



# Vacancy Announcement 223-08

VA Medical Center, Martinsburg, WV 25405

POSITION AND GRADE	Management Analyst (Emergency) GS-0343-07/09
SALARY RANGE	Depends Upon Geographic Location See Pay Tables at the following: <a href="http://www.opm.gov/oca/08tables/pdf/BOS.pdf">http://www.opm.gov/oca/08tables/pdf/BOS.pdf</a> <a href="http://www.opm.gov/oca/08tables/pdf/NY.pdf">http://www.opm.gov/oca/08tables/pdf/NY.pdf</a> <a href="http://www.opm.gov/oca/08tables/pdf/PHL.pdf">http://www.opm.gov/oca/08tables/pdf/PHL.pdf</a> <a href="http://www.opm.gov/oca/08tables/pdf/SF.pdf">http://www.opm.gov/oca/08tables/pdf/SF.pdf</a> <a href="http://www.opm.gov/oca/08tables/pdf/SEA.pdf">http://www.opm.gov/oca/08tables/pdf/SEA.pdf</a>
LOCATION	EMSHG San Francisco, CA Boston, MA New York, NY Philadelphia, PA/Wilmington, DE Seattle/Tacoma, WA
ISSUE DATE	September 10, 2008
CLOSING DATE	September 30, 2008
NUMBER OF VACANCIES	5
TOUR OF DUTY	Monday – Friday 08:00 AM – 4:30 PM May vary due to Emergency operations

**RELOCATION EXPENSES or RELOCATION INCENTIVE AUTHORIZED.**

**AREA OF CONSIDERATION:** Current career or career-conditional EMSHG employees.

**DUTIES:** Incumbent serves as a Management Analyst supporting EMSHG programs. Reports to the Regional Emergency Manager (REM). Responsible for assisting with developing and monitoring emergency management reports for the region; reviews subordinate level plans; develops and coordinates regional level plans and other emergency management documents. Incumbent assists in conducting trends analysis, research regarding threats and vulnerabilities; coordinating After Action Reports; and tracking corrective actions and reports; monitoring and reporting on Strategic Performance targets; representing the REM at meetings; providing staffing augmentation to the VHA Joint Operations Center (JOC).

“This vacancy may be announced through the Delegated Examining Unit (DEU) process and available to all internal and external applicants on-line. The opening and closing dates of a DEU vacancy announcement **MAY** differ from the dates listed on the merit promotion announcement. Please note when this occurs the selection process will not take place until applications from all sources are received. Please review both vacancy announcement advertisements.”

**QUALIFICATION REQUIREMENTS:** See <http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp> (Group Coverage Qualification Standards for Administrative and Management Positions.)

**GS-07:** 1 full year of graduate level education or 1 year of specialized experience equivalent to the GS-05 level.

**GS-09:** Master's equivalent or graduate degree or two years progressively higher level education leading to such a degree or 1 year of specialized experience equivalent to the GS-07 level. Specialized experience is 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. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Education at the graduate level in an accredited college or university in the amounts shown in the table (<http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp>) meets the requirements for positions at GS-7 through GS-9. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended. For certain positions covered by this standard, the work may be recognized as sufficiently technical or specialized that graduate study alone may not provide the knowledge and skills needed to perform the work. In such cases, agencies may use selective factors to screen out applicants without actual work experience. If using education to qualify you MUST submit a copy of your college transcripts.

You must be a U.S. citizen to qualify for this position.

You must submit to a drug test and receive a negative drug test before you can be appointed into this position.

In order to qualify for this position, you must possess and maintain a Secret security clearance.

You must meet time-in-grade requirements within 30 days of the closing date of this announcement.

You will be required to travel frequently.

The work is sedentary but may involve some walking, standing, bending, or carrying of light items. Incumbent must be mentally alert and demonstrate appropriate level of manual dexterity. Essential work may be performed in the field during disaster and exercises. Field work may involve adverse conditions with long periods of standing, stooping, and bending. Moderate physical effort may be required when accomplishing field program requirement. Incumbent must be able to lift 40 pounds of weight. Applicants for this position must pass a pre-employment medical examination.

**APPLICANTS 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.

**EVALUATION METHOD:** Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, etc. indicate they possess the knowledge, skills, and abilities (KSA) described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the skills and abilities on plain bond paper. The information provided will be used to determine the "best qualified" candidates. Failure to submit this supplemental may result in a significant loss of points and adversely affect your opportunity for selection.

### **EVALUATION/KSA FACTORS**

1. Knowledge of an extensive body of management and program analysis technical rules, guidelines, regulations, and precedents involving the oversight of the daily operations of an emergency management organizational office
2. Knowledge of emergency management policies, programs, and operations.
3. Skill in applying basic analytical and evaluative techniques in the review and evaluation of issues, prepare reports, and/or develop new procedures
4. Ability to independently organize, coordinate, and prioritize a variety of office activities and functions.
5. Ability to effectively communicate orally and in writing.

**HOW TO APPLY:** ALL interested candidates must submit the following items: (1) Application for Federal Employment, resume, or other form of application, showing the position you are applying for, announcement number, and the lowest salary you are willing to accept. (2) Narrative response addressing each KSA factor. (3) Copy of most recent performance appraisal, if available. (4) Copy of your last competitive SF-50, Notification of Personnel Action, to document your competitive status and show your current permanent employment by EMSHG. (5) If using education to qualify, please submit copy of college transcripts, if applicable. (6) Declaration for Federal Employment (OF-306). Please note: If you do not submit the OF-306, your application will not be considered. **All applications submitted become a part of the Merit Promotion Vacancy Announcement File and will not be duplicated and/or returned. Incomplete applications will not be considered. Missing forms will not be requested from the applicant. ALL APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**

**Applicants are responsible for providing full and complete information as to their qualifications for this vacancy. The Official Personnel Folder (OPF) will be used when available. Your application package will be used in addition to the OPF, or in lieu of the OPF when it is not available.**

**Applications sent via fax or e-mail will not be considered.**

Please submit a narrative response to each knowledge, skill or ability listed. Your response should describe what you did, how often you performed this activity, the guidelines available, the complexity of the assignment, and who you performed the activity for or with. This information will be used to determine your eligibility and/or rating and is required. **If you do not submit responses to the KSAs then you will not be referred.**

**Applicants are responsible for providing full and complete information as to their qualifications for this vacancy. The Official Personnel Folder (OPF) will be used when available. Your application package will be used in addition to the OPF, or in lieu of the OPF when it is not available.**

**Applications sent via fax or e-mail will not be considered.**

**CONDITIONS OF EMPLOYMENT:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center. All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA. After appointment, you will be subject to random testing for illegal drug use.

Applicants selected for this position may be required to pass a pre-employment medical examination.

**Background Investigation:** Appointment to this position is contingent upon satisfactory completion of a Background Investigation. Candidates selected must be fingerprinted prior to appointment. Candidate must have and maintain a Secret Security Clearance.

**SELECTION PROCEDURES:** Qualified candidates will be rated and selection made in accordance with our local promotion policy

After the closing date we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome sometime after selection of the candidates for each geographic location.

Application packages should be mailed to **VA Medical Center, 510 Butler Avenue, Human Resources Management Service (HRM/05), Martinsburg, WV 25405**. For further information, contact Thomas L. Barth, (304) 263-0811, extension 3240.

EMSHG will provide reasonable accommodations to applicants with disabilities upon request. The decision on granting reasonable accommodation will be on a case-by-case basis.

Equal Employment Opportunity

Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.