

Health System Specialist

DEPARTMENT OF VETERANS AFFAIRS

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Overview

Open & closing dates

🕒 04/20/2018 to 05/04/2018

Salary

\$68,031 to \$106,004 per year

Pay scale & grade

GS 11 - 12

Work schedule

Full-Time

Appointment type

Permanent

Summary

The primary responsibility of the incumbent will be to support the Associate Director in the day-to-day operations of the hospital and any related Network activities. Furthermore as the Health System Specialist the incumbent will direct / lead / guide the service lines or services in any projects that may involve management support. The incumbent will also be given various other duties that support the organizational goals of the facility. The incumbent will report directly to the Associate Director.

The full performance level of this position is GS-12. Applicants will be selected

and placed at the grade level which they qualify (GS-11 or GS-12). If your appointment is at the GS-11 level, you may be promoted to the full performance level without further competition when all regulatory, qualification, and performance requirements are met. Selection at a lower grade level does not guarantee a promotion to the full performance level.

Work Schedule: Monday through Friday 8:00 a.m. - 4:30 p.m

Virtual: This is not a virtual position.

Position Description/PD#: Health System Specialist/ PD# 631-00418-O

Relocation/Recruitment Incentives: Not Authorized

Financial Disclosure Report: Not required

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Responsibilities

Direction / Long-range Planning

Develops both long and short-range policies and plans for the organization by coordinating the medical administration needs of the medical center. Provides effective planning direction to the organization. Provides active and well informed administrative participation in planning for the delivery of health care by taking the initiative to identify needs and potential issues / concerns and devising flexibility in operations and constructive, cost - effective approaches to the resolution of problems. Develops, evaluates, and modifies organizational structure and systems to achieve program goals.

Participates in the analysis and interpretation of workload and other data used in resource planning. Directs service lines / services throughout the hospital through the medical center planning activities.

- Conducts and directs special studies and analysis of complex problems relating to manpower requirements, space and equipment utilization, organizational alignment and other areas of concern to the Associate Director, recommending solutions and supervising the implementation of the solutions once they are approved.
- Participates with the Associate Director in the formulation and implementation of policies necessary to support the administrative functions of the medical center. This will be accomplished within the parameters and guidelines/directives of Central Office and VISN directives.
- Supports the Associate Director in his/her role as the one of the senior leaders responsible for the identification of root causes and corrective actions for deficiencies identified by external organizations.
- Represents the Associate Director and the services reporting to the Associate Director on various Medical Center Committees and functions.

- Serves as sounding board for various service chiefs and reflects the thinking of the Associate Director in making recommendations and commitments without benefit of consultation with the Associate Director.
- Participates in the implementation of VISN 1 special emphasis programs which crosses administrative and clinical boundaries and affects all levels of the organization.
- The incumbent utilizes knowledge of the medical center administrative operations to assist with the development and implementation of services policies and procedures.

Conditions of Employment

- o You must be a U.S. Citizen to apply for this job
- o Designated and/or random drug testing may be required
- o Selective Service Registration is required for males born after 12/31/1959
- o You may be required to serve a probationary period
- o Subject to background/security investigation

Qualifications

To qualify for this position, applicants must meet all requirements by the closing date of this announcement, 05/04/2018.

Time-In-Grade Requirement: Applicants who are current Federal employees and have held a GS grade any time in the past 52 weeks must also meet time-in-grade requirements by the closing date of this announcement. For a GS-12 position you must have served 52 weeks at the GS-11. The grade may have been in any occupation, but must have been held in the Federal service. An SF-50 that shows your time-in-grade eligibility must be submitted with your application materials. **Note:** Time-In-Grade requirements also apply to former Federal employees applying for reinstatement as well as current employees applying for Veterans Employment Opportunities Act of 1998 (VEOA) appointment.

You may qualify based on your experience and/or education as described below:

- o **Specialized Experience:** You must have one year of specialized experience equivalent to at least the next lower grade GS-9 for the GS-11 position and GS-11 for the GS- 12 position in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include, but are not limited to:

Progressively responsible analytical or administrative, or clinical management or supervisory experience in the health care field. this work may have been performed in an operating health care facility or a higher organizational echelon with advisory directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical, or other service activities, and provided knowledge of the following;

- Missions, organizations, programs, and requirements of health care delivery systems;
- Regulations and standards of various regulatory and credentialing groups;
- Government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement
- **OR,**
- **There is no educational substitution for the GS-12 level.**
- **Education:** Applicants may substitute education for the required experience at the GS-11 level. To qualify based on education for this grade level you must have 3 full years of progressively higher level graduate education leading to such a degree. **OR,**
- **Combination:** Applicants may also combine education and experience to qualify at the GS-11 level. You must have an combination of specialized experience and education beyond 2 full years of progressively higher level graduate education leading to such a degree.

You will be rated on the following Competencies for this position:

- Communication
- Planning and Evaluating
- Problem Solving
- Self-Direction
- Technical Competence

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religions; spiritual; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Note: *A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.*

Physical Requirements: The work is primarily sedentary, although some slight physical effort may be required.

Work Environment: Work is typically performed in an adequately lighted and climate controlled office. Rounding within and outside the facility is required. May require occasional travel.

To apply: <https://www.usajobs.gov/GetJob/ViewDetails/497418300>