

**Job Title: PRIVACY OFFICER****Department:** Department Of Veterans Affairs**Agency:** Veterans Health Administration**Job Announcement Number:** VM-10-SAP-376758**Job Summary:****Vacancy ID:** VM376758 (Include on all documents).

To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to veterans?

As a VA professional, your opportunities are endless. With many openings in the multiple functions of VA, you will have a wide range of opportunities and leadership positions at your fingertips. Not only is it the largest, most technologically advanced integrated health care system in the Nation, but we also provide many other services to veterans through the Benefits Administration and National Cemeteries.

VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities.

For more information on the Department of Veterans Affairs, go to <http://www.vacareers.va.gov/>.

**Key Requirements:**

☐ You must be a U.S. citizen to apply for this job.

☐ You will be subject to a background/suitability investigation.

**Major Duties:**

This position is located at the [VA Western New York Healthcare System](#) in Buffalo, New York serving as

the Privacy and Freedom of Information Act (FOIA) Officer. Major duties and responsibilities include: implementing, managing and evaluating the Privacy and FOIA programs by distributing information, preparing facility specific guidance, reviewing facility processes and products for compliance, and assessing

the facility privacy posture through periodic evaluation of the facility's collection, use, storage and maintenance of sensitive personal information; coordinating program implementation and management with

higher organizational levels and preparing required/requested reports and information; advising management and staff on rules and regulations including applicable Title 38 United States Code (USC) sections, FOIA and Health Insurance Portability and Accountability Act (HIPPA); developing facility privacy

and FOIA policies and procedures; developing facility-specific training materials and providing training to staff; processing complaints and investigating allegations of illegal or improper activities related to the handling or release of privacy protected information; investigating data breaches and recommending appropriate remediation; preparing responses to inquires, including those from Congressional Offices, Human Resources, and, where appropriate, Office of Civil Rights; monitoring compliance with program requirements; initiating and conducting internal compliance reviews, assessments and audits; responding to

**Salary Range:** \$58,826.00 - \$76,471.00 /year**Series & Grade:** GS-0301-11**Open Period:** Tuesday, August 24, 2010 to Monday, August 30, 2010**Position Information:** Full Time Career/Career Conditional**Duty Locations:** 1 vacancy - Buffalo, NY**Who May Be Considered:** United States Citizens

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all FOIA requests and maintaining records; coordinating records review and redaction; reviewing and responding to appeals of denials of FOIA requests; and, performing other related duties as required.  
WORK SCHEDULE: Monday - Friday, 8:00 am - 4:30 pm (subject to change based on agency needs).

\*\*\*RELOCATION EXPENSES AND/OR INCENTIVES ARE NOT AUTHORIZED\*\*\*

**Qualifications:**

GS-11 SPECIALIZED EXPERIENCE: You must have at least one (1) year<sup>1</sup> of specialized experience that

equipped you with the knowledge, skills and abilities to successfully perform the duties of this position. To be creditable, this specialized experience must have been equivalent to at least GS-09 grade level. Specialized experience may include: Thorough knowledge of laws dealing with directives governing medical

benefits and patients rights; knowledge of medical terminology; working with healthcare providers and administrative staff throughout a Medical Center in preventing and resolving patient complaints, interpreting

the Medical Center's mission, policies, procedures, and available resources/services available to patients; acting as an advocate for patients; and receiving and listening to complaints and grievances from patients,

making inquiries, and initiating, monitoring, and evaluating corrective measures or actions needed to correct

these problems. NOTE: Evidence of specialized experience must be supported by detailed documentation

of duties performed in positions held. Please provide such documentation on resume or OF-612.

EDUCATION<sup>2</sup>: A Ph.D. or equivalent graduate degree or successful completion of three (3) years of progressively higher-level graduate education leading to such a degree or a LL.B. or J.D., in a field related

to the duties of the position. This education may be in a major field of study such as Hospital Administration, Social Work, Psychology or other social sciences.

COMBINATION OF EDUCATION AND EXPERIENCE<sup>3</sup>: Only education beyond the second year of graduate level education is creditable. For example, one year of graduate level education being equivalent

to 18 semester hours, 6 months or 9 semester hours beyond the second year of graduate education would

be equivalent to 6 months experience. Together with 6 months experience as mentioned above would be fully qualifying.

*1 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.*

*2 A transcript or course listing must be submitted if you are basing all or part of your qualifications on education. See Step 3 under "How to Apply" for a description of a course listing. Applications submitted without this information may not be considered.*

*3 To calculate the combination of education and experience, determine the amount of experience you have*

*as a percentage of the experience required for the grade level. Then determine the amount of education you have as a percentage of the education required for the grade level. Only education in excess of the amount required for the next lower grade level is qualifying. Add the two percentages; the total percentage*

*must equal at least 100% to qualify for the grade level.*

You will be rated on the following Knowledge, Skills, Abilities and Other characteristics (KSAOs) as part of the assessment questionnaire for this position:

☐ Knowledge of Title 38 U.S.C. Sections 5701, 5702, 5705, and 7332, Privacy Act and Freedom of Information Act policies, procedures and regulations.

☐ Knowledge of Health Insurance Portability and Accountability Act (HIPAA) requirements, policies and procedures.

☐ Ability to develop a system of internal monitoring that identifies potential organizational risks though trending and severity.

☐ Communication skills.

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For more information on these qualification standards, please visit the United States Office of Personnel

Management's website at <http://www.opm.gov/qualifications> .

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Applicants must, therefore, only report attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be

verified by the appointing agency accordingly.

\*\*\* If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. \*\*\*

**Veteran's Preference:**

When applying for Federal jobs, eligible veterans should claim preference on the Occupational Questionnaire in the section provided and provide a legible copy of DD-214(s) showing all dates of service

as well as character of service (honorable, general, etc.). Additionally, veterans with service-connected disability of 10% or more must also submit a copy of their official statement from the Department of Veterans

Affairs, or from a branch of the Armed Forces, certifying their service-connected disability and/or their receipt of compensation for service-connected disability.

Veterans with service-connected disability of *less than* 10%, nonservice-connected disability, and Purple Heart recipients, as-well-as those claiming derived preference for a spouse, widow or widower, or natural mother, should refer to and submit a completed SF 15, "Application for 10-Point Veteran Preference," and required documentation with your application materials.

For more information on Veterans' Preference, go to <http://www.opm.gov/veterans/html/vetsinfo.asp> .

**How You Will Be Evaluated:**

Your resume and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

**Benefits:**

Working for the Department of Veterans Affairs offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help balance work and life. For more information please visit us at

[http://www4.va.gov/jobs/job\\_benefits/benefits.asp](http://www4.va.gov/jobs/job_benefits/benefits.asp).

**Other Information:**

The **Interagency Career Transition Assistance Plan (ICTAP)** and **Career Transition Assistance Plan (CTAP)** provide eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. To be qualified you must submit appropriate documentation and be found well-qualified (have a final rating of 90 or more before any veterans preference points) for this

vacancy. Information about ICTAP and CTAP eligibility is on OPM's Career Transition Resources website at

[http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp#ctap](http://www.opm.gov/rif/employee_guides/career_transition.asp#ctap) .

VA may offer newly-appointed Federal employees credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which USAJOBS - Search Jobs Page 3 of 5

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they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

If additional vacancies for this position occur within 90 days, this announcement may be used without reannouncement.

**How To Apply:**

To apply for this position, you must submit a complete Application Package which includes:

1. Your Résumé
2. A complete Occupational Questionnaire

3. Additional required documents, if applicable, as described below in the "Required Documents"  
The complete Application Package for this announcement must be submitted by 11:59 PM (Eastern Time) on Monday, August 30, 2010.

To begin the process, click the **Apply Online** button on the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire and to upload supporting documents. Please ensure you click the **Submit My Answers** button at the end of the process.

**Note:** To return to a previously-Saved or Incomplete application, you may use the following link:

<https://applicationmanager.gov/>. After you submit your application, you can return to Application Manager

or My USAJOBS at any time to see the status of your application - including any messages that may have been sent to you.

To fax supporting documents you are unable to upload:

1. Complete the fax cover page found at <http://staffing.opm.gov/pdf/usascoversheet.pdf> using the following Vacancy ID: VM376758. You must use this fax cover sheet in order for your documents to be matched with your online application.

2. Fax your documents to (478)757-3144

If you cannot apply online:

1. Click the following link to view and print the Occupational Questionnaire; [View Occupational Questionnaire](#)

2. Print the 1203FX form to provide your responses to the occupational questionnaire. You can obtain this form at <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>;

3. Fax the completed 1203FX form in its entirety - along with all supporting documents - to (478)757-3144. Your 1203FX form should be placed on top of all materials being faxed and will serve as a cover page; and

4. Keep a copy of your fax receipt in case verification is needed.

#### **Required Documents:**

The following documents are required:

☐ Resume

☐ Unofficial college transcript or course listing, if applicable (an official transcript will be required before being hired)

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☐ Responses to the occupational questionnaire

☐ Veterans' Preference documentation, if applicable

WHEN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE CANNOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.

You will not be contacted for additional information. Use this [checklist](#) to make sure you've submitted everything.

#### **Contact Information:**

#### **What To Expect Next:**

#### **How You Will Be Evaluated:**

Once you have submitted your complete application package, the electronic system assigns your application

a tentative rating (self-assessed score) based on your Occupational Questionnaire responses. After the vacancy announcement closes, reviewed applications are evaluated against the questionnaire responses to

determine the appropriateness of the self-assessed rating. Based on the number of vacancies being filled with this announcement, your application may be referred to the hiring facility for further consideration and possible interview.

An electronic notification letter - or e-mail - will be sent to applicants who provide an e-mail address; otherwise, you will receive a notification letter via the U.S. Postal Service within 2 to 4 weeks.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

**Control Number:** 2013687