



Department of Health and Human Services  
Public Health Service  
Indian Health Service



## Vacancy Announcement

Announcement No.: **IHS-OCA-08-08**  
Opening Date: **July 1, 2008**  
Closing Date: **December 31, 2008**  
Area of Consideration: **Government Wide**  
(Any Qualified Indian Candidates)

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**INDIAN PREFERENCE POLICY:** *The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.*

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**POSITION TITLE, SERIES, GRADE:**

Pharmacist  
GS-602-11

**OFFICE LOCATION:**

Bemidji Area IHS facilities

**Salary Range:**

GS-11: \$64,198 - \$78,643

(May be adjusted on Present/Former Federal employees)

**\*Special Salary Rates Authorized Under 5 USC 5303**

**Compensation in addition to the above base salary may be available**

**Duty Station:**

Red Lake Indian Health Service, Red Lake, MN  
White Earth Indian Health Service, Ogema, MN  
Cass Lake Indian Health Service, Cass Lake, MN  
and all other facilities within Bemidji Area

**Number of Vacancies:** **Position to be filled as vacancies occurs.** 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/resumes on a year round basis and eligible qualified applicants are placed in the applicant supply file (ASF) for a period of six (6) months. This announcement may be used to fill jobs with multiple appointment terms: permanent, temporary, or term.

Your application will be included in the file of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills and or job preferences

Applications that are complete in accordance with the outlined Agency application procedures will be referred to fill any current and/or future vacancies.

*These positions are also being filled through Office of Personnel Management's Government-wide Direct Hire Authority (DHA) for this occupation and are open to all U.S. Citizens. The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three," Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply. **Applicants who wish to be considered under DHA need***

**to indicate this on their application.**

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Positions may be permanent, temporary, term, full-time, part-time or intermittent.

Promotion potential: Position may be filled at one of the grades levels listed above. These positions have no known promotional potential.

Incumbents of these positions are Subject to call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled

Position is neither supervisory nor managerial

Travel and relocation expenses may be paid in Accordance with Federal Regulations. Payment of relocation expenses will be determined on a case by case basis

- You **must** be a U.S. citizen to qualify for this position.
  - All application and required documents (See Required Documents on Page 4) **MUST** be received by 4:30 Central Time (CT) the date this vacancy announcement closes.
  - If you are submitting your application via Federal Express/Overnight delivery, please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery.
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**BRIEF STATEMENT OF DUTIES:** Under the general supervision of the Chief Pharmacist, the incumbent selects, obtains, prepares and dispenses only those medications that conform to standards of quality of potency, purity and effectiveness at the time they are administered or used by the patient. Computes dosage, weighs and measures drugs, mixes and compounds drugs and chemicals to determine proper dosage and evaluates permissible concentrations. Incumbent is legally responsible for proper interpretation of prescriptions and the dispensing of medications and drugs as prescribed. Incumbent reviews inpatient and/or outpatient medical records for safety, appropriateness, and effectiveness of drug therapy by alerting the medical staff to any prescription or dosage that can be harmful or dangerous to patients. Properly stores and protects drugs and chemicals to prevent reactions from external influences. Consults and provides a wide range of drug information to the community and hospital or clinic staff. Incumbent counsels patients on safe and effective use including compliance with prescribed medications. Maintains an up to date working understanding of the Pharmacy Policy and Procedures, assures compliance with written procedures, and assures compliance with written procedures.

**COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT: (Education & Experience)**

**The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions click on link below:**

<http://www.opm.gov/qua/SEC-IV/B/GS0600/0602.HTM>

GS -11: Candidate must have 1 year of specialized experience equivalent to at least the GS-9 grade level.

**BASIC REQUIREMENTS:**

**Education:** Four-year bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education.

**Licensure:** Except for research positions that do not entail patient care, all applicants must be licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

**PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY:** Each PHS Pharmacist must possess and maintain a valid license in a State.

### **Additional Requirements for Grades GS-9 and Above:**

**For GS-11:** Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (Pharm.D.) degree; 1 year of professional pharmacy experience equivalent to at least GS-9; or, for research positions, completion of all of the requirements for a master's or equivalent degree in a related scientific field.

**MEDICAL REQUIREMENTS:** Applicants must be able to distinguish basic colors.

### **SPECIALIZED EXPERIENCE:**

Experience that equipped the applicant with the particular knowledge, skills and ability to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Examples of Specialized Experience: GS-11: Development and preparation of sterile products such as allergenic extracts, injectable parenteral solutions, irrigating solutions, ophthalmic and optic solutions; preparation of investigational drugs for dispensing; extemporaneous compounding of other pharmaceuticals

**TIME-IN-GRADE REQUIREMENTS:** Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

Specialized Experience: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. Examples of Specialized Experience:

- **Foreign Degree Note:** All foreign degrees must be evaluated by a nationally recognized accrediting agency. You must submit proof of such evaluation and/or conversion.
- **Applicants Please Note:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualification (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:  
<http://www.ed.gov/admins/finaid/accred/index.html>.
- All education claimed by applicants will be verified by the appointing agency accordingly.

**Applicants must clearly demonstrate in their application that they possess strong qualifications/experience required of this position.** Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are show under "*Brief statement of Duties*" above. The specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates must have completed 52 weeks of service no more than 1 grade lower than the position to be filled.

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.
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**EVALUATION METHOD:** Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their applications/resumes or as a separate attachment. The information provided will be used to determine the Best Qualified candidates.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veteran's Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

**Applicants must address the following Knowledge, Skills, and Abilities (KSA's) on separate bond paper**

1. Professional knowledge in the field of pharmacy and aspects of the total pharmacy operation.
2. Knowledge of medicinal chemistry, pharmacokinetics, pharmacology, microbiology, pathology and toxicology to independently perform professional assignments
3. Knowledge of proper drug use and potential side effects of certain drugs or medications to properly advise and counsel patients.
4. Knowledge of JCAHO requirements to include pharmacy and therapeutics, drug utilization and quality improvement assessment.

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b) (8) by Indians entitled to Indian Preference.

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#### **WHO MAY APPLY:**

**Merit Promotion Candidates (MP):** Applications will be accepted from status eligible applicants (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service.

**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 applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

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

**Veterans' Preference:** Veterans who are preference eligible and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit [Form SF-15, Application for 10-point Veterans Preference](#). For more information on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#) found in website [WWW.OPM.GOV](http://WWW.OPM.GOV).

**The Veterans Employment Opportunity Act (VEOA)**: Gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

**Commissioned Corps Officers**: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3, **and must submit all other documents specified in this announcement including KSA's, transcripts, registration, etc.**

**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 displaced Federal employees who meet all education and experience requirements, applicable selective factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP**: <http://career.psc.gov/chpublic/ctap.html> and for **ICTAP**: <http://career.psc.gov/chpublic/ictap.html>

**Reasonable Accommodation for Disabled Applicants**: 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 Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

**TTY NUMBER IS 301.443.6394**

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## **HOW TO APPLY**

### **REQUIRED DOCUMENTS:**

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. **A written response to each KSA.** In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the evaluation and ranking processing.
  - **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

### **REQUIRED DOCUMENTS (if applicable)**

3. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
4. Current civil service employees and reinstatement eligible applicants **must submit a copy of your most recent SF-50** (Notification of Personnel Action).
5. Indian Preference applicants - to obtain preference, applicants must provide a **completed copy of Form BIA- 4432**. Applicants who wish to receive Indian Preference **MUST** submit the Form BIA-4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. Indian Preference will not be given unless Form BIA-4432 is

attached to the application/resume.

6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript [OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of transcript).
8. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at [http://www.psc.gov/forms/HHS/HHS Applicant Background Survey.pdf](http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf). The form is used for statistical purposes only and will not be forwarded to the selecting officials.

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### **HOW TO SUBMIT YOUR APPLICATION**

#### **1) You may submit your application by U.S. Mail or other commercial carrier.**

**Applications may be mailed to the following address:**

Bemidji Area Indian Health Service  
Human Resources Office  
522 Minnesota Ave.  
Bemidji, MN 56601

**\*\*Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.**

#### **2) You may submit your application in person.**

**If you wish to submit an application in person, please bring your application to:**

Bemidji Area Indian Health Service  
Human Resources Office  
522 Minnesota Ave.  
Bemidji, Mn, 56601

#### **3) You may submit your application by email.**

**If you wish to submit your application by email, you may send it to the following email address:**

[BEMHR@ihs.gov](mailto:BEMHR@ihs.gov)

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS, <http://www.usajobs.gov>** or **IHS Website, [www.ihs.gov](http://www.ihs.gov)**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

**FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**All applications along with all supporting documents must be submitted by close of business 5:00 pm Eastern Time (ET) on the closing date of this vacancy announcement.** We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date.

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**OTHER IMPORTANT INFORMATION:**

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
  - For additional information, contact Bemidji Human Resources at (218) 444-0487.
  - Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, "Declaration for Federal Employment"** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. 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.
  - **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
  - The law prohibits public officials from appointing, promoting, or recommending their relatives.
  - Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.
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