



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT

KA-09-01

OPENING DATE

10-01-2008

CLOSING DATE

10-15-2008

POSITION

Diagnostic Radiologic Technologist

LOCATION AND DUTY STATION

Inscription House PHS Indian Health Service, Shonto, Arizona
Radiology Department

GRADE/SALARY

GS-647-05, \$33,264 - \$41,139 Per Annum

GS-647-06, \$36,108 - \$44,892 Per Annum

GS-647-07, \$39,038 - \$48,794 Per Annum

***SPECIAL SALARY RATE UNDER 5 USC 5303**

NUMBER OF VACANCIES

One Vacancy (PCN: 2950-02)

APPOINTMENT

✓ Permanent

WORK SCHEDULE

✓ Full Time

AREA OF CONSIDERATION

✓ Commuting Area

TRAVEL/MOVING

✓ No Expenses Paid

SUPERVISORY/MANAGERIAL

✓ No

PROMOTION POTENTIAL

✓ Yes, To Grade: GS-07 (If selected at lower grade)

HOUSING

✓ No Expenses Paid

DUTIES: Incumbent performs a variety of routine to complex radiographic procedures. Receives patients and prepares them for examinations by explaining the x-ray procedures. Assists patients on or off the x-ray table. Explains x-ray procedures to patients, selects and sets voltage, time and other technical factors and makes exposures necessary for the requested procedure. Produces ionizing radiation within a safe and permissible range so as to achieve a quality radiograph. Maintains a quality control log on the x-ray unit services, x-ray processor and all equipment services such as preventative maintenances and services. Mixes chemicals for developing and fixing solutions used in processing films. Prepares chemicals for automatic film processing unit so as to maintain a proper level for replenishment for film entering the processor for development. Makes daily calibration checks so a consistent quality of film is maintained. Provides patient protection in accordance with prescribed safety standards related to radiographic examination. Monitors the inventories of supplies/equipment and orders to provide adequate stock. Performs other related duties as assigned.

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

NOTE: Public Law 97-35 required that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

- 1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others.
- 2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who
 - (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or
 - (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.



BASIC REQUIREMENTS: Candidates must have had 52 weeks of specialized experience equivalent to the GS-4 level to qualify for the GS-5 grade level OR 4 year course of study above high school leading to a bachelor's degree with course related to the occupation. Candidates must have had 52 weeks of specialized experience equivalent to the GS-5 level to qualify for the GS-6 grade level; and 52 weeks of specialized experience equivalent to the GS-6 level to qualify for the GS-7 grade level.

SPECIALIZED EXPERIENCE: Experience in the operation of diagnostic radiology equipment under the direction of radiologists or other medical officers to produce radiologic studies used in medical diagnosis and treatment.

EDUCATION AND TRAINING: Qualifying educational programs for radiology and radiation therapy technology are available in accredited colleges, universities, hospitals, medical schools, or postsecondary technical or vocational schools. Education or training from programs based in hospitals must have been from those hospitals that were accredited at the time of the education or training by the Joint Commission on Accreditation of Hospitals or by the American Osteopathic Association.

GS-5: Successful completion of a full-time training course of at least 24 months' duration in the post-high school radiography program.

Successful completion of a course for medical radiologic technicians in the Armed Forces is qualifying on a month-for-month basis up to the 1-year of specialized experience required for GS-5.

Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for GS-7.

CERTIFICATION REQUIREMENT: Applicants must be certified as a Radiographer.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan for the GS-6 must have completed at least 52 weeks of Federal service at the GS-5 grade level; and candidates for the GS-7 must have completed 52 weeks of service at the GS-6 level by the closing date of the vacancy announcement.

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.

CONDITION OF EMPLOYMENT: Immunization Requirement - all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-647, for complete information. For more information, contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide official transcripts by the closing date of this announcement.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted Examining Plan, the IHS Area Merit Promotion Plan or both.

Status applicants may apply for a position under both the MPP and Non-Status application procedures. In this case, they must file

two applications for dual consideration.

VETERANS: 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.

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 displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a special RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

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

1. Knowledge and Skill in Positioning Patients.
2. Knowledge of Anatomy and Physiology.
3. Ability to Perform the Technical Aspects of the Job.
4. Ability to Work Under Pressure.
5. Ability to Work Independently.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS

NOTE: "Declaration for Federal Employment" (OF-306, Revised January 2001) plus the Addendum "Child Care &

Indian Child Care Worker Positions.” must both 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 one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

“DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647”

HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the Kayenta PHS Indian Health Center, Human Resource Office, P. O. Box 368, Kayenta, Arizona 86033, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE OF THE VACANCY ANNOUNCEMENT:**

- OF-612, Optional Application for Federal Employment; or,
- *Resume; or, *Other written application format.

FOR MORE INFORMATION CONTACT: Melissa Stanley, Human Resource Specialist, (928) 697-4236.

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 position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10-point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned).
10. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per 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.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.
WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX.

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 veteran preference determination, Indian Preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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

COMMISSIONED OFFICER: Commissioned Officer 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 applicants 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 their resumes. When required by the vacancy announcement, these knowledge, skills and abilities that are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of the appropriate license.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED 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.

Melissa Stanley, HR Specialist October 01, 2008
HUMAN RESOURCE CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - **KA-09-01**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
Diagnostic Radiologic Technologist, GS-647-5/6/7

1. KNOWLEDGE AND SKILL IN POSITIONING PATIENTS. The person in this position should have knowledge and skill for positioning patients for a wide variety of difficult and radiographic examinations, be able to receive patients, schedule special procedures, explain method of procedures, and position patients for complex x-rays or other significant variations from the normal. 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. KNOWLEDGE OF ANATOMY AND PHYSIOLOGY. The person in this position should have the knowledge such as the structure, location and function of major organs and the skeletal system in order to locate areas of study by using anatomical landmarks, to identify organs appearing on the film in order to judge the acceptability of the radiographs for diagnostic use, and to determine if standard positions techniques might cause further pain or injury to accident victims. What in your background shows you possess this knowledge and skill?

What was the duration of these activities?

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

3. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB. This is the ability to perform difficult radiographic examinations using complex and sophisticated equipment and knowledge of the use of radiation protection standards, devices and exposure techniques. 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 WORK UNDER PRESSURE. Ability to function under pressure despite unpredictable work flow. The work is made more complex by uneven and often unpredictable flow of work from other components. What in your background shows that you possess this ability?

What was the duration of these activities?

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

5. ABILITY TO WORK INDEPENDENTLY. This is the ability to work independently such as organizing, prioritizing and making independent decisions. What in your background shows that you possess this ability?

What was the duration of these activities?

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

CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date