

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **4862-0**
 6. OPM Certification No.

2. Reason for Submission: Redescription New Reestablishment Other

3. Service: Hdqtrs. Field

4. Employing Office Location: **VANCHCS Martinez, CA**

5. Duty Station: **Mare Island, CA**

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 2-Noncritical Sensitive 3-Critical Sensitive 4-Special Sensitive

13. Competitive Level Code

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	GS	340	13	JKH	2/6/06
e. Recommended by Supervisor or Initiating Office	GS	671	13		

16. Organizational Title of Position (if different from official title): **Assistant Capital Asset Manager**

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: **Dept of Veterans Affairs**

a. First Subdivision: **VHA**

b. Second Subdivision: **VISN 21**

c. Third Subdivision: **VISN 21 Office**

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: **Larry Janes**
Capital Asset Manager - VISN 21

Signature: *Larry Janes* Date: **2/6/06**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: _____ Date: _____

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.

Typed Name and Title of Official Taking Action: **John Horton, HRS (Classification)**

Signature: *John Horton* Date: **2/6/06**

22. Position Classification Standards Used in Classifying/Grading Position: **OPM Handbook of Occup Groups + Families**
Adm Analysis GSG

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.

23. Position Review

	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION

ASSISTANT VISN 21 CAPITAL ASSET MANAGER PROGRAM SPECIALIST, GS-340-13

Duties and Responsibilities

The incumbent works as the Assistant VISN 21 Capital Asset Manager (ACAM) assisting the VISN 21 Capital Asset Manager (CAM) in activities relating to the management of all capital assets and capital asset portfolio performance. More specifically, the incumbent is responsible for assisting the VISN 21 CAM in directing a capital program in excess of a billion dollar portfolio to include capital policy (above and below threshold), management of all capital programs (major and minor construction, NRM, equipment, leasing, energy, enhanced-use leasing, enhanced sharing, etc.), asset planning (5-Year Capital Plans), asset lifecycle management (formulation, execution, steady-state, disposal) for VA's official asset classes (owned and leased buildings and land, equipment, and agreements). This includes portfolio management procedures for review and approval mechanisms across the capital asset spectrum and serving as coordinator and liaison with other field and central office components.

Assists the VISN 21 CAM by conducting and assessing capital asset deployment options to meet veteran healthcare needs. Overall goals pursued would be the establishment of a comprehensive capital asset portfolio and managing it in such a way as to balance the existing portfolio of assets with new acquisitions at the right time and in the right manner. The capital portfolio consists of leased and owned buildings, land, agreements (enhanced-use leasing, enhanced sharing, energy outleases), medical and non-medical equipment and information technology. The ACAM is responsible for assisting in the management of these assets throughout their lifecycle to include formulation (planning and selection), execution (acquisition and implementation), steady-state (maintenance) and asset allocations and recommends realignment when necessary. Ensures that capital asset needs are based on the latest workload projections available. Establishes, manages and coordinates VISN needs (including prioritization of VISN capital assets) with other intra-VISN offices for logistics (CLO) and information (CIO), associated staff offices at VISN local (VAMCs, VSSC and with the VHA Capital Asset Management and Planning Service (CAMPS) and the Office of Asset Enterprise Management (OAEM) within the Office of Management (OM).

Assists in the development of VISN program goals and objectives through application of specialized medical space and functional planning methodologies, providing support, through the application of sophisticated budget estimating and value engineering methodologies, to evaluate the various options considered for VA facilities through capital facilities programs. Assists in coordinating all activities with the capital management programs within the VISN, OAEM, and VHA CAMPS, through shared accountability. Assists in managing key operational support for capital facilities and capital planning methodologies pertaining to the functional and space needs for specialized health care. The incumbent assists in playing a critical role in working in collaboration with and in support of strategic health care planning staff, VA and VHA

program officials for the effective and appropriate management, evaluation, and utilization of capital assets to ensure that they are managed appropriately and within Departmental guidelines. In addition, the incumbent assists in establishing VISN-level capital portfolio goals and measures and manages the VISN's vast array of capital holdings to ensure appropriate performance of the overall portfolio.

Assists in establishing and implementing a VISN-wide energy conservation program to ensure compliance with executive orders, requirements of the National Energy Conservation Policy Act, VA directives and other applicable energy regulations, executive orders and guidelines. Ensures the establishment of an energy database, with current, accurate, valid and reliable data. Assists in developing operating procedures that support VA's energy goals. Implements short and long-term energy acquisition strategies and goals to establish initial and subsequent reduced energy consumption baselines, establish and implement water management plans, identifying energy deficiencies and needs, and implementing cost-effective corrective measures and investments to address energy needs and deficiencies. Ensures that annual energy conservation and strategic plans are submitted timely and are accurate. Implements short and long-term energy conservation plans that include the consolidated and coordinated purchasing of all energy commodities, as feasible throughout the VISN.

Serves as the back up to the CAM for VISN-level activities related to the acquisition (in conjunction with the CLO), management, disposal or alternate use plan for the VISN's portfolio of real property capital assets including the VISN Equipment Committee, and VISN committees established to review, evaluate, rank and approve the VISN's proposed initiative for Minor construction, Major construction, enhanced-use leasing, enhanced sharing of space, energy investment initiative, and any other VISN capital asset. Distributes and oversees implementation of Department-wide capital asset policies and directives and establishes VISN-wide policies and directives for below threshold capital assets. Serves as the secondary liaison to VHA Central Office, DoD and other external constituents with regard to capital assets.

The incumbent assists the CAM in coordinating policy and strategy with the VHA Central Office Program Offices and other components to plan and implement activities involving the overall VISN portfolio of capital assets. These must ensure adequate and appropriate investment and performance management activities and ensure linkage of capital asset decisions with strategic goals, including the management of an approved CARES plan.

The incumbent assists the VISN 21 CAM in establishing, monitoring and managing processes and procedures to ensure a formalize a capital approval process with respect to consistent and standardized policies/directives for managing capital assets that fall "below-threshold" and consistent adherence to centrally driven capital asset management guidance/policies/directives for "above-threshold" investments, in conjunction with the VISN CLO and CIO. This includes oversight and assistance with the preparation of Capital Investment Program (CIP) applications for "above-threshold"

investments. The incumbent assists in the management and coordination of the plan for medical equipment over threshold, and non-medical equipment over threshold (greater than \$500,000) with the CLO and CIO. The incumbent is responsible for assisting in the development, coordination and implementation of corrective action plans in order to bring capital assets into compliance and adherence with benchmarks and performance standards. He/she is also responsible for assisting in the development of a five-year VISN Capital Asset Plan that is consistent with and supports the VISN and VHA Strategic Plans. The incumbent will also be responsible for assisting with the development of methodology for ranking of capital assets (major, minor, NRM and equipment) for VAMCs within their respective VISNs and will ensure linkage of the capital asset plan with financial, advance procurement and other facility-level plans. The incumbent is responsible for ensuring appropriate processes and mechanisms are in place to certify capital asset data validity and integrity and that all capital asset data is entered into the appropriate database. Audits of data and records will be completed to ensure the accuracy of information recorded in national databases and corrective action initiated by the incumbent as appropriate. The incumbent has primary responsibility for ensuring data and records are accurate, complete, current, and secure. In addition, the incumbent will be responsible for ensuring that "official" portfolio documentation (site plans, property records, surveys, etc.) are kept in a secure manner.

The incumbent is the assistant to the VISN Capital Asset Manager. As such, he/she is responsible for assisting in the management and coordination of all capital asset activities throughout the VISN with project managers to ensure a smooth flow in planning, formulation, implementation, maintenance and disposal. This includes investment management, asset management, and portfolio management activities (both intra- and interportfolio) for the Network as well as asset life-cycle management processes of formulation (planning and selection), execution (acquisition and implementation) steady-state (maintenance), and disposal (evaluation).

The incumbent ensures that all environmental and cultural resource (preservation) requirements are met and addressed when evaluating capital asset alternatives, with emphasis placed on avoiding adverse impacts to the environment and historic properties.

The incumbent serves as the assistant to the VISN 21 Capital Asset Manger in developing and managing VHA capital program plans to ensure that all VISN capital asset investment decisions reflect the most efficient and effective use of resources to meet VHA short and long term health care needs. Program responsibility will include evaluating and assessing current physical plant needs. Valid capital investment considerations such as workload projections, changes in veteran population and demographics, possible mission realignment decisions, potential impact of market-based service delivery options and the impact of proposed or anticipated capital asset restructuring decisions on the proposed investment impact short and long term decisions on physical plant uses. Therefore, advanced evaluation tools are applied throughout the development and assessment of short and long-term capital asset plans

for health care needs. Activities are also linked to provide a strategic focus for the management and acquisition of VHA capital assets.

The capital investment process is comprised of five steps: planning, formulation, execution, performance management, steady state, and disposal. Planning entails matching capital asset needs to the need for veteran health care services. Formulation consists of the functional development, technical review, and strategic review phases. Execution consists of the confirmation and tracking phases. Execution occurs once funds for approved projects are appropriated. Performance management or, the management in-use phase, is the continuous evaluation of capital assets utilizing system goals. Disposal is the last step of the capital investment process; an exit strategy must be developed for each significant capital asset (those approved through the Department-wide capital investment process).

The incumbent will be responsible for the overall operation of the VISN 21 Emergency Preparedness Program and will represent the VISN 21 CAM at any/all outside agency meetings in that regard. The incumbent of this position will take action to adopt new operational initiatives in the emergency management arena and convince others to adopt them. The incumbent will ensure that each VAMC assists regional, state and local emergency preparedness agencies to prepare for major medical disasters in their areas. The incumbent is responsible to meet assigned responsibilities under the VA/DoD Contingency Plan. The incumbent will be responsible for evaluating the VISN emergency triage processes at the various medical centers to include determining whether patients are/were triaged appropriately.

Areas of DoD and IHS responsibility include: development of joint strategic alliances between the VISN and DoD/IHS principle facilities, identify and collaborate on sharing opportunities and new organizational initiatives. The incumbent must develop written sharing documents, prepare and deliver presentations to multiple groups, and lead project groups that are multidisciplinary in nature. Additionally, databases and quarterly reports will be maintained as required. Projects will often require short turnaround and the development of documents will be collaborated with VISN 21 Directors and staff and VHA HQ staff for concurrence and submittal, respectively.

Work requires many short deadline projects so work hours may be extended as the project requires.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Extensive knowledge of clinical and administrative programs, policies, practices and their interrelationship in a complex health care delivery system.

FACTOR 2: SUPERVISORY CONTROLS

Incumbent is expected to work with minimal supervision. The incumbent is responsible for their own performance and accomplishment of project.

FACTOR 3: GUIDELINES

Guidelines are frequently broad or conflicting. Interpretation of these regulations and policies must be made in such a manner as to ensure that they contribute to accomplishing the mission of VISN 21.

FACTOR 4: COMPLEXITY

The work consists of complex projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs.

FACTOR 5: SCOPE AND EFFECT

The work involves analysis of opportunities and risks, development of plans to implement projects designed to capitalize on opportunities and/or minimize risks, and the ability to present ideas in logical order to diverse groups. The responsibilities of the position are of a very high nature with VISN-wide impact.

FACTOR 6: PERSONAL CONTACTS

Contacts include Executive Management staff from VISN 21, field organizations, VHA program officials, managed care contractors, other federal agencies, congressional offices, etc.

FACTOR 7: PURPOSE OF CONTACTS

The purpose of contacts is to develop opportunities to advance the VA organizations, to influence managers or other officials to accept and implement findings and recommendations.

FACTOR 8: PHYSICAL DEMANDS

Primarily sedentary.

FACTOR 9: WORK ENVIRONMENT

Office setting.

ADP Security

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

Department of Veterans Affairs				
POSITION REPORT		NATURE OF PROPOSED ACTION New	POSITION NUMBER 9862-0	
EXISTING				
CLASSIFICATION TITLE		SCHED.	SERIES	GRADE
ORGANIZATIONAL TITLE			NO. POSITIONS	
NAME OF EMPLOYEE		STATION AND LOCATION Mare Island, CA		
FIRST ORGANIZATIONAL SUBDIVISION Dept of Veterans Affairs		SECOND ORGANIZATIONAL SUBDIVISION VA Sierra Pacific Network		
THIRD ORGANIZATIONAL SUBDIVISION VISN 21		FOURTH ORGANIZATIONAL SUBDIVISION		
PROPOSED				
PROPOSED CLASSIFICATION TITLE Health System Specialist		SCHED. GS	SERIES 671	GRADE 13
PROPOSED ORGANIZATIONAL TITLE Assistant Capital Assets Manager			NO. POSITIONS 1	
EVALUATION SUMMARY				
CLASSIFICATION TITLE Program Specialist		SCHED. GS	SERIES 340	GRADE 13
ANALYSIS AND EVALUATION <i>(Use additional blank sheets if more space is required.)</i>				
References: OPM Handbook of Occupational Groups and Families. Administrative Analysis Grade Evaluation Guide TS-98 August 1990				
<p>Title/Series Determination: The 340 series This series covers all classes of positions the duties of which are to manage or direct, or to assist in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge and ability and when the positions do not require competence in a specialized subject-matter or functional area. The incumbent of subject position assists the VISN 21 Capital Assets Manager by conducting and assessing capital asset deployment options to meet veteran healthcare needs. He/she pursues the establishment of a comprehensive capital asset portfolio and manages it in such a way as to balance the existing portfolio of assets with new acquisitions at the right time and in the right manner. The incumbent is responsible for assisting in the management of these assets throughout their lifecycle to include formulation (planning and selection), execution (acquisition and implementation), steady-state (maintenance) and asset allocations and recommends realignment when necessary. The position is appropriately classified to the 340 series and titled Program Specialist.</p> <p>Classification Determination: Assistant manager positions which share fully in the duties, responsibilities, and authorities of the manager are graded one grade below that of the position to which it reports. This position reports to the Program Manager (Capital Assets Manager), GS-340-14. The position is therefore classified as Program Specialist, GS-340-13.</p> <p>FLSA: Exempt and not subject to duplication.</p>				
EVALUATED BY John G. Horton <i>John G. Horton</i>		DATE 2/6/2006		
TITLE AND/OR ORGANIZATIONAL LOCATION HR Specialist (Classification)				

Replaces VA Form 3963
June 1997R