

**Department of Veterans Affairs
VACANCY ANNOUNCEMENT
VA Central Office, Washington, DC 20420**

Announcement Number: OAMM 04-51
Position Title: Information Technology Specialist
Pay Plan, Series & Grade: GS 2210 - 13
Promotion Potential: NONE
Salary Range: \$72,108 - \$93,742
Number of vacancies: 1
Opening Date: 10/1/2004 12:01:00 AM
Closing Date: 10/8/2004 4:30:00 PM
Location: OA&MM, Electronic Commerce Business Solutions Office
Duty Location: Washington, DC
Area of consideration: VA Wide & Status Eligibles
Point of contact: Pam Robinson 202-273-9712

New information has been added to vacancy announcements and you are encouraged to read the entire announcement before you submit your application package. Procedures may have changed and your application may not get full consideration if you do not follow the instructions as outlined.

NOTE: YOU MAY SUBMIT YOUR APPLICATION AND KSAO PACKAGE VIA VA INTRANET BY USING <http://vaww.vairm.vaco.va.gov/hrajobs/Report.asp>

What are the major duties and responsibilities of the position?

“Employees are encouraged to come to VACO Room 140 and review the complete position description. Personal copies of the position description will not be provided due to the number of positions that are posted.”

The Information Technology Specialist is responsible for the following:

- Works with the Office of Acquisition & Materiel Management(OA&MM) and user elements, contractors, and the VA Chief Information Officer (CIO) staff in the development of compatible, integrated systems to provide automation tools for the nationwide acquisition and materiel management programs.
- Oversees the development of user requirements and internal and external specifications to ensure that requirements are documented and incorporated into the automated systems.
- Maintains liaison with designated user elements for systems development, enhancements, and maintenance for various OA&MM automated supply systems to ensure that such plans are compatible with overall system planning within OA&MM, Department administrations, and the VA CIO office.

- Responsible for communication and coordination of OA&MM related IT systems between user elements as required by circumstances. This includes the establishment and maintenance of compatible project schedules, resource sharing, multi-facility agreements, operational problem resolution, and development and implementation schedules.
- Coordinate with other systems support services to resolve conflicts between OA&MM systems and other IT systems.

What qualifications are required?

For each grade level applicants must the following amount of specialized experience:

- GS-13 level - one year equivalent to the GS-12

Specialized experience is experience related to the work to be performed. It may be gained in the following ways:

- expert knowledge of, and skill in applying, systems analysis principles and techniques
 - accurately represent customer requirements
 - effectively measure software risk
 - present recommendations for adoption of new methodologies
 - lead/conduct studies designed to identify potential improvements in the way information technology is applied to key business functions, and lead implementation activities.

How is my application evaluated?

Any substitution of education for experience will be made using OPM guidelines. If you meet the minimum qualification requirements your application will be further evaluated to determine the extent your work or related experience, education, training, awards, outside activities and supervisory appraisal (if requested) shows you have the knowledges, skills and abilities (KSAs) of the position. KSA statements must show clear, concise examples of level of accomplishment and the degree to which you possess the KSA. If you paraphrase the KSA without giving examples, you will not receive credit. The information provided is used to determine “best qualified” candidates either by a single evaluator or a rating panel.

What do I need to know before I apply for this position?

This announcement is a solicitation for applications from current VA employees for competitive promotion consideration. It does not restrict the right to consider or select applicants from any other recruitment source such as:

- Reassignment
- Appointment
- Demotion
- Reinstatement
- Transfer
- Special appointing authorities – 30%+ disabled veteran, VEOA, Schedule A, and others

Some announced vacancies are not filled through the merit promotion plan.

VA CTAP candidates:

Displaced or surplus employees in the local commuting area will receive special selection priority if determined “well qualified” for this position. To be considered candidates must be considered well qualified and able to perform the duties of the position without any additional training or coaching. This requires a comprehensive knowledge of automation resources, data flow, system interactions of existing automated systems in use, capabilities and limitations of advanced computer equipment, and skill in application of systems design techniques.. Candidates must submit documentation of eligibility under the VA Career Transition Assistance Program to be offered special selection priority.

Equal Employment Opportunity: Actions to fill this position will not be based on discriminatory factors that are prohibited by law. All applicants will receive consideration without regard to non-merit reasons (race, sex, national origin, age, religion, handicap or any other non-merit factor).

Reasonable Accommodation: 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 specialist listed in the announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

What other information do I need to know?

This information is important to know before you apply for the position:

- All qualification requirements must be met within 30 days of the closing date of the announcement.
- Applicants must meet time-in-grade requirements within 30 days of the closing date of the announcement.
- A one-year probationary period is required if you haven't previously completed one.
- Non-VA employees may be subject to drug testing.
- This position is excluded from the bargaining unit.
- This is a career (permanent) position with a full time tour of duty.
- Travel may be required.
- Relocation expenses are authorized.
- The position has no known promotion potential.
- Salary includes 14.63% locality pay adjustments for the Washington, DC – Baltimore, MD area.
- Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement.
- More than one position may be filled from this announcement if identical vacancies occur within 90 days from the date of the issuance of the certificate.

How do I apply?

To apply for this position you must submit all required forms by **4:30 pm (Eastern Time) on the closing date of the announcement.**

- The electronic application process requires that your application and KSA package be completed by that time.
- Electronic application packages cannot be accepted beyond the posted closing time.
- Postmarks are not acceptable.
- Application packages that are hand carried must be stamped in by the closing date and time.
- All applications and supplemental information must have your name and announcement number on each page.

The following forms are required to complete your application package:

An Optional Form (OF) 612, or Standard Form (SF) 171, Application for Federal Employment, resume containing data required by OF-612 or VA electronic resume format.

A copy of your most recent performance appraisal.

VA Form 5-4676a, Employee Supplemental Qualifications Statement, describing possession of the rating factors, or bond paper addressing your possession of the rating factors. (electronic version may be submitted)

A copy of your most recent SF50, "Notification of Personnel Action" which shows your current title, series, grade, tenure and position occupied.

Application forms are available at <http://www.opm.gov/forms/index.htm> or http://vaww.indianapolis.med.va.gov/hr_forms/index.htm

What are the rating factors?

The rating factors are the KSAs listed below. The rating factors package must be received by the closing date of the announcement. (See “How do I apply?”) Postmarks are not acceptable.

- Experience of distributed IT Systems and technologies, plans, policies, concepts, methods, standards and practices to accomplish assignments related to business process analysis, development, engineering, modeling and simulation.
- Ability to research administrative and technical issues through fact-finding and data gathering and to apply results toward effective problem resolution in response to management requirements and customer demands.
- Knowledge of VA and OI&T mission, organization, activities, and workflows and an understanding of the interactions between them and with outside entities, such as Congress, other Federal agencies, and special interest groups.
- Ability to communicate effectively, both verbally and in writing, to a wide range of VA and non-VA personnel, to convey often technical information in clear and understandable terms. Skill in addressing the interests and concerns of a wide variety of people from divergent backgrounds, with different levels of understanding.
- Knowledge of full lifecycle electronic commerce and business solutions, i.e., contract management systems; electronic catalogs; online price negotiation software; electronic government acquisition applications, e.g., Central Contract Registry, Federal Procurement Data System-Next Generation, FedBizOps; and technologies and practices needed to effectively manage and nationally implement such systems and functions within VA. 5.

Where do I submit my application?

Applicants must submit complete application packages as described.

If you submit the electronic version of the application and KSA statement you may FAX the required information to complete the application package. Receipt of any other material (applications, KSA statements or material

NOT associated with the electronic version) or documents related to application packages mailed, delivered or hand carried will not be accepted.

- Applications may be sent via the VA Intranet at <http://vaww.vairm.vaco.va.gov/hrajobs/Report.asp>.
- You may FAX your supplemental material to 202-273-7047.
- You must include your name and announcement number on all materials.
- No applications will be accepted at this fax number.

- US mail send to:
 - Department of Veterans Affairs
 - VA Central Office
 - Central Office Human Resources Service (05HRS3)
 - 810 Vermont Avenue, NW
 - Washington, DC 20420

- Courier service (FedEX, UPS, etc.) send to:
 - Department of Veterans Affairs
 - Central Office Human Resources Service (05HRS3)
 - Room 140/142
 - 810 Vermont Avenue, NW
 - Washington, DC 20420

- Hand carry to:
 - VACO, Central Office Human Resources
 - 810 Vermont Avenue, NW
 - Washington, DC 20420
 - Room 140/142

If you slide your application package under the door of room 140/142 after 4:30pm on the closing date, your application is not on time and you will not receive consideration for the position. It is your responsibility to stamp the application to insure its receipt by 4:30 p.m on the closing date.

All questions relating to this position must be directed to the HR specialist whose name and phone number appears at the beginning of the announcement.