



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. AAO-OC-644	OPENING DATE 01-05-09	CLOSING DATE OPEN CONTINUOUS
POSITION TITLE, SERIES, GRADE AND SALARY Medical Technologist GS-644-5, \$35,135 per annum GS-644-7, \$41,289 per annum GS-644-9, \$49,139 per annum Special Salary Rates Authorized Under 5 USC 5303*	LOCATION AND DUTY STATION PHS Indian Hospital, Albuquerque, NM PHS Indian Hospital, Acoma, NM PHS Indian Hospital, Mescalero, NM PHS Indian Hospital, Santa Fe, NM PHS Indian Hospital, Zuni, NM PHS Indian Health Centers: Dulce, Santa Clara and Taos/Picuris, NM; and Ignacio and Towaoc, CO	

AREA OF CONSIDERATION: ALL SOURCES

RELOCATION EXPENSES: Relocation Expenses will be paid.

CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications/résumés on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF) for a period of six (6) months. Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.
- Positions may be permanent or temporary, term, full-time, part-time or intermittent (work only when called).
- Promotional Potential: Positions may be filled at one of the grade levels listed above. Depending on the specialty and location, some permanent positions have promotion potential.
- The incumbent of this position is subject to call back and/or standby work.
- This announcement is for non-supervisory/non-managerial positions only.
- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed

DUTIES AND RESPONSIBILITIES:

This announcement will be used to fill vacancies as they occur for Medical Technologist positions at Service Units. Provides direct care/services to neo-natal, pediatric, geriatric, adolescent and adult patients. Responsible for the application, modification, adaptation, extension of analytical methods and procedures in the performance of a variety of tests/examinations of human tissue, fluids, and/or other substances in the clinical laboratory. Work assignments are in such specializations as chemistry, microbiology, hematology, immunology, urinalysis, and immunohematology. Performs a wide range of clinical laboratory tests/examinations per requests by medical staff for use in clinical diagnosis, patient screening, monitoring patient therapy and status and other authorized purposes.

COMPETITIVE AND IHS EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Basic Requirements:

A. **Degree:** Medical Technology, chemistry, or biology that included or was supplemented by at least:

- 16 semester hours of biological science of which one course was in microbiology and one course was in immunology. (NOTE: If there is no mention of immunology or immunobiology in the course title, the requirement for a course in immunology may be met by any course that covers the following topic areas: (1) definition and relationships of antigens and antibodies; (2) host-antigen interactions; (3) bursal and thymic influences on lymphoid cells; and (4) humor and cellular response mechanisms.) The remaining biology courses must have been in general biology, zoology, or any of the areas listed below under "Evaluation of Education and Experience;"
- 16 semester hours of chemistry of which one course was in organic or biochemistry. The remaining chemistry courses must have been in general chemistry, qualitative analysis, qualitative chemistry, quantitative chemistry, physical chemistry, analytical chemistry, or any of the areas listed below under "Evaluation of Education and Experience;" and
- 3 semester hours of college mathematics.

OR

B. A full 4-year course of study that included or was supplemented by at least 12 months in a college or hospital-based medical technology program or medical technology school approved by a recognized accrediting organization. The professional medical technology curriculum may have consisted of a one- year post-baccalaureate certificate program or the last 1 or 2 years of a 4-year program of study culminating in a bachelor's in medical technology.

OR

C. A combination of (1) at least 35 semester hours of biological science, chemistry, mathematics as described in paragraph A above; and (2) additional appropriate education and/or experience totaling 4 years. This combination of education and experience must have provided knowledge of the theories, principles, and practices of medical technology equivalent to that provided by the full 4-year course of study described in A or B above. All science and mathematics courses must have been acceptable for credit toward meeting the requirements for a science major at an accredited college or university. Acceptable experience is responsible professional or technician experience in a hospital laboratory, health agency, industrial medical laboratory, or pharmaceutical house; or teaching, test development, or medical research program experience that provided an understanding of the methods and techniques applied in performing professional clinical laboratory work. Certification/licensure as a medical technologist (generalist) obtained through written examination by a nationally recognized credentialing agency or State-licensing body is a good indication that the quality of experience is acceptable.

Candidates for positions involving highly technical research, development or similarly complex scientific functions must have completed the full 4-year course of study described in A or B above.

Evaluation of Education and Experience: The four major areas of clinical laboratory science are microbiology, clinical chemistry, hematology, and immunohematology (blood banking). Qualifying course work in these areas includes bacteriology, mycology, mycobacteriology, tissue culture, virology, parasitology, endocrinology, enzymology, toxicology, urinalysis, coagulation, homeostasis, cell morphology, immunology, serology, immunoserology, immune-deficiency, hemolysis, histocompatibility, cytogenetics, and similar disciplines or areas of laboratory practice.

Related fields include physiology, anatomy, molecular biology, cell biology, embryology, pathology, genetics, pharmacology, histology, cytology, nuclear medicine, epidemiology, biostatistics, infection control, physics, statistics, and similar areas of science *where the work is directly related to the position to be filled.*

For positions above grade GS-5, experience or graduate education must have been in (1) the general field of medical technology, (2) one of the disciplines or specialized areas of medical technology, or (3) a field directly related and applicable to medical technology or the position to be filled.

Work study experience in a clinical laboratory as a student medical technologist in a CAHEA-accredited education program may be credited on a month-for-month basis toward meeting the GS-7 specialized experience requirements. (NOTE: A typical program comprises 12 consecutive months of professional study, including didactic and practical instruction. Approximately 6 to 7 months are devoted to lectures, laboratory study, demonstrations, and seminars covering theory and technique in clinical laboratory science. The other 5 to 6 months are devoted to clinical laboratory rotations. It is the latter, i.e., the period(s) of supervised work experience in a service laboratory that may be credited as work study experience.

Additional Experience and Education Requirements for GS-7 and above:

GS-7: Candidates must have had 52 weeks of specialized experience equivalent to at least GS-5 **OR** 1 year of graduate level education or superior academic achievement.

GS-9: Candidates must have had 52 weeks of specialized experience equivalent to at least GS-7 **OR** 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.

Specialized Experience: Experience performing clinical laboratory tests, confirming test results and developing data to be used by physicians in determining the presence and extent of disease. The types of experience which will be credited are shown above under "Duties and Responsibilities."

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 2 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Knowledge of principles, concepts and techniques of medical technology.
2. Ability to operate and maintain laboratory instruments and equipment.
3. Knowledge of laboratory quality control, quality improvement, QA programs, safety procedures and infection control.
4. Knowledge of patient test management.
5. Ability to communicate orally and in writing.
6. Knowledge of and familiarity with the standards of qualification, certification and accreditation of hospitals, clinics and health centers.
7. Knowledge of laboratory computer systems.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply for **permanent** positions as an

MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility

Reasonable Accommodations: 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 Shirley Toribio, (505) 248-4987. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be received at the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110
(505) 248-4510

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquires, contact Shirley Toribio, Human Resources Specialist, 505-248-4987.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- Addendum to OF-306, Indian Health Service Child Care and Child Care Worker Positions Statement
- Applicants **must** submit a copy of college transcripts to meet positive education requirements. **Official transcripts will be required prior to entry on duty.**
- Geographic Availability form for Albuquerque Area IHS medical facilities.
- See **'HOW TO APPLY'** on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

GEOGRAPHIC AVAILABILITY FORM

Please place an **X** next to those locations for which you wish to be considered. These are the Hospitals/Clinics that are located within and serviced by the Albuquerque Area Indian Health Service.

Acoma/Canoncito/Laguna Hospital
 Laguna Clinic
 Tohajilee Clinic

Santa Fe Hospital
 Santa Clara Clinic
 Cochiti Clinic
 Santo Domingo Clinic
 San Felipe Clinic

Albuquerque Hospital
 Santa Ana Clinic
 Zia Clinic

Southern Colorado Ute
 Ignacio Clinic
 Towaoc Clinic

Mescalero Hospital

Taos Picuris Health Center

Dulce Health Center

Zuni Hospital

WORK SCHEDULE

Indicate your availability for employment:

Appointment Type	YES	NO
Permanent		
Full-Time		
Intermittent		
Term		

Appointment Type	YES	NO
Temporary		
Less than 1 month		
1 to 4 months		
5 to 12 months		

Rotating/Shift Work	YES	NO
Weekends		
Evenings		
Nights		

Grade/Pay – The position must pay at least \$ _____ per _____ (year, month, day or hour) or be at least a grade _____.

When will you be available for work? _____ (month and year).

Signature

Date

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.

Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf	Résumé or Other written application format with information requested below.
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If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

- **JOB INFORMATION**
Announcement number, title and grade of the job for which you are applying.
- **PERSONAL INFORMATION**
Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).
Social Security Number.
Country of citizenship.
- **EDUCATION**
High School (name, city, state, ZIP code if known), and date of diploma or GED.
College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).
To obtain educational credit, applicants must submit a copy of all college transcripts.
- **WORK EXPERIENCE**
Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.
Highest federal civilian grade held (give job series and dates held)
Work experience (paid and unpaid)
Job title (include series and grade if federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and telephone number
Starting and ending dates (month and year)
Hours per week
Salary
Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**
Give dates but do not send documents unless requested
Job related training courses
Job related skills, i.e., computer software/hardware, tools, typing speed
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)
Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERANS PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure and/or Certifications 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.