DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT	OPENING DATE	CLOSING DATE
NAO-08-MPP/ESEP-I	05-06-2008	12-31-2008

POSITION TITLE
Optometrist

GRADE AND SALARY*
GS-662-09, $45,040 - $58,557 Per Annum
GS-662-11, $54,494 - $70,843 Per Annum
GS-662-12, $65,315 - $84,913 Per Annum

*Other additional compensation which an Optometrist may be eligible for are Relocation Incentive (maximum of 25% of base pay); Renewal of Retention Incentive (maximum of 25% of base pay when necessary); Travel and relocation at Government expense for change in duty station.

LOCATION AND DUTY STATIONS: ARIZONA: Chinle, Fort Defiance, Kayenta
NEW MEXICO: Crownpoint, Gallup, Tohatchi, Shiprock

AREA OF CONSIDERATION: Nationwide.

NUMBER OF VACANCIES: **Applications are being accepted from all interested applicants, regardless of where they reside, for placement in the Competitor Inventory for future referral when vacancies occur.** Positions may be permanent or temporary, full-time, part-time or intermittent (work only when called). Refer to "HOW TO APPLY" for application process and 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 type of appointment and location, some permanent positions have promotion potential to the GS-11 or GS-12.

DUTIES: Examines, diagnoses and performs specific optometric treatment for conditions of the vision system. Examines vision, eye, and related structures to determine the presence of vision anomalies, diseases, and/or other abnormalities. Treats, by prescribing and adapting spectacle lenses, contact lenses, optical aids, etc. Refers patients to other health professionals for further diagnosis and treatment. May specialize in child school vision screening, child learning problems, geriatric eye care, rehabilitation of the partially sighted, environmental vision/eye screening and research program. 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: *EDUCATION:* Degree – Doctor of Optometry (O.D.) accredited by the Council on Optometric Education. *LICENSURE:* Current license to practice optometry in a State, the District of Columbia, or a territory is required, except for those research positions that do not entail patient care responsibilities.
Applicants who meet the basic qualifications qualify for GS-9.

IN ADDITION TO THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional optometrist experience equivalent to the GS-9 to qualify for the GS-11; and 52 weeks to the GS-11 to qualify for the GS-12.

Graduate education may be substituted for experience in accordance with the OPM Qualification Standards for General Schedule positions.

SELECTIVE PLACEMENT FACTOR: Each PHS Optometrist must possess and maintain a current, valid Optometrist license in a State. Applicant must meet this requirement prior to employment. ***Please submit a copy of your current licensure with your application.***

TIME-IN-GRADE REQUIREMENTS: Candidates must have completed at least 52 weeks of service at the GS-7 level to qualify for the GS-9 level; at least 52 weeks of service at the GS-9 level to qualify for the GS-11 level; and at least 52 weeks of service at the GS-11 level to qualify for the GS-12 level.

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

CONDITION OF EMPLOYMENT: Immunization Requirements - 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.

NOTE: Refer to OPM Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standard, Series GS-662, for complete information. Substitution of education for experience will be made in accordance with those standards. Please include official transcripts with your application. For more complete information, contact your Servicing Personnel Office. **EDUCATION MAY NOT BE SUBSTITUTED FOR THE REQUIRED SPECIALIZED EXPERIENCE AT THE GS-12 GRADE LEVEL.**

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 Federal Service who are entitled to Indian Preference.

Status applicants may apply 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 for Federal Employment or Resume, whether their application is submitted under the IHS Excepted 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.

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 exits. 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 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 announcement, these applicants must submit specific information related to any knowledge, skills and abilities which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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 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 selection 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 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 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 the 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. Knowledge, skill and ability to independently diagnose and treat eye health problems and deal with related systemic conditions.
2. Ability and skill to analyze, plan, and organize.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Navajo Region Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, Arizona 86515-9020. For more information contact: Ida Mark, Human Resources Specialist, at 928/871-1432.

1. OF-612, Optional Application for Federal Employment; **OR**
2. SF-171, Application for Federal Employment; **OR**
3. *Resume; **OR**
4. *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.

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 to OF-306** 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 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.**

***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. 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 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 BY FAX.

NOTE: Applicants 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, Education, Training and/or Experience.

ADDITIONAL SELECTIONS: 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 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.

HUMAN RESOURCE CLEARANCE: *Ida Mark* DATE: *05-05-2008*

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

SUPPLEMENTAL QUESTIONNAIRE
OPTOMETRIST, GS-662-9/11/12

1. KNOWLEDGE, SKILL, AND ABILITY TO INDEPENDENTLY DIAGNOSE AND TREAT EYE HEALTH PROBLEMS AND DEAL WITH RELATED SYSTEMIC CONDITIONS. This is knowledge, skill and ability to independently diagnose eye health problems, plan and provide preventive and restorative treatment. This includes knowledge, skill and ability to perform and/or supervise clinical diagnostic tests with standard clinical instrumentation, interpret patient history, symptoms, clinical data and responses correctly, determine correct diagnoses and formulate and administer management plans. This also includes the ability to communicate effectively to patients and others and understanding of respective conditions and recommended treatments verbally and in writing. What in your background shows you possess this knowledge, skill and ability?

What was the duration of these activities?

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

2. ABILITY AND SKILL TO ANALYZE, PLAN, AND ORGANIZE. This is the ability and skill to analyze, plan, organize and work with minimal supervision to resolve problems and address programmatic needs with little or no assistance. This includes the ability to address multiple issues simultaneously, work with others as a team member, arrive at conclusions, and to use initiative while being dependable, creative and versatile in a variety of situations. What in your background shows you possess this ability and skill?

What was the duration of these activities?

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

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 (Sign in Ink) _____ Date _____