

U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES



VACANCY ANNOUNCEMENT: SER-08-0469-CLI

OPENING DATE: 09-30-08

POSITION: Administrative Support Assistant (OA), GS-303-5/6/7

CLOSING DATE: 10-14-08

DUTY LOCATION: Clinton Indian Health Center, Clinton, OK

STARTING SALARY: GS-5: 29,726; GS-6: \$33,135; GS-7: \$36,822 per annum (May be adjusted on Present/Former Federal Employees)

PROMOTION POTENTIAL: None Beyond GS-7

RELOCATION EXPENSES: Not Authorized.

SUPERVISORY/MANAGERIAL: No

AREA OF CONSIDERATION: IHS WIDE

DESCRIPTION OF ASSIGNMENT: Under the supervision of the Health Center Administrative Officer, the incumbent serves as ITAS Coordinator maintaining employee profile, modifies employee timecards, and updates employee leave balances. Answers telephone calls, provides advice and assistance to callers and employees. Incumbent accepts, reviews for accuracy, codes and processes workers compensation claims, assist employees in completing workers compensation forms and answers questions regarding workers compensation benefits. Provide employees information upon orientation regarding Federal Employee Health Benefits, FEGLI, TSP, CSRS, FERS and other benefit programs. Process and maintains ID badges for employees at the service unit and the healthcare centers. Incumbent will process background investigations documents and fingerprint on employees, students, volunteers and contract personnel. Maintains required documentation on submission of Performance Management Appraisal Program (PMAP) forms assuring signatures and dates are correct. Incumbent process, as the UFMS Requestor, requests for services and supplies in the iProcurement system. Serves as the secondary contact person on travel regulations and assists employees on GOVTRIP travel orders and vouchers. Disseminate vacancy announcements and application packets to applicants explaining the application process by answering routine questions on application procedures and providing documents required for application completeness. Develops and updates staffing reports, employee listings and other reports as required. Incumbent will initiate job opening requests using Capital HR program and monitors the process to ensure accuracy and completion. Responsible for coordination of various work programs sponsored and paid by various Federal, State, County or Tribal resources and College Work Study Programs with various colleges.

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy. (See APPLICATION FORMS for information on how to claim Indian Preference)

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

REASONABLE ACCOMMODATIONS: Reasonable accommodation is provided to applicants with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. 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 made on a case-by-case basis.

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.

MULTIPLE GRADE ANNOUNCEMENT: Announcement at the multiple grade interval is intended as a mechanism of providing consideration for the greatest number of potential candidates. This position may be filled at any level, dependent upon the applicant's demonstrated ability, experience, and other qualifying criteria. If the position is filled at less than the upper level, there is NO commitment for future promotions, based solely on selection resulting from this announcement. Conversely, if the employee demonstrates the ability to perform at a higher level, is recommended by the supervisor, and otherwise meets the qualifications, he/she may be promoted without further competition under the Area Merit Promotion Program, however for temporary positions, conversion without competition may not be possible unless the selectee was within reach at the higher grade on the initial certificate of eligibles. Also, no further competition is required if it becomes necessary through the reclassification process to upgrade the position.

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), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.)

ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.

Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP". Other than above, non-status eligibles are not included in the area of consideration.

Under the Veterans Employment Opportunities Act (VEOA), 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 for permanent positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8). (See APPLICATION FORMS for information on how to claim Indian Preference)

To Claim Veterans' Preference – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10 point preference, must submit a completed SF-15, "Application for 10-Point Veterans' Preference", with all supporting documents. For more specifics on all Veterans employment issues such as Veterans' preference or special appointing authorities, please refer to this hyperlink: VetsInfoGuide at: <http://www.opm.gov/veterans/html/vetguide.asp>

CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health & 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 meeting all education, experience, knowledge's, skills & abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP** at: <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc>, and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>.

CONDITIONS OF EMPLOYMENT:

1. One Full-Time Permanent Position.
2. **IMMUNIZATION REQUIREMENT** - In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or 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.
3. This is a Public Trust Position; background investigation and credit check is required.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet all requirements cited in the following "QUALIFICATION REQUIRED" section, within 30 days after the closing date of the vacancy announcement.

QUALIFICATION REQUIREMENTS

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook; however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same; however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

QUALIFICATION REQUIREMENTS:

GS-7: One year of specialized experience equivalent to at least the GS-6.

GS-6: One year of specialized experience equivalent to at least the GS-5.

GS-5: One year of specialized experience equivalent to at least the GS-4 OR four years of education above high school.

SPECIALIZED EXPERIENCE: Experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position. Examples of specialized experience:

Regarded as an expert source of information on processing a wide variety of transactions subject to different sets of rules and regulations to initiate and determine the need for routine personnel actions processing or determines purpose of inquiries and initiates reply i.e., providing orientation, advising employees on employee benefits, workman compensation, application process for federal jobs, performance appraisal system, automated time and attendance. Knowledge and ability to write routine letters, memoranda, and simple narrative reports. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Applicants must have typing proficiency of 40 words per minute and knowledge of general office automation software such as word processing, personal computer, electronic mail, data management spreadsheet, etc. (SEE TYPING REQUIREMENTS).

TYPING/OFFICE AUTOMATION (OA) REQUIREMENTS: FEDERAL EMPLOYEES (PERMANENT AND THOSE IN TEMPORARY APPOINTMENTS OVER 30 DAYS) - Presently in a position titled with the word "Typing", "Steno", or "OA". Typing Performance Test results or self-certification will not be required; if a copy of the latest SF-50 is submitted indicating a current title of Typing, Steno or OA.

ALL OTHER APPLICANTS - One of the following must be submitted with your application indicating possession of the required minimum standard typing skill based on a five (5) minute test (40 words per minute with three (3) or fewer errors):

1. **Acceptable Typing Performance Test Results**, not more than three years old and in the form of a copy of an Office of Personnel Management Notice of Rating or test certification from any State Employment Office, or Business or Vocation School, American Indian Education Training and Employment Center. Test results without date, signature of official administering test, typing speed, and number of errors cannot be considered, which will result in an ineligible rating.
OR
2. **Self-Prepared Certification Statement**: Applicants may self-certify their proficiency by submitting a self-certification statement with their application, which must include wpm, original signature and date.
OR
3. **Self-Certification Statement**: Applicants may also self-certify their proficiency by completing and submitting the attached SELF-CERTIFICATION STATEMENT with their application.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: May be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

TIME-IN-GRADE REQUIREMENTS: MPP candidates must have completed at least one year of service at the GS-5 for the GS-6 and one year of service at the GS-6 for the GS-7. Time-in-grade provisions do not apply under ESEP.

EVALUATION METHODS: When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the *highly* qualified applicants among the *basically* qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only); the Narrative Statement related to the KSA's, employment interviews and reference check results.

Ranking KSA's:

1. Knowledge of an automated timekeeping system in order to provide advice and coordination to federal employees.
2. Knowledge of federal benefits programs including health and life insurance, workers compensation, awards and retirement.
3. Knowledge of facility programs, federal forms and documents in order to provide employee orientation.
4. Skill in operating personal computers, office equipment, and software such as MS Office (Word, Excel, Outlook, PowerPoint, etc.) including other automated systems.
5. Ability to communicate effectively both, orally and in writing.

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS, Oklahoma City Area Indian Health Service, Southeast Region Division of Human Resources, 701 Market Drive, Oklahoma City, OK 73114. All applications become property of the Division of Human Resources and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN HUMAN RESOURCES BY 4:30 P.M. ON THE CLOSING DATE. ELECTRONICALLY FILED APPLICATIONS (email attachments) WILL BE ACCEPTED. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms contact the Southeast Region Division of Human Resources at 405-951-3750. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website - USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

EMAIL APPLICATIONS: These applications must be sent as an email attachment to: aov@ihs.gov. The Vacancy Announcement Number must be included in the subject line of the e-mail. Additional required forms may be sent as e-mail attachments or mailed as hard copies. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources office.

Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY
ANNOUNCEMENT # SER-08-0469-CLJ**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) Resume, OR (3) any other written application format. For (2) and (3) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS" section below. Position Descriptions will not be accepted.
2. **"Declaration for Federal Employment"**- OF-306 (revised January 2001) must be fully completed and submitted with current dated 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. **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.** Form may be downloaded from: the IHS Human Resources Website at: <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>.
3. **Verification of Indian Preference:** If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached to the application/resume.**
4. If claiming Veteran's Preference or eligibility for VEOA or other special appointing authority for Veterans, a copy of all DD-214 forms, one for each period of service, and if claiming 10-point Veterans' preference, a completed SF-15 with all supporting documents.
5. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, or if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Status must be submitted.
6. A copy of your most recent performance appraisal for current Federal employees.
7. Narrative Statement, related to the Quality Ranking Knowledge, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. A copy of college transcript(s), listing college courses and credits earned is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit. Although a transcript is always preferred, a list of courses and credit hours earned is sufficient at the time of application; however, by the time of appointment an appointee must provide an official college transcript (not a copy).
9. To request CTAP/ICTAP special selection priority, you must submit a copy of the RIF separation notice, Certification of Expected Separation (CES) or Notice of Proposed Separation for declining a Directed Reassignment or Transfer of Function outside the local commuting area.
10. Proof of typing proficiency is required as indicated under the "TYPING/OFFICE AUTOMATION (OA) REQUIREMENTS" in the QUALIFICATION REQUIREMENTS section. Self-Certification Statement (attached).

ADDITIONAL 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 Division of Human Resources to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) 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.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

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. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - 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).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS' PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could

result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE AREA OFFICE. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE.

RECRUITMENT CASE FILE CONTACT:

/s/ Angela F. Peshlakai

Angela F. Peshlakai
Human Resources Specialist
(JR#77031; 52#08-1963)

AFP/afp/09-29-08/O:/STF/series/303-5.6.7 Admin Supp Asst(OA)

DEPARTMENT OF HEALTH AND HUMAN SERVICES
INDIAN HEALTH SERVICE
OKLAHOMA CITY AREA OFFICE

SELF-CERTIFICATION STATEMENT

In addition to meeting experience or education requirements, applicants must show possession of the following skill:

40 WORDS PER MINUTE TYPING SPEED WITH THREE (3) OR FEWER ERRORS

This position requires the services of a fully qualified typist. Applicants electing to self-certify their typing speed must include in the application, an appropriate self-certification statement, or they will be rated ineligible and receive no further consideration.

EACH APPLICANT MUST COMPLETE SELF-CERTIFICATION OF QUALIFICATIONS. Please submit a self-certification statement with your application. You may submit the following statement or a similar statement.

I certify that I can type 40 words per minute, with no more than three (3) errors.

Applicant's
Signature:

_____ Date