DEPARTMENT OF HEALTH AND HUMAN SERVICES

# NAVAJO AREA INDIAN HEALTH SERVICE

**THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT**

**VACANCY ANNOUNCEMENT**
NAO-08-MPP/ESEP-M

**OPENING DATE**
10-01-07

**CLOSING DATE**
OPEN CONTINUOUS

**POSITION:** Environmental Engineer

**GRADE/SALARY:**
GS-819-05, *$33,309 - $40,995 per annum
GS-819-07, *$41,262 - $50,784 per annum
GS-819-09, *$50,470 - $62,116 per annum

**SPECIAL RATES AUTHORIZED UNDER 5 U.S.C. 5303*

**LOCATION AND DUTY STATION:**
Navajo Area Office, Window Rock, AZ
PHS Indian Hospital, Chinle, AZ
PHS Indian Hospital, Crownpoint, NM
PHS Indian Hospital, Fort Defiance, AZ
PHS Indian Hospital, Gallup, NM
PHS Indian Health Center, Kayenta, AZ
PHS Indian Hospital, Shiprock, NM
PHS Indian Hospital, Tuba City, AZ
PHS Indian Health Center, Winslow, AZ

**AREA OF CONSIDERATION**: NATIONWIDE

**NUMBER OF VACANCIES:** Applications are being accepted from all interested parties, regardless of where they may reside, for placement in the Competitor Inventory for future referral when vacancies occur. Position may be permanent or temporary, full-time, part-time or intermittent (work only when called). SEE "How to Apply" for submission of information. If an initial or original appointment to a temporary or term appointment is made from this vacancy announcement, the original action or appointment could be extended **without** further announcement of the position.

**PROMOTION POTENTIAL**: Positions may be filled at one of the grade levels listed above. Depending on the location some permanent positions have potential to the GS-07 or GS-09.

**TRAVEL/MOVING:** RELOCATION EXPENSES WILL BE PAID FOR ELIGIBLE EMPLOYEES.

**DUTIES**: Includes carrying out the implementation of the programs which includes acquisition and construction of potable water sources, design and construction of domestic water supply, sewage treatment and solid waste facilities. Monitoring of construction activities; water resources management or planning; and provision of technical consultation on a variety to environmental topics to various tribal groups or other entities. Assignments include the responsibility for technical adequacy of plans, designs and specifications for new construction or the modification of existing sewage treatment, water distribution, water source, storage facilities, pumping equipment and controls for various projects. Performs all engineering computations necessary for all components of water wells, pumping equipment, water treatment facilities, rate storage and distribution systems, and for sewage collection lift stations, force mains, and sewage treatment and disposal facilities. Reviews plans, specifications and estimates of architect-engineers, other government agencies, and contractors to assure that adequate technical, economical and construction considerations are properly addressed. Makes specific recommendations for changes to proper authority. Acts as the contracting officer's representative on construction and supply contracts. Performs other duties as assigned.

**YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**BASIC REQUIREMENTS:**

A. Candidates must show successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in professional engineering. To be acceptable, the curriculum must:
   (1) Be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or
   (2) Include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and

properties of materials [illegible]ting particle and aggregate structure to prope[illegible]); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics. OR

B. Combination of Education and Experience - college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering.

The adequacy of such background must be demonstrated by one of the following: (1) Professional Registration; or (2) Written Test (Engineer-in-Training); or (3) Specified Academic Courses; or (4) Related Curriculum.

In addition to meeting the basic qualification requirements, applicants must have either specialized experience or directly related education in the amounts shown below:

| GRADE | EDUCATION | OR SPECIALIZED EXPERIENCE |
|---|---|---|
| GS-07 | 1 year of graduate-level education to or superior academic achievement. | 52 weeks equivalent to at least GS-05 |
| GS-09 | 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree. | 52 weeks equivalent to at least GS-07. |

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. "Examples of the type of experience which will be credited are shown above under "Description of Duties."

**SELECTIVE PLACEMENT FACTOR:** NONE.

**TIME-IN-GRADE REQUIREMENTS:** Candidates must have completed at least 52 weeks of service at the GS-5 to qualify for the GS-07; and at least 52 weeks of service at the GS-07 to qualify for the GS-09 level.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the date certificate is issued.

**CONDITION OF EMPLOYMENT:** Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit for any Area Office position, which requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** 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 agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**NOTE:** Refer to OPM Operating Manual Qualification Standards Handbook, Series GS-819 for complete information. Substitution of education for experience will be made in accordance with those standards. Fore more complete information, contact your servicing Personnel Office. **IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING OFFICIAL TRANSCRIPTS.**

**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 Federal Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

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 eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from 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.

Veteran's Preference: 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.

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## INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

## INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

   A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
      1. Received a specific RIF separation notice; or
      2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      3. Retired with a disability and whose disability annuity has been or is being terminated; or
      4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
      5. Retired under the discontinued service retirement option; or
      6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

   OR

   B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successfully or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required

documentation, etc.).

6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your application, provide a narrative statement which describes fully all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibilities.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to Perform the Technical Aspects of the Job.
2. Ability to Communicate in Writing.
3. Ability to Plan, Organize and Set Priorities.
4. Ability to Investigate, Analyze, and Solve Problems.
5. Ability to Communicate Orally.
6. Ability to Effectively Utilize Personnel and Technical Resources.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

A copy of an official **Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS", Form 4432**, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

**NOTE: "Declaration for Federal Employment" (OF-306) and Addendum** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **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.**

**HOW & WHERE TO APPLY:** All applicants must submit one of the following to the Navajo Area Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, Arizona 86515-9020: FOR MORE INFORMATION, CONTACT ANGELA SEGAY, HUMAN RESOURCES SPECIALIST AT 928/871-1421.

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. *Resume; or
4. *Any other written application format; PLUS Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held);
8. High school - Name, City, State (zip code if known), and date of Diploma or GED.
9. Colleges and 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). (Attach Transcripts);
10. Work Experience (paid and nonpaid) - Job, Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month/year), Hours/Week, and Salary.
11. Indicate if we may contact your current Supervisor;

12. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC MAIL.**

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

**ADDITIONAL SELECTION:** Additional or alternate selections may be made within 90 days of the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained by submitting official transcripts and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps applicants are also required to submit proof of Indian Preference such as proof of possession of the appropriate license.

**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS is an Equal Opportunity Employer.

**SELECTIVE SERVICE CERTIFICATION:** 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.

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Angela Segay 09/28/07

HUMAN RESOURCES CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-08-MPP/ESEP-M. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Environmental Engineer, GS-819-5/7/9

1. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB. The person in this position must have the ability to plan, design and implement the programs which includes acquisition and construction of potable water resources, design and construction of domestic water supply, sewage treatment and solid waste facilities. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO COMMUNICATE IN WRITING. The person in this position should be able to express him/herself in writing clearly and concisely. Also the ability to know what is required in a response and the flexibility to adapt the communication to the situation and audience. The person in this position will be required to prepare a wide variety of written reports. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO PLAN, ORGANIZE AND SET PRIORITIES. The person in this position should have the ability to accomplish the objectives of an organization or segment of an organization through planning, organizing, and prioritizing work assignments to utilize available resources in the most efficient manner. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO INVESTIGATE, ANALYZE, AND SOLVE PROBLEMS. The person in this position should have the ability to thoroughly investigate complicated problems, situations, objectively analyze relevant information gathered and devise acceptable solutions. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. ABILITY TO COMMUNICATE ORALLY. The person in this position should be able to diplomatically explain required procedures relative to agency policy and regulations. In this regard he/she must exercise mature judgment in use of oral communication with diverse individuals. This includes the ability to meet and deal persuasively with a variety of people including superiors, peers and subordinates in both the public and private sector. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

6. ABILITY TO EFFECTIVELY UTILIZE PERSONNEL AND TECHNICAL RESOURCES. The person in this position must have the ability to recommend and monitor project activities, and be able to reconcile competing demands for resources by effectively balancing priorities to achieve acceptable progress on projects. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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## CERTIFICATION

I CERTIFY that all of the statement made in the above questionnaire are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

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Signature of Applicant Date