



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA  
INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT

CH-08-120

OPENING DATE

SEPTEMBER 29, 2008

CLOSING DATE

OCTOBER 20, 2008

POSITION

HUMAN RESOURCE SPECIALIST  
(RECRUITMENT/PLACEMENT)

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, HUMAN RESOURCE DEPARTMENT  
CHINLE, ARIZONA

GRADE/SALARY

GS-0201-11, \$54,494 - \$70,843 PER ANNUM;  
GS-0201-09, \$45,040 - \$58,557 PER ANNUM;  
GS-0201-07, \$36,822 - \$47,864 PER ANNUM;  
GS-0201-05, \$29,726 - \$38,639 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY (070307)

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: \_\_\_\_\_

WORK SCHEDULE

- FULL-TIME
- PART TIME
- INTERMITTENT

AREA OF CONSIDERATION

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTIONAL POTENTIAL

- YES, TO GRADE GS-11
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

**DUTIES:** This position is located with the Human Resource Department of the PHS Indian Hospital, Chinle, Arizona. Incumbent will provide technical knowledge in the application of the principles, practices and techniques of personnel recruitment, examination, selection, and/or placement services to employees, supervisors and managers. Performs a variety of staffing and placement functions in administering the IHS Merit Promotion Program (MPP) and Excepted Service Examining Plan (ESEP). Develops vacancy announcements, reviews vacancy announcements to assure they are properly prepared and that legal and regulatory requirements are met. Keeps candidates and supervisors informed of the status of pending vacancy announcements. Reviews certificates issued and when selection is made under the IHS Merit Promotion Plan or ESEP, to assure that Indian Preference and Merit principles and requirements have been applied. Informs and advises applicants on application procedures types of appointments, Merit Promotion program, benefits, qualification requirements, Indian Preference, Veteran's preference, ICTAP, CTAP and other matters related to IHS employment practices. Reviews personnel actions which are exceptions from Merit Promotion and ESEP competition to assure proper nature of action code, authority, documentation, clearances, grades, steps and salaries, effective dates and proper remarks are reflected. Monitors the use of delegated examining units. Reviews certifications that have been issued; selections made and certificates that were not utilized. Provides advise, assistance and guidance to supervisors, department chiefs and clinical directors an open continuous inventories. Work involves the consideration of regulatory guidelines, constantly changing timeframes and deadlines, and alternative means of filling vacant and hard-to-fill positions. Problems may arise because of significant management considerations. Incumbent must be able to deal with key management officials in these controversial problems. Compiles reports on a variety of personnel data, such as the number of personnel at a given location or in a particular series/grade, status of vacancy announcements and annual reports. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT 



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

**POSITIVE EDUCATION REQUIRED:** NO

**LICENSURE REQUIRED:** NO

**BASIC QUALIFICATION:** Candidates must have had 52 weeks of specialized experience equivalent to the GS-04 to qualify for the GS-05 grade level. Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-05 grade level to qualify for the GS-07 grade level; Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-07 grade level to qualify for the GS-09 grade level; Candidates must have had 52 weeks of specialized experience equivalent to the GS-09 grade level to qualify for the GS-11 grade level.

**SPECIALIZED EXPERIENCE:** Experience that had equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the work of the position to be filled. To be creditable specialized experience is the knowledge to provide technical knowledge in the application of the principles, practices and techniques of personnel recruitment, examination, selection, and/or placement services to employees, supervisors and managers.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** For **GS-05**, 4-year course of study leading to a bachelor's degree. For **GS-07**, one full year of graduate level education or superior academic achievement is qualifying. For **GS-09**: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D is qualifying. This education must have been obtained in an accredited college or university. For **GS-11**, Ph.D or equivalent doctoral degree of 3 full years of progressively higher level graduate education leading to such a degree or LL.M. is qualifying. This education must have been obtained in an accredited college or university.

**SELECTIVE PLACEMENT FACTOR:** NONE

**TIME-IN-GRADE REQUIREMENTS:** A candidate may be advanced to a position grade GS-05 or below if:

1. The position is not more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of specialized experience equivalent to the GS-04 grade level to qualify for the GS-05 grade level. Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-05 level to qualify for the GS-07 level. Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-07 to qualify for the GS-09 level. Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-09 level to qualify for the GS-11 grade level.

**CONDITIONS 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 immunization 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 that 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.

**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.

**NOTE:** Refer to OPM Handbook Qualification Standards, Series GS-0201 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

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## **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 Excepted Service who are entitled to Indian Preference.

**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 Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service 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).

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

## **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 time limits) 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 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, and 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 employees.
  - A. Current or former career or career-conditional (tenure groups 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 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 community area.
  - OR
  - B. Former Military Reserve or National Guard Technician 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 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 factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that 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 accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF PERSONNEL REGULATIONS AND PROCEDURES.**
2. **ABILITY TO WORK INDEPENDENTLY.**
3. **ABILITY TO EFFECTIVELY COMMUNICATE ORALLY.**
4. **ABILITY TO PROVIDE TECHNICAL ASSISTANCE.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

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**NOTE: Form OF-306 "Declaration for Federal Employment"**, Form 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 of these 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.***

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**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume;
3. \*\*Any other written application format; PLUS Official 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 Preference Certificate, BIA 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.**

**\*\*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. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's 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 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 shows 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.

**NOTE:** APPLICANTS WHO DO NOT SUBMIT THE INFORMATION REQUESTED ABOVE WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN'S PREFERENCE DETERMINATION, EDUCATION, TRAINING AND/OR EXPERIENCE.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

**FOR MORE INFORMATION CONTACT:** Lori Smith, Human Resource Specialist, (928) 674-7033 or email: [lorraine.smith@ihs.gov](mailto:lorraine.smith@ihs.gov).

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**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.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

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**COMMISSIONED OFFICERS:** Commissioned Officers applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. 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 Indian Preference applicant must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, this knowledge, skills and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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**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.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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HUMAN RESOURCE CLEARANCE                      DATE

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**EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-08-120. 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  
HUMAN RESOURCE SPECIALIST (RECRUITMENT/PLACEMENT), GS-201-5/7/9/11**

1. **KNOWLEDGE OF PERSONNEL REGULATIONS AND PROCEDURES.** This is the knowledge to comply with established regulations and procedures relating to various personnel issues. This includes the knowledge of various examining procedures used in staffing and placement. What in your background shows you possess this knowledge?

**What was the duration of these activities?**

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

2. **ABILITY TO WORK INDEPENDENTLY.** The person in this position must have the ability to work under pressure and changing conditions while meeting deadlines in a busy environment with constant interruptions. This includes the ability to work on his/her own initiative and organizing the work and properly determining priorities. 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 EFFECTIVELY COMMUNICATE ORALLY.** This is the ability to effectively communicate orally, by expressing oneself in a clear and concise manner with individuals of various backgrounds both within the organization and outside the organization regarding various personnel staffing and recruitment issues. 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. **ABILITY TO PROVIDE TECHNICAL ASSISTANCE.** This is the ability to explain and advise management officials on appointment, procedural and regulatory requirements, staffing functions, controversial or unusual situations. 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)**

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**C E R T I F I C A T I O N**

**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**