

## Chief Business Office



### **A Career in the Chief Business Office**

VA's Chief Business Office (CBO) represents a single accountable authority for the development of administrative processes, policy, regulations and directives associated with the delivery of VA health benefit programs. The CBO works to transform VA into a 21st century organization that is better able to deliver on its promise to care for Veterans and their families. VA recognizes that its success relies on sound business leadership that is people-centric, results-driven and forward-thinking. The CBO is supported by a dedicated, talented staff and is committed to serving Veterans by providing leadership in health care, implementing innovative business solutions, and serving as the pioneer in integrating advanced technology into current business processes.

### **MyCareer@VA**

VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.

## Human Resources

HR professionals guide new hires and develop a workforce that ensures employees are well trained, motivated and ready to deliver critical services. They use analytical skills and technical expertise to address talent management issues, and are experts in hiring, compensating and engaging the workforce. Positions include:

- HR Specialist
- HR Assistant

## Nursing

Nursing employees provide professional, compassionate and effective care to ill, injured or disabled Veterans in a variety of settings (such as hospitals, outpatient clinics, and homes). Positions include:

- Registered Nurse (RN)

## Finance and Accounting

Finance and Accounting professionals ensure the Department's budget is effectively managed and that financial programs are sound and accurately documented. They track expenses and income, develop budgets, process payroll, and oversee financial programs. Positions include:

- Accounting Technician
- Cash Processing
- Medical Reimbursement Technician
- Financial Administration Specialist
- Voucher Examiner
- Financial Management Specialist
- Financial Clerk
- Budget Analyst
- Accountant
- Auditor

## Claims

At the Department of Veterans Affairs (VA), our Claims specialists considerately and professionally ensure that Veterans receive benefits to which they are entitled. Veteran Service Representatives (VSRs) and VA Claims Examiners advise individuals regarding the eligibility of Veterans' benefits. Positions include:

- Contact Representative
- Claims Assistant

## Health Systems Administration

Health Systems Administration employees are responsible for the administrative management of a health care delivery system that may range from a nationwide network that includes many hospitals to a major subdivision of an individual hospital. Positions include:

- Health Systems Specialist

## General Legal and Kindred Administration

General Legal and Kindred Administration employees supervise, lead or perform work that requires legal and kindred administrative knowledge, including two or more specialized functions when there is no established specialty. Positions include:

- Legal Administrative Specialist

## General Administrative and Clerical

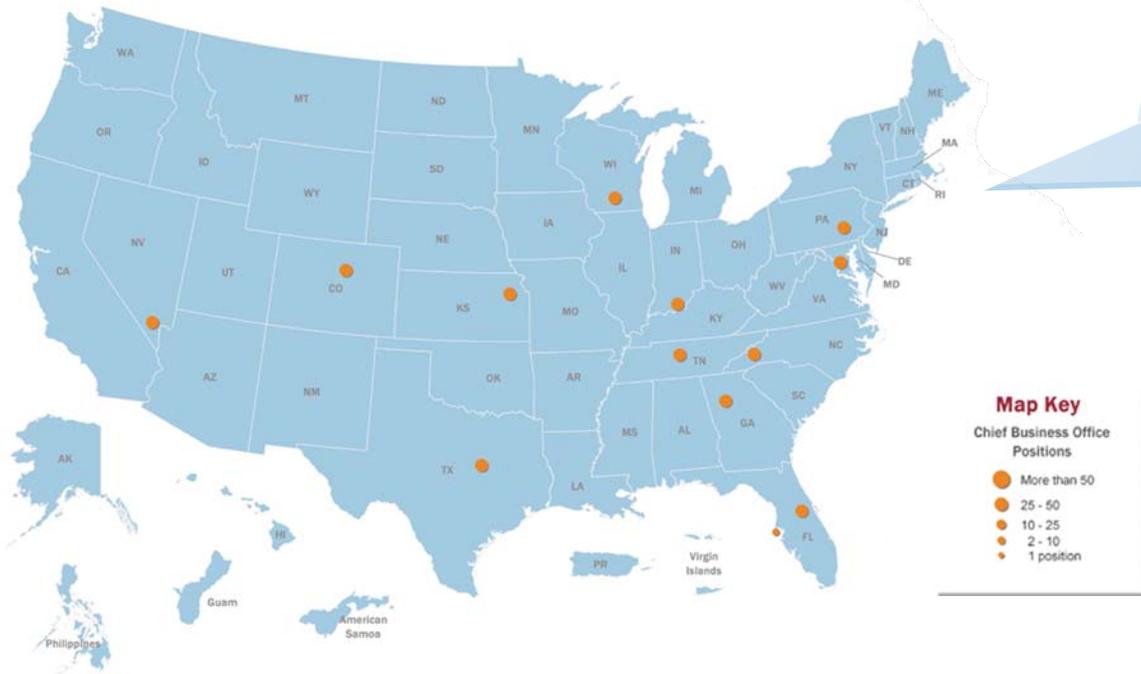
General Administrative and Clerical employees administer, supervise or perform work involved in management analysis, correspondence and secretarial work, and procurement of effective and efficient communications services. Positions include:

- Program Support Clerk
- Program Specialist
- Program Manager
- Management and Program Analyst

## Education and Training

Education and Training employees administer, supervise, evaluate or instruct in a program of training when the requirement of the work is a combination of the practical knowledge of the methods of instruction and the practical knowledge of the subject matter being taught. Positions include:

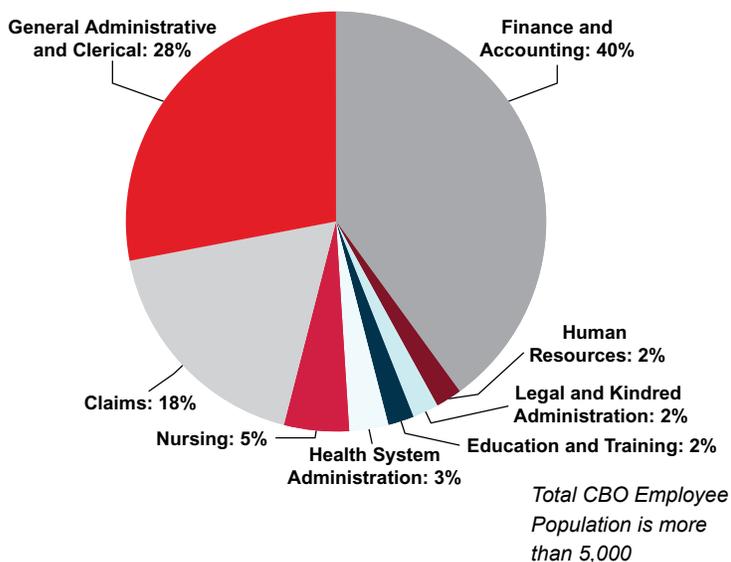
- Instructor



## CBO Job Locations

VA's CBO positions are dispersed across 15 cities within the United States. The top five CBO occupational group geographic locations are Denver, Colo.; Lebanon, Pa.; Sumner, Tenn.; Asheville, N.C.; and Leavenworth, Kan.

## VA CBO Job Distribution



VA's CBO positions come from a diverse array of occupations to provide the subject matter expertise necessary to meet the broad range of needs facing the Department.

## MyCareer@VA Tools and Resources

- Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.