, including Microsoft Word, Excel, PowerPoint, etc. to retrieve, manipulate, generate and edit documents.

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 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 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 9/8/08 for 1st consideration.

This position is open until filled. Application forms may be obtained in Human Resources Office or on our internal website.

<http://vwww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T-08-572-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.**