

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. AGENCY POSITION NO. **1433A**
6. OPM CERTIFICATION NO.

2. REASON FOR SUBMISSION
 REDESCRIPTION NEW
 REESTABLISHMENT OTHER
EXPLANATION (Show any positions replaced)

3. SERVICE
 HDQTRS. FIELD

4. EMPLOYING OFFICE LOCATION
VISN 7 facilities

5. DUTY STATION
VISN 7

7. FAIR LABOR STANDARDS ACT
 EXEMPT NONEXEMPT

8. FINANCIAL STATEMENTS REQUIRED
 EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE EMPLOYMENT AND FINANCIAL INTERESTS

9. SUBJECT TO IA ACTION
 YES NO

10. POSITION STATUS
 COMPETITIVE
 EXCEPTED (Specify in Remarks)
 SES (Gen.) SES (CR)

11. POSITION IS:
 SUPERVISORY
 MANAGERIAL
 NEITHER

12. SENSITIVITY
 1 - NON-SENSITIVE 3 - CRITICAL SENSITIVE
 2 - NON-CRITICAL SENSITIVE 4 - SPECIAL SENSITIVE

13. COMPETITIVE LEVEL CO
X22
14. AGENCY USE

15. CLASSIFIED/GRADED BY	OFFICIAL TITLE OF POSITION	PAY PLAN	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A. U.S. OFFICE OF PERSONNEL MANAGEMENT						
B. DEPARTMENT, AGENCY OR ESTABLISHMENT						
C. SECOND LEVEL REVIEW						
D. FIRST LEVEL REVIEW	Patient Representative	GS	0301	9	<i>Zg</i>	4/10/08
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	Patient Rep. (Veteran Advocate)	GS	0301	9		

16. ORGANIZATIONAL TITLE OF POSITION (If different from official title)
Veteran Advocate

17. NAME OF EMPLOYEE (If woman, specify)

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT
Department of Veterans Affairs
A. FIRST SUBDIVISION
Veterans Health Administration
B. SECOND SUBDIVISION
VISN 7

C. THIRD SUBDIVISION
Office of the VISN Director
D. FOURTH SUBDIVISION
E. FIFTH SUBDIVISION

19. EMPLOYEE REVIEW - This is an accurate description of the major duties and responsibilities of my position.

SIGNATURE OF EMPLOYEE (optional)

20. SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made

with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

A. TYPED NAME AND TITLE OF IMMEDIATE SUPERVISOR
Robin Anderson
Robin Anderson, Health System Specialist
SIGNATURE

B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER (optional)
Lawrence A. Biro
Lawrence A. Biro, Network Director (VISN 7)
SIGNATURE

DATE
APR 3 2008

DATE
4-6-08

21. CLASSIFICATION/JOB GRADING CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION
Kevin Jones, VISN 7 HR Officer
SIGNATURE

INFORMATION FOR EMPLOYEES: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

DATE
4/10/08

23. POSITION REVIEW	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
A. EMPLOYEE (optional)										
B. SUPERVISOR										
C. CLASSIFIER										

24. REMARKS
Targeted to GS-11 level.

25. DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES (See Attached)

**ADDENDUM:
STATEMENT OF DIFFERENCES**

**Patient Representative GS-0301-9, Target 11
(Veteran Advocate)**

1. This GS-9 position is a developmental position leading up to the full performance level of GS-11. The duties and responsibilities conform to those given in the GS-11 position description with the exception of the factors discussed below.

2. Knowledge required by the position (Factor 1)

During the developmental period the incumbent must apply knowledge and skill sufficient to handle procedural and factual issues that are covered by applicable guidelines and procedures. He/she will apply concepts, principles and methods sufficient to work independently using conventional procedures and practices that apply to most situations encountered. The incumbent is responsible for providing support to individual veterans and also for identifying and resolving basic issues that prevent veterans from getting the information and services they need and are entitled to.

Factor 1 assessed at FL 1-6 (950 points)

3. Supervisory controls (Factor 2)

The supervisor outlines or discusses possible problem areas and defines objectives, plans, priorities and deadlines. The incumbent independently plans and carries out the assignment in conformance with accepted practices; adheres to instructions, policies, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or findings to the supervisor's attention for direction. The supervisor evaluates and reviews completed work for technical soundness and appropriateness; adequacy of the action and analysis; validity of conclusions drawn; conformity with applicable policies, regulations, and procedures, and adherence to requirements; and feasibility and utility of any proposals.

Factor 2 assessed at FL 2-3 (275 points)