DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT:
GA-08-MPP/ESEP-023

OPENING DATE:
03-26-2008

CLOSING DATE:
Open until Filled

POSITION:
DENTAL OFFICER (Pedodontics)

LOCATION AND DUTY STATION:
Division of Clinical Services
Dental Services Branch
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY:
GS-0680-12 - $82,721 ~ $100,037* PER ANNUM
*Special Rate under 5USC 5305

NUMBER OF VACANCIES:
One (1): PCN: 206811

APPOINTMENT
Permanent

WORK SCHEDULE
Full Time

AREA OF CONSIDERATION
DHHS Wide

PROMOTION POTENTIAL
No known potential

SUPERVISORY/MANAGERIAL
No supervisory responsibility

HOUSING
None, private housing only

TRAVEL/MOVING
May be paid for eligible Employees

DUTIES: This position is located in the Dental Services Branch. The purpose of this position is to provide clinical and administrative support for the treatment of children. The position supports the delivery of specialty care and operating room procedures for children and special needs patients. The incumbent acts as a Pediatric Specialist Dental Officer and provides clinical and administrative services such as sedations, stainless steel crowns, restorative procedures, with behavior management in a 24 chair Dental Clinic. Provides direct pediatric care for dental clinic patients. Responsible for treating patients both in the clinic and in the operating room and providing pre-operative, operative, and post operative care. Incumbent will obtain consultation services in other specialty areas as appropriate for cases requiring a team approach. Treat assigned Emergency or walk-in patients of all ages. Complete work assignments for program planning and patient or procedure tracking. Complete Quality Assurance/Performance Improvement Reports as requested. Maintain clinical/administrative studies for the care of pediatric patients. Assist with special purchase, grants, prevention studies/programs concerning pediatric patients. Functions as the NAIHS Pediatric Dental Consultant and as an administrator in the development, implementation, and evaluation of pediatric dental programs based on the objectives of the overall IHS dental program. Contributes to the establishment and input from other NAIHS pediatric dentists. Conducts special surveys on Indian groups in order to secure baseline information related to the pediatric dental services they require. Conducts research in the program application of this clinical specialty. Develops specific staff training programs in Pediatric Dentistry as required. Provides direct care in Pediatric Dentistry for all dental patients as required on demand and referral basis with the Area and from without on a limited basis. Performs other duties as assigned.

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

BASIC REQUIREMENTS: ***Education:*** Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school. ***Licensure:*** Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico.

Applicants who meet the basic requirements qualify for a GS-11.

IN ADDITION TO THE BASIC REQUIREMENTS: For the GS-680-12, applicants must have one of the following types of experience and/or training.

- Post-licensure professional experience in the general practice of dentistry.
- Approved internship training.
- Approved residency training.
- Graduate-level study in an accredited dental school.
- Post-licensure professional experience in a specialized area of practice.
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

For specialist positions, experience and/or training must clearly establish the applicant's status as a specialist Agencies should review the applicant's experience to determine the types and difficulty of the cases dealt with, the level of knowledge and understanding of the specialization regularly required, the degree of diagnostic skills and treatment planning ability involved, and the pertinent graduate study acquired.

For GS-12: Two years of professional dentistry experience and/or training or superior academic ability defined as that demonstrated by an intern, who on the basis of an evaluation of all interns who have completed training in the same hospital or in the same kind of internship program over the past 5 years, would fall into the upper half of the group.

Medical Requirements: Applicants must be able to distinguish shades of color.

Selective Placement Factor: Each PHS dentist must possess and maintain a current, valid dental license in a State. Applicants must meet this requirement prior to employment. *Please submit a copy of your current licensure with your application.*

Time-In-Grade Requirements: Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-11 level to qualify for the GS-12 grade level.

Positive Education Required: YES **Licensure Required:** YES

Legal and Regulatory Requirements: Candidates must meet time-after competitive appointment time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

Conditions of Employment: Incumbent may be called for services at other than routine clinic hours and may be occasionally called upon for general dental duties.

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 or 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.

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NOTE: **Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series GS-680 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office. TO OBTAIN EDUCATIONAL CREDIT, APPLICANTS MUST SUBMIT OFFICIAL TRANSCRIPTS.**

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WHO MAY APPLY:

MERIT PROMOTION PLAN(MPP) CANDIDATES: Applications will be accepted from status eligible (e.g., reinstatement eligible 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.

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.

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, or those with a 30% or more compensable service-connected disability.)

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 current IHS excepted appointment (with no timelimits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted 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. Meets 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 or Title 5 United States Code.

2. By 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 successful 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 selected factors, qualify ranking factors, physical requirements with reasonable accommodations and is able to satisfactory perform the duties of the position upon entry.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston Standard or Civil Service Standard, if no Preston Standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied these positions.

In addition, Commissioned Officer applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, these applicants must provide specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Officer applicants may also be required to submit proof of Indian Preference and attach possession of the appropriate license.
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EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, and Letters of commendations, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes 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 responsibility.

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 present information clearly and concisely to groups.
3. Ability to exercise tact and diplomacy in meeting and dealing with a variety of individuals by telephone and in person.
4. Skill in handling patients with behavioral problems.

(See attached Supplemental Questionnaire for definitions)

NOTE: Form OF-306 "Declaration for Federal Employment" and Addendum to OF-306 (Child Care and Indian Child Care Worker Position), **BOTH** forms 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 these two questions 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.***

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

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HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the Gallup Indian Medical Center, Human Resources Office, 217 Marguerite Street, or P.O. Box 1337, Gallup, NM 87305. For information regarding this Vacancy Announcement, contact Irene Benallie at (505) 726-8720.

1. **OF-612, Optional Application for Federal Employment;**
2. *Resume: OR
3. *Any other written application format;

A copy of an Official Bureau of Indian Affairs Certification, BIA Form 5-4432, 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 5-4432, but state that such documentation is contained in their Official Personnel Folder.

***INFORMATION REQUIRED ON 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 (College and Universities) and #10 (Work Experience) would 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 the position.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with Zip Code) day and evening phone numbers (with Area Code);
3. Social Security Numbers:
4. Country of Citizenship;
5. Veterans' Preference Certification – DD-214, indicating discharge and/or SF-15 if claiming 10 points. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of latest SF-50 Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grades held (give series and dates held);
8. ***High School***: Name, City, State (zip code, if known), and date of Diploma or GED;
9. ***College and Universities:*** Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show Total Semester or quarter-hours earned). Official Transcript must be attached in order for credit to be given;
10. ***Work Experience*** (paid and non-paid) – Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, **starting and ending dates (month and year), hours work per 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 resumes.

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 VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.

Additional Selections: Additional or alternate selections may be made within 90 days of the date of the certificate 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 (Title 25 U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service 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. Promotions or appointments will not be based on personal relationship or other types of personal favoritism or patronage.

/S/ Irene Benallie
PERSONNEL CLEARANCE

03/21/2008
DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **GA-08-MPP/ESEP-023**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON SF-171 AND SUPPLEMENTAL STATEMENTS.

SUPPLEMENTAL QUESTIONNAIRE
DENTAL OFFICER (Pedodontics), GS-0680-12

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** This is the ability to successfully deliver the latest skills and techniques in pediatric dental services that meet infection control standards established by the Joint Commission for the Accreditation of Healthcare Organizations (JCAHO). 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 PRESENT INFORMATION CLEARLY AND CONCISELY TO GROUPS.** This is the ability to express oneself in a clear, concise manner to a variety of individuals and groups for the purpose of giving and receiving information. 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 EXERCISE TACT AND DIPLOMACY IN MEETING AND DEALING WITH A VARIETY OF INDIVIDUALS BY TELEPHONE AND IN PERSON.** This includes the ability to establish positive interpersonal relations by exercising tact and diplomacy with a wide variety of individuals and officials, including superiors, peers, and others within and outside the organization with whom the individual or superior must deal. 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. **SKILL IN HANDLING PATIENTS WITH BEHAVIORAL PROBLEMS.** This is the ability to skillfully deal with the behavior management of infants, young children, and special needs patients. This includes the ability to gain the support of parents and caregivers which is essential to the success of this position. What in your background shows you possess this skill?

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 statements 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