

# INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

<b>Announcement Number:</b>	<b>2004-173</b>	<b>Opening Date:</b>	<b>10-14-2004</b>	<b>Closing Date:</b>	<b>11-04-2004</b>
<b>Position/Position Number:</b>	<b>LEAD CIVILIAN PAY TECHNICIAN GS-544-8 (#6150A)</b>	<b>Organizational Location:</b>	<b>FINANCE SERVICE Duty Station: Temple ICF</b>		
<b>Salary Range:</b>	<b>GS-8: \$36,626 - \$47,615 per annum (INCLUDES 10.90% LOCALITY COMPARABILITY PAY)</b>	<b>Area of Consideration:</b>	<b>CURRENT PERMANENT EMPLOYEES OF CTVHCS</b>		

**Duties and Responsibilities:**

**Hours of work: 8:00 a.m. – 4:30 p.m., Monday – Friday.** Incumbent is the sole lead payroll employee and is responsible for the full range of payroll duties under an automated system for this facility which also includes the Veterans Canteen Service and the Veterans Outreach Center. Incumbent distributes and balances the workload among employees in accordance with established workflow or job specialization, assuring timely accomplishment of the assigned workload, and assures that each employee has enough work to keep busy. Incumbent reviews personnel actions for proper application of pay regulations and consistency of input for appointments, promotions, pay adjustments, reassignments, awards, and separation. Reviews authorization documents and codes the appropriate date for input into an integrated personnel and fiscal automated system to properly update employee's master records. Such documents include authorizations for changes to direct deposits, health benefits, life insurance, Federal and State taxes, residence and mailing addresses, uniform allowances, union dues, leave group changes, and recurring deductions and allotments, Thrift and Thrift Loan allotments, Post 1956 military service deposits. Performs control point activity duties such as receiving and controlling the routing of all input and output documents processed under the PAID system, and initiates actions to obtain corrected input for rejected data. Incumbent organizes the tasks in Payroll and PAID control point activities to meet all schedules set by the Data Processing Center, Treasury Department, other government agencies, and central and local management, and the accounting section. Incumbent is responsible for the accurate and timely preparation and submission of all payroll reports required by VA, other Federal agencies, state agencies, and financial institutions. Provides facility management with accurate salary information as required. Incumbent reviews time and attendance reports of a diversified workforce of approximately 585 employees covering a variety of types of appointments and employment situations under various pay systems (General Schedule, Federal Wage System, Title 38, Canteen, Fee Basis, Intermittent) with different entitlements to pay, leave, deductions, and benefits based on these pay plans. Incumbent approves leave for a few hours or for emergencies. Incumbent computes, codes, and inputs pay adjustments, including those which may involve transfers between pay systems differing in pay, leave and benefit entitlement. Incumbent is technical advisor to employees on matters of time and leave as they affect pay computations. Incumbent instructs employees in specific tasks and job techniques and makes available written instructions, reference materials and supplies. The incumbent gives on the job training to new employees in accordance with established procedures and practices.

**Qualification Requirements:**

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative Support Positions, available in Human Resources Management Service (HRMS). At the GS-8 level, must have 1 year of specialized experience equivalent to at least the GS-7 level. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position. AT THE GS-8 LEVEL, MUST MEET TIME-IN-GRADE REQUIREMENTS OF ONE YEAR AT THE GS-7 LEVEL IN FEDERAL SERVICE. **It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement.**

**Rating and Ranking:**

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- a. Ability to make decisions and payroll adjustments in accordance with established guidelines.
- b. Ability to interpret laws, regulations, and policies as they pertain to leave, pay and data processing coding procedures.
- c. Ability to plan, organize, and review the work of peers.
- d. Ability to communicate courteously, clearly, and concisely, both orally and in writing, with all types of individuals from varied backgrounds concerning a wide variety of subjects and/or situations.

**How to apply:**

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITHIN SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. Refer all questions to Karen Young, Human Resources Specialist, extension 40311.

**NOTE:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the specialist listed above. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO FACILITY OR MARLIN FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.