DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT
NAO-08-DH-S

OPENING DATE
10-01-07

CLOSING DATE
OPEN CONTINUOUS

POSITION:
Environmental Health Specialist

GRADE/SALARY
GS-601-05, $28,862 - $37,519 per annum
GS-601-07, $35,752 - $46,478 per annum
GS-601-09. $43,731 - $56,849 per annum

AREA OF CONSIDERATION: NATIONWIDE

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

NUMBER OF VACANCIES: Applications are being accepted from all interested parties, regardless of where they may reside, for placement in the Applicant Supply File 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: Assists in the development, implementation, and supervision of a comprehensive environmental health services program in NAIHS service units . Implements environmental evaluation activities, analyzes results, identifies risk factors, compares results to existing standards, codes and regulations and makes recommendations to reduce risk factors. Evaluates community water supplies, wastewater treatment facilities and solid waste disposal sites. Compares findings with requirements of the Safe Drinking Water Act, Clean Water Act, Resource Conservation and Recovery Act, and Toxic Substances Control Act. Makes appropriate recommendations. Provides environmental evaluations of food service facilities (Tribal, commercial, CIA, PHS). Compares results to tribal codes. Conducts environmental evaluations of institutional facilities such as schools, preschools and health care facilities. Analyzes the policies and procedures used by institutions in the areas of Life Safety, infection control, safety management, industrial hygiene and operation and maintenance. Make recommendations to officials on how to improve policies and procedures. Implements service unit plague surveillance activities, which include collection of rodent fleas, blood or carcass samples, carnivore sera, and directs observation of rodent ecosystems for any significant shifts in activity. Conducts other evaluation activities as deemed necessary for the protection of public health. Assists in gathering epidemiological information, interpreting data, writing reports and making conclusions for the purpose of establishing environmental health priorities. Conducts injury surveillance activities, evaluates data and makes recommendations to appropriate officials on reducing or eliminating injury risk factors. Conducts epidemiological investigations involving outbreaks of diseases and/or injuries to limit the spread and prevent future cases. Performs other duties as assigned.

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

BASIC REQUIREMENTS: Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor' or higher degree, which included a major study in an academic field relating to environmental health sciences.

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

GRADE	EDUCATION	SPECIALIZED EXPERIENCE
GS-07	1 year of graduate-level education 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.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet 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-601 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: Applications will be accepted from NON-STATUS APPLICANTS (those individuals who have never held a career or career conditional appointment in the Federal Service) and will be evaluated under competitive OPM register procedures.

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

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 work independently.
2. Ability to prioritize work assignments and meet deadlines.
3. Ability to apply environmental health principles to food services establishment, institutions, and sanitation facilities.
4. Ability to gather and organize epidemiological data for reports.
5. Knowledge of English grammar, spelling, punctuation, and required format.
6. Ability to review and evaluate blueprint drawing.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

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.

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-DH-S. 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 Health Specialist, GS-601-5/7/9

1. ABILITY TO WORK INDEPENDENTLY. The person in this position should have the ability to work with minimal supervision. This also includes dependability since the person in this position will be solely responsible for accomplishing much of the work effort in the assigned area. What in your background shows you possess this ability?

What was the duration of this activities?

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

2. ABILITY TO PRIORITIZE WORK ASSIGNMENTS AND MEET DEADLINES. The person in this position must effectively anticipate workload demands, establish the manner in which available resources will be utilized, and schedule performance to best ensure that all requirements are met in a timely fashion, and also have the ability to complete assignments under the pressures of changing conditions and short deadlines. What in your background shows you possess this ability?

What was the duration of this activity?

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

3. ABILITY TO APPLY ENVIRONMENTAL HEALTH PRINCIPLES TO FOOD SERVICES ESTABLISHMENT, INSTITUTIONS, AND SANITATION FACILITIES. The person in this position must understand and effectively apply appropriate sanitation principles in Food Services Establishments, institutions, and sanitation facilities. What in your background shows you possess this ability?

What was the duration of this activity?

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

4. ABILITY TO GATHER FACTS AND ORGANIZE DATA FOR REPORTS. The person in this position must have the ability to retrieve information from records and files, and/or compile information for reports required or requested information. What in your background shows you possess this ability?

What was the duration of this activity?

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

5. KNOWLEDGE OF ENGLISH GRAMMAR, SPELLING, PUNCTUATION, AND REQUIRED FORMAT. The person in this position should be able to recognize and make proper use of the English language, including spelling, punctuation and grammar. 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 REVIEW AND EVALUATE BLUEPRINT DRAWING. The person in this position must have the ability to read and evaluate blueprints and/or other industrial drawings to determine if construction/installation meets food service sanitation requirements. 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.)

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.

_____

Signature of Applicant Date