



# Vacancy Announcement 09-T5-104-DR

VA Medical Center, Martinsburg, WV 25405

<b>POSITION AND GRADE</b>	Emergency Management Specialist GS-0301-09/11
<b>SALARY RANGE</b>	\$46,625 – \$73,329
<b>LOCATION</b>	Emergency Management Strategic Healthcare Group (EMSHG)
<b>ISSUE DATE</b>	April 10, 2009
<b>CLOSING DATE</b>	April 30, 2009
<b>TOUR OF DUTY</b>	Monday - Friday 8:00 AM – 4:30 PM
<b>NUMBER OF VACANCIES</b>	2 Vacancies – 1 each in the following locations – 1 – Louisville, KY 1 – Salisbury, NC

## **RELOCATION EXPENSES ARE AUTHORIZED**

**\*Applicants must specify desired location(s) on application. Applicants will only be considered for the location(s) they request.**

**\*The Incumbent will be subject to work under emergency notification and contact procedures. The incumbent has an essential duty to deploy in emergency situations and other related missions.**

**\*Extensive travel within the United States is required. Overseas travel may be required.**

**AREA OF CONSIDERATION:** This vacancy announcement is open to current federal employees servicing under a career or career conditional appointment; former federal employees with reinstatement eligibility; and persons including veterans, eligible for appointment under special hiring authorities.

**DUTIES:** Analyzes and evaluates, on a quantitative and qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Advises Medical Center Directors, VISN Directors, and other appropriate officials on the following requirements: 1) Participating in and supporting VISN (regional level emergency management response plans. 2) Developing the capability of VAMCs to effectively manage the consequences of internal and external emergencies. 3) Meeting assigned responsibilities under the VA-DOD Contingency Plan. 4) Ensuring the VAMCs assigned responsibilities of the Federal Coordinating Center develop and maintain the NDMS Reception Areas. 5) Ensuring that each VAMC assists regional, state, and local emergency preparedness agencies to prepare for major medical disasters in their areas. Assists the Regional Emergency Manager (REM) and/or an Area Emergency Manager, GS-12/13 (AEMII) to research legislation, Executive Orders, regulations, and analyze impact on Agency programs. Assists in drafting proposed legislation changes, formulating and disseminating policies, and exercises, evaluates and coordinates Federal/State/Local plans or develops

business strategies. Performs program work to effect policy. Assists State and Local governments in designing and reviewing emergency management plans. Establishes criteria to assess quality of program accomplishments. Evaluates programs against criteria. Recommends program changes through the REM or VISN Liaison AEM II to improve quality.

**QUALIFICATION REQUIREMENTS:** To have basic eligibility, applicants must meet standards as outlined in the Office of Personnel Management Qualification Standards Manual for General Schedule Positions, Group Coverage Qualifications Standards for Administrative and Management Positions.

**SPECIALIZED EXPERIENCE:** Applicants must have one (1) year of specialized experience equivalent to the next lower grade level which has equipped the applicant with the particular knowledge, skills and abilities (KSA) to successfully perform the duties of the position. Experience is typically in or directly related to the work of the position to be filled.

Typical specialized experience would include one year of work experience assisting others to research legislation, Executive Orders, regulations and analyzing impact on Agency programs. Drafting proposed legislation changes, formulating and disseminating policies, exercising, evaluating, and coordinating Federal/State/local plans or developing business strategies. Performing program work to effect policy. Assisting State and local governments in designing and reviewing emergency management plans. Establishing criteria to assess quality program accomplishment. Evaluating programs against criteria. Recommending program changes to improve quality.

**EDUCATION:** Graduate education or an internship, from an accredited institution, will meet the specialized experience required in those instances only where it is directly related to the work of the position to be filled. If using education as a qualifying factor, applicants must submit copies of their college transcripts with their application at the time of submission.

**GS - 9** – Master's or equivalent graduate degree, or two full years of progressively higher level graduate education leading to such a degree, or LL.B or J. D., if related.

**GS - 11** – Ph.D. or equivalent doctoral degree, or three full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

**COMBINING EDUCATION AND EXPERIENCE:** Combinations of successfully completed graduate education in excess of the amount required for the next lower grade level may be used to qualify.

**TIME IN-GRADE REQUIREMENT:** Applicants must have completed 52 weeks at the next lower grade level. All eligibility requirements, including the time-in-grade requirements, must be met within 30 days after the closing date of this announcement.

**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. **Please note: Failure to address the KSA's will result in ineligibility for this position.**

## **EVALUATION/KSA FACTORS**

1. Ability to develop contingency plans that effectively support national emergency management operations.
2. Knowledge of the federal laws, regulations, policies, guides and procedures applicable to comprehensive emergency management programs.
3. Ability to develop, evaluate, modify, and manage the implementation of emergency management policies, plans and programs
4. Ability to manage a national medical evacuation -treatment system in response to national crisis, catastrophic events, disaster declarations, and during planned training exercises.
5. Ability to communicate effectively on a wide range of administrative and technical matters.

**HOW TO APPLY:** ALL interested candidates must submit the following items by the closing date of the announcement.

**\*Applicants must specify desired locations(s) on application. Applicants will only be considered for the locations(s) they request.**

- (1) Application for Federal Employment (OF-612), 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 listed above. **Please note: Failure to address the KSA's will result in ineligibility for this position.**
- (3) Copy of your 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) A 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.
- (7) Declaration for Federal Employment (OF-306). **Please note: If you do not submit your OF-306, your application will not be considered.**

**Valid State Drivers' License must be identified on the application or applicant will not be deemed qualified.**

- 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 for the applicant.
- All applications and required forms must be received by the closing date of the announcement.
- Applications sent via fax or e-mail will not be considered.

**CONDITIONS OF EMPLOYMENT:** All interested candidates must be able to meet the following employment conditions.

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

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.

Candidates selected must be fingerprinted prior to appointment. Appointment to this position is contingent upon satisfactory completion of a secret level (noncritical sensitive) security clearance.

You must certify that you possess a valid state driver's license to qualify for this position.

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

Subject to work under emergency notification and contact procedures. You will be required to travel extensively. May be required to travel overseas. Must have an annual Family Support Plan approved by the District Manager, EMSHG, for care of dependents while deployed.

Applicants for this position must pass a pre-employment medical examination. Required to periodically submit to a medical fitness for duty examination. Must be medically qualified to discharge the duties and responsibilities of this position and capable of complying with all applicable laws, regulations, and procedures. Must be medically capable for deployment under routine and emergency conditions. Must be capable of traveling by any means of transportation.

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 Dawn Reidy (304) 263-0811, extension 3795 or Heather Sims, extension 4691.

This Medical Center 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.**