



# Vacancy Announcement 221-08

VA Medical Center, Martinsburg, WV 25405

POSITION AND GRADE	Regional Area Manager, GS-0301-14
SALARY:	\$99,347 to \$129,150 per year
LOCATION	1 Vacancy Boston, MA
ISSUE DATE	October 2, 2008
CLOSING DATE	October 24, 2008

## Relocation Expenses Authorized

**AREA OF CONSIDERATION:** Current EMSHG Employees Only.

**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) Written narrative response addressing each KSA factor listed above. **IF YOU DO NOT SUBMIT WRITTEN RESPONSES WE WILL NOT CONSIDER YOUR APPLICATION** (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, if applicable. (5) **Member 4** copy of Form DD-214 to verify military service showing **the character of service you were discharged under**, documentation from a VA Regional Office to verify service-connection disability; or a letter of referral from a State Vocational Office to verify eligibility for appointment under special appointing authority for handicapped. (6) If using education to qualify, please submit copy of college transcripts, if applicable. (7) Declaration for Federal Employment (OF-306). **IF YOU DO NOT SUBMIT THE OF-306 WE WILL NOT CONSIDER YOUR APPLICATION.** 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 Close of Business on 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.**

All qualified applicants will receive consideration for the above position without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, politics, marital status, handicap status which does not interfere with accomplishment of job, or membership/non-membership in an employee organization. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify the agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

**DUTIES:** Manages implementation of VA's comprehensive emergency management program in the Federal region, as well as within the VISNs that are headquartered within the Federal Region boundary. Is the VA Federal Regional representative for mitigation, preparedness, response and recovery efforts. Supervises Level I and Level II Area Emergency Managers (AEMs) as well as direct support staff. Coordinates response and liaison

operations with AEMs to ensure maximum support of VISNs. Provides AEMs and emergency management officials with technical advice and expertise that enables staff and others receiving the advice, to resolve complex emergency management related problems. Responsible for coordinating emergency management consulting services with VISN Directors, VA medical center directors, and emergency preparedness coordinators. Serves as senior level advisor responsible for conducting periodic briefings and evaluations to and for the EMSHG Chief Consultant. Identifies AEM responsibilities, workload, and priorities and provides guidance and approves final products submitted to headquarters. Provides liaison and counsel to VA staff offices and other emergency agency coordinating officials at all levels in planning, conducting, and coordinating major initiatives on new or revised emergency management legislation, regulations or activities. Incumbent has a comprehensive knowledge of other VA programs and adapts EMSHG's Regional programs to provide maximum intra-agency program support. Serves as the focal point and catalyst to develop and maintain a VA regional Emergency Management Response Team (EMRT) comprised of VA personnel from the VA Medical Centers within the VISNs in the respective Federal region. This includes assessments of training and exercise needs for the EMRT and coordination of response activities for the team. Conducts liaison and/or assistance visits to each AEM location and conducts written evaluation of the respective AEM emergency management program. Discusses findings with VISN Directors, AEMs, Deputy Chief Consultant for Planning and Operations and, if applicable, other VA officials. Ensure corrective actions taken when deficiencies identified.

**QUALIFICATION REQUIREMENTS:** 1 year of specialized experience equivalent to the GS-13 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. A well-qualified candidate will have work experience in providing management of a national emergency management program. Applicant should have experience in supporting the National Response Framework requirements of national emergency preparedness and contingency medical evacuation plans. Applicant would have experience initiating and receiving emergency communications, processing administrative documents, researching and developing resource material for emergency plans, inputting and extracting data for analytical studies in relation to plans, policies, and procedures. Candidate will also have demonstrated experience in developing and conducting intra/inter-agency briefings and presentations.

QUALITY OF EXPERIENCE - The required amount of experience will not in itself be accepted as proof of qualification for a position. Your record of education and experience must clearly demonstrate that you have the ability to perform the duties of the position. The primary consideration is the quality and level of experience. You must be a U.S. citizen to qualify for this position.

After appointment, you will be subject to random testing for illegal drug use.

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

You will be required to travel frequently.

Prior to appointment, the person selected for this position must be determined physically fit by an authorized government physician to perform strenuous and physically demanding duties; and also pass a medical examination (which includes vision, hearing, cardiovascular, and mobility of extremities) given by an authorized government physician.

**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 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 a Supplemental Experience Statement which will be provided at the time of application. 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 FACTORS/KSAs**

- 1. Comprehensive knowledge of VA, other federal agencies (DHS/FEMA, HHS, and DOD), and state and local government laws, regulations, policies, and judicial precedents applicable to emergency management programs with specific knowledge of the National Response Framework.**
- 2. Knowledge and ability to function as the catalyst in developing and maintaining a VA regional Emergency Management Medical Response Team (EMRT) including assessments of**

**training and exercises.**

**3. Ability to provide direction and guidance to the Area Emergency Managers (AEMs) in the completion of their position responsibilities and provide supervisory oversight to the regional emergency management staff.**

**4. Ability to plan, organize, and conduct teams in complex intra/interagency studies to improve the delivery of quick and effective emergency management response.**

**5. Ability to communicate effectively orally and in writing.**

**U.S. CITIZENSHIPS:** All applications for Federal employment must be U.S. Citizens.

**CONDITIONS OF EMPLOYMENT:** After appointment, you will be subject to random testing for illegal drug use.

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

You will be required to travel frequently.

Prior to appointment, the person selected for this position must be determined physically fit by an authorized government physician to perform strenuous and physically demanding duties; and also pass a medical examination (which includes vision, hearing, cardiovascular, and mobility of extremities) given by an authorized government physician.

Application packages should be mailed to VA Medical Center, 510 Butler Avenue, Human Resources Management Service, Martinsburg, WV 25401. For further information, contact Dawn Reidy, (304) 263-0811, extension 3795.

Equal Employment Opportunity

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