

Vacancy Announcement

Announcement No: IHS-OCA-08-01
Opening Date: July 1, 2008
Closing Date: Open Continuous
• Closes December 31, 2008
Area of Consideration: Government Wide

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 the 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.

POSITION TITLE, SERIES, GRADE

Dental Officer/Dentist (Supervisory)
GS-680-12

OFFICE LOCATION:

Bemidji Area IHS facilities

- Cass Lake Indian Health Service, Cass Lake, MN
- Red Lake Indian Health Service, Red Lake, MN
- White Earth Indian Health Service, Ogema, MN
- Other Tribal clinics in MN, WI and MI with approved memorandum of agreement

SALARY RANGE:

GS-12: \$82,721-100,037

(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.

Number of Vacancies: Position to be filled as vacancies occur. 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.

CONDITIONS OF EMPLOYMENT:

- Positions may be permanent, temporary, term full-time, part-time or intermittent.
- Promotion potential: Position may be filled at one of the grade levels listed above. Depending on location, some permanent positions may have promotional potential to GS-14/15 level.
- 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.

- This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subjected to an adverse action, up to and including removal from the federal service.
- Position is supervisory/managerial and may require the incumbent to serve a supervisory probationary period.
- Travel and relocation expenses will be authorized in accordance with the 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.

BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position is located in the ambulatory health care portions of the Cass Lake Hospital, the Red Lake Hospital or the White Earth Health Center in the Bemidji Area. The facilities are operated by the Indian Health Service, an agency of the U.S. Public Health Service. The Dental Department provides comprehensive dental services to American Indians and their descendants. Incumbent is a general dental practitioner serving as Chief of the Service Unit Dental Program. Incumbent performs a full range of professional dental duties in connection with the treatment of commonly encountered dental diseases or health problems. Reviews patient's medical chart for evidence of disease or abnormalities which could be adversely affected by dental treatment and takes necessary precautions to insure safe and effective treatment. Performs oral examinations and insures that results of exam are properly recorded in the patient chart. Upon diagnosis of pathological or irregular conditions, develops a treatment plan and insures appropriate referral of patient for necessary medical evaluation or specialty care if beyond the scope of general dental practice. Performs restoration of simple and complex cavities with standard and approved materials. As a senior clinician, performs such specialties as pediatric dentistry, prosthetic dentistry, endodontics, oral surgery, and periodontics. Responsible for program development, implementation, and evaluation. Participates in development and maintenance of public relations with other health disciplines, tribal health groups, and the community at-large. Responsible for supervising and providing technical oversight of facility dental program staff. Provides professional and management oversight to field locations in the areas of clinical and preventive services. Performs other duties as assigned.

COMPETITIVE SERVICE 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, available at:

<http://ww.opm.gov/qualifications/SEC-IV/B/GS0600/0680.HTM>

GS-13 Candidate must have 1 year of specialized experience equivalent to at least the GS-12 grade level.

- Foreign Degree Note: All foreign degrees must be evaluated by a nationally recognizing 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 schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:

<http://ww.ed.gov/admins/finaid/accred/index.html>

- All education claimed by applicants will be verified by the appointing agency accordingly.

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. Transcripts must be submitted to verify education.

Licensure: Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico. Applicants must submit a copy of their active, current license.

ADDITIONAL REQUIREMENTS:

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. Experience and/or training must be one of the following types:

- * 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.

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each PHS Dentist must possess and maintain a valid dental license in a State. This policy applies only to individuals filling positions in the 680 dental series. The sole exception involves dentists who have met all professional requirements for admission to the state licensure examination and have passed such examination but who have been issued a limited state license on the basis of either non-citizenship in that State or lack of residency requirements in that State.

MEDICAL REQUIREMENTS:

Applicants must be able to distinguish shades of color.

QUALITY OF EXPERIENCE:

Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he or she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors or employers may be made to obtain further information about the candidate's professional qualifications for the position.

SUPERVISORY OR MANAGERIAL ABILITIES:

Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed below.

Ability to: * Assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/area of training. * Accomplish the quality and quantity of work expected within set limits of cost and time.* Plan own work and carry out assignments effectively. * Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.* Understand and further management goals as these affect day-to-day work operations.* Develop improvements in or design new work methods and procedures. * Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.* Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work. * Establish program objectives or performance goals and assess progress toward their achievement. * Coordinate and integrate the work activities and resources of several organizational segments or of several different projects.* Analyze organizational and operations problems and develop timely and economical solutions.* Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

Specialized Experience is 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. Specialized experience is defined as work concerned with the prevention, diagnosis and treatment of diseases, injuries, and deformities of the teeth, the jaw, organs of the mouth and other structures and connective tissue associates with the oral cavity. Experience must be progressive and responsible, demonstrating good knowledge of current principles, practice, methods and techniques in the field of medicine. The types of experience that will be credited are shown under the Statement of Duties and Responsibilities. Experience may not be substituted for training essential for performing specialized duties. 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 shown under, "Brief Statement of Duties" listed on page 2 of the vacancy announcement. 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: Federal status candidates must have completed at least 52 weeks of service no more than one 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.

EVALUATION METHOD AND RANKING FACTORS: Applicants who meet the basic qualification requirements described in this announcement will be further evaluated to determine whether or not you are highly qualified for this position. You should consider work or related experience, education, training, awards, outside activities, performance appraisals, etc., for each of the **Knowledge, Skills, and Abilities (KSA)**, listed below. **Applicants must address the KSA or will not be considered.** 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 (KSAs) on separate bond paper

1. Knowledge of the full range of dental principles, concepts, practices, procedures, and theories in order to provide and to oversee the provision of comprehensive care
2. Knowledge of public health principles and issues, health care systems and community based resources in order to work cooperatively with the community leaders to provide quality preventive dental health care to the population
3. Knowledge of Personnel Policy and Procedures in order to supervise subordinates and to provide adequate scheduling to cover the dental department daily.
4. Knowledge of dental infections control procedures such as sterilization procedures and use of personal protective equipment.

WHO MAY APPLY:

Merit Promotion Candidates: Applicants will be accepted from status eligibles (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 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.

Veteran's Preference: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. To claim Veteran's Preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from active duty or other proof. Veteran's with service connected disability and other claiming 10 point preference must submit FORM SF-15, Application for 10-point Veteran's Preference. For more information on all the veteran's employment issues such as veteran's preference or special appointing authorities, see the VETGUIDE found in website: www.opm.gov

The Veteran's Employment Opportunity Act (VEOA) gives veteran's 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 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 the announcement including KSAs, 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 ICTQAP program for all agencies may apply and will be given special selecting priority if determined to be eligible and well qualified. Well qualified is defined as displaced Federal employee who meet all the education and experience requirements, applicable selected 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 the Division of Human Resources at (301)443-6520. The decision on granting reasonable accommodations will be on a case-by-case basis.
TTY Number is: 301.443.6394

HOW TO APPLY

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or 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 procedures.
 - 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 must provide a completed copy of Form BIA 4432. Applicants who wish to receive Indian Preference MUST submit the BIA FORM 4432. Verification of Indian Preference for Employment in BIA and Indian Health Service Only. Indian Preference will not be given unless BIA

Form 4432 is attached to the application/resume.

6. Handicap, VEOA, VRA, disabled veteran, and other eligibles under special appointing authorities must clearly specify this eligibility on their applicant 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 Veteran's Administration (if receiving disability compensation) must be submitted with the 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 CS Form 226 are obsolete and are no longer accepted in lieu of college transcript]. Education above the high school level WILL NOT BE CREDITED without official verification (e.g., copy of transcript).
8. Applications 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

The form is used for statistical purposes only and will not be forwarded to the selecting officials.

HOW TO SUBMIT YOUR APPLICATION

- 1) You may submit your application by U.S. Mail or another commercial carrier.

Applications may be mailed to the following address:

Indian Health Service
522 Minnesota Ave, NW
Bemidji, MN 56601
Attn: Personnel/HR

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 the address listed above.

- 3) You may submit your application by email.

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

Vacancy Announcements may also be downloaded from the OPM Website, USAJOBS, <http://www.usajobs.gov> or the HIS website, 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 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 Resource Office to confirm receipt prior to the closing date.

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 I H S 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.

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

Signature of Applicant

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY

Choose one of the following forms to apply for this job.
Please submit one application or resume for each different job.

Optional Application for Federal Employment
(Form number OF-612)

Resume or Other written application format with information requested below.

***If your resume or application does not provide all the information we request, you may lose consideration for a job. Persons 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, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (**if Federal, please indicate series and grade & submit SF-50**)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (**month and year**)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

| | | | |
|--|--|---|---|
| <p>COMMISSIONED OFFICER</p> <p>A. Current Billet description.</p> <p>B. Most recent "Commissioned Officers Effectiveness Report".</p> <p>C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."</p> | <p>INDIAN PREFERENCE</p> <p>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.</p> <p>Preference will not be given unless a copy of the 4432 is attached to the application.</p> | <p>VETERAN PREFERENCE</p> <p>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veteran Preference, Form SF-15.</p> <p>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</p> | <p>FEDERAL EMPLOYEE (Current, former, or displaced)</p> <p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</p> |
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Applicant Background Survey

GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:

B. Year of Birth:

C. For Agency Use:

D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.

E. Ethnicity

- HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- NOT HISPANIC or LATINO

F. Race (select one or more)

- AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

- Male
- Female

H. Disability

A person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. **■ Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **■ Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **■ Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.