

Vacancy Announcement

DEPARTMENT OF VETERANS AFFAIRS (VA) OFFICE OF INSPECTOR GENERAL

Vacancy Announcement Number: OIG-05-MD-04

Opening Date: 10/12/2004

Closing Date: 10/25/2004

Position: HEALTH SYSTEMS SPECIALIST
GS-0671-13

Salary: GS-13: \$75,517 - \$98,174

Promotion Potential: GS-13

Duty Location: 1 vacancy in LOS ANGELES, CA

**Office of Inspector General, Assistant Inspector General for Healthcare Inspections,
Los Angeles Regional Office.**

Relocation expenses are authorized .

WHO MAY APPLY:

Open to current Department of Veterans Affairs career or career conditional status applicants.

MAJOR DUTIES:

The incumbent serves as a Health System Specialist and is assigned to the Los Angeles Regional Office of Healthcare Inspections (OHI), Office of Inspector General (OIG), Department of Veterans Affairs. The incumbent participates in developing and conducting a broad range of quality management (QM) and healthcare program inspections and evaluations in support of the OHI's mission. The incumbent uses a broad range of qualitative and quantitative techniques to conduct reviews of health care delivery programs and patient care quality to address compliance with Veterans Affairs directives, Federal laws and regulations, and all applicable standards for patient health care and health care delivery systems. Participates as a team member or team leader in Combined Assessment Program (CAP) reviews, hotline investigations, and national program reviews; recommends and justifies specific areas for focused reviews; assists the Regional Director, Project Manager, and Team Leader in formulating and implementing review strategies; provides clinical guidance and assistance to colleagues and to OIG audit or investigative staff; develops or assists in developing training guides; and information on methods and techniques for extracting QM and patient treatment data. The incumbent's duties include inspections and evaluations of QM program issues such as provider credentialing and privileging, patient complaints, patient safety, utilization management, external review standards, medication management, and medical record documentation. Also, the incumbent reviews and comments on new or revised legislation or regulatory changes that pertain to healthcare programs or QM issues as directed.

QUALIFICATIONS REQUIRED:

Applicants must have at least one year of specialized experience performing duties as described above with the equivalent to at least the GS-12 for the GS-13. This specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position as a health system specialist. Experience is typically in or related to the work of the position described as a health system specialist.

This position requires current concentrated hands-on nursing or allied health clinical experience.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

Applicants for each of the grade levels will be evaluated based on different levels of criteria for experience at each grade level that produced required knowledge, skills, and abilities listed below.

1. Knowledge of JCAHO accreditation and other external healthcare review standards, such as Baldrige healthcare criteria, as well as evaluation and investigative techniques associated with QM and patient care quality issues in healthcare facilities, including Six Sigma and the high performance development model.
2. Ability to understand and execute work priorities, plan review procedures and identify resources required to complete assigned work, independently and efficiently manage assigned projects, meet established deadlines, and carry out the multiple duties expected of a team member or team leader in a complex inspection/evaluation organization.
3. Ability to lead and coordinate team members with varied backgrounds throughout the course of a project.
4. Ability to produce written products that are grammatically correct and include conclusions that are fully supported by the inspection/evaluation findings.
5. Skill in oral communications in order to effectively present briefings and to deliver training or informative presentations to various groups.
6. Skill in retrieving and analyzing data from automated sources to assess their meaning, validity, reliability, and relevance to the review being conducted. Skill in word processing and spreadsheet software, e-mail, computerized patient record systems, and internet search engines.

BASIS OF RATING:

All applicants will be considered on the basis of their education, training, experience, awards, supervisory appraisal, and the Knowledges, Skills, Abilities, and Other Characteristics (KSAOCs) for this position.

For CTAP and ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave, and will be covered under the Federal Employees Retirement System or the Civil Service Retirement System.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Frequent travel may be required.

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 non-citizens in very limited circumstances where there are no qualified citizens available for position.

Applicants must pass a background investigation. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

OTHER INFORMATION:

If claiming 5-point veterans' preference, a DD-214 must be submitted. If claiming 10-point veterans' preference, both a DD-214 and SF-15 must be submitted.

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

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

Selectee may be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

HOW TO APPLY:

Applications may be sent via mail or U.S. Postal Service Express Mail to the following mailing address.

DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
POST OFFICE BOX 50760
WASHINGTON, DC 20091-0760

Applications may be sent via courier or commercial delivery service (i.e. FedEx, UPS, Airborne Express) to the following commercial delivery service address.

DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
ROOM 1160 801 I STREET, N.W.
WASHINGTON, DC 20001

Applications submitted by mail must be postmarked by the closing date of the announcement to receive consideration. Hand delivered applications and applications delivered via commercial delivery services must be received by the closing date.

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

You may apply with a resume, Optional Application for Federal Employment (OF-612), or any other written format you chose. Although we do not specify the format in which the information is presented or require the use of any particular form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for the vacancy. If your package does not provide all the information requested, you will lose consideration for the job. Be sure you provide ALL of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and email address.

- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.

- Country of Citizenship.

If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.

- Colleges and/or Universities attended, city, state and zip code.

- Major field(s) of study.

- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.

- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a DD-214, Certificate of Release or Discharge from Active Duty, Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

Materials submitted, as a part of your application will not be returned.

Failure to submit ALL required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of 'well qualified'. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

For additional information about this position please contact:

MEGAN DREHER
202.565.7745

This Department prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited basis applies to all programs.)