

DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE  
NAVAJO REGION

THIS POSITION IS LOCATED IN A TOBACCO-FREE  
ENVIRONMENT.

*E-MAILED, FAXED, OR ELECTRONIC APPLICATIONS  
WILL NOT BE ACCEPTED.*

VACANCY ANNOUNCEMENT

GA-08-088

OPENING DATE

10-03-2008

CLOSING DATE

10-24-2008

POSITION TITLE

Supervisory General Supply Specialist

LOCATION AND DUTY STATION

Gallup Indian Medical Center, Administration &  
Management, General Services Branch, Gallup, NM

GRADE/SALARY

GS-2001-11: \$54,494 - \$70,843 Per Annum

NUMBER OF VACANCIES

One Vacancy (PCN: 200401)

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

PROMOTION POTENTIAL

- ◇ YES, TO GRADE \_\_\_\_\_
- ◆ NO KNOWN POTENTIAL

HOUSING

- ◇ YES, GOVERNMENT HOUSING IS AVAILABLE
- ◆ PRIVATE HOUSING ONLY

TRAVEL/MOVING

- ◆ MAY BE PAID FOR ELIGIBLE EMPLOYEES
- ◇ NO EXPENSES PAID

**DUTIES:** The Supervisory General Supply Specialist provides guidance and technical assistance on the support services functions and operations; and is responsible for assigning, scheduling, and directing the work activities of approximately 24 permanent and 2 temporary employees and occasionally, temporary or detailed employees engaged in clerical, typing and other work pertinent to a variety of property and supply functions that are essential in providing direct health care delivery. Responsible for scheduling Telephone Operator service 24 hour per day. Monitors and evaluates subordinates work performance, training needs, reviews and certifies time and attendance, approves or disapproves leave, recommending awards, and take necessary disciplinary actions or other personnel actions and provides a positive approach to Equal Employment Opportunity Program policies. Plans, directs, implements, maintains, and coordinates sound procedures for the acquisitions processes, receipt, verification, storage, distribution, utilizing, inventory, disposal, and accountability of all personal and real property, supplies, medical equipment and services, motor vehicle fleet management, quarters management, forms management mail management, hospital telephone switchboard operations, and prepares route or special reports related to the operations. Provides technical assistance and coordination on discrepancies for goods received and assures receiving reports are processed according to established procedures. Directs and ensures full utilization of available storage space, rotation and inventory of warehouse stock items, proper storage techniques for various supplies, medical gases and flammables, issuance and replenishment of various types of supplies, including forms, management, and insure adequate levels of all stocked items.

The incumbent's work must meet the support service requirements, storage needs, inventory and control of supplies and equipment, etc., work due to the diversity of the needs of a major Medical Facility. These requirements are widespread and consist of drugs, medical and surgical, dental, x-ray, laboratory, dietary, administrative, maintenance, housekeeping, etc., supplies and equipment, vehicles, forms, etc. Must be alert to warehouse safety practices, hazardous materials and fire prevention regulations. These requirements must be met at the Medical Center and outlying clinics at Tohatchi and Fort Wingate. The incumbent may on occasion be required to perform other duties in connection with Service Unit Operations.

**This position has been identified as a critical user of the Unified Financial Management System (UFMS). If selected for this position, you will be required to obtain a Public Trust Level 5 or 6 clearance which includes a check of your credit history.**

**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 QUALIFICATIONS:** Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-09 level to qualify for the GS-11 grade level.

**SPECIALIZED EXPERIENCE:** Experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of the type of experience that will be creditable are stated under the "Duties" section of this announcement.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** NONE.

**SUPERVISORY OR MANAGERIAL ABILITIES:** Candidates should possess proficiency, or the potential to develop proficiency, in these competencies prior to entry into a supervisory position:

1. Holds self and other accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, set priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
2. Anticipates and meets the needs of both internal and external customers. Delivers high quality products and services; is committed to continuous improvement.
3. Makes well informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
4. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
5. Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
6. Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
7. Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
8. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
9. Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
10. Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Other competencies or technical requirements applicants must meet in addition to the above are:**

- a. Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector work force and a variety of work situations.
- b. Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and use cost-benefit thinking to set priorities.
- c. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the

- vision and mission of the organization.
- d. Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.
  - e. Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
  - f. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal or informal methods.

**Other significant factors:** Must have a valid driver's license to operate a government owned vehicle in the performance of assigned duties.

**TIME-IN-GRADE REQUIREMENTS:** 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.

**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.

**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.

**NOTE:** Refer to OPM Qualification Handbook, Series GS-2001, for complete information. For more complete information contact your Servicing Personnel Office.

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

**MERIT PROMOTION PLAN (MPP) CANDIDATES:** Applications will be accepted from status eligible (e.g., reinstatement eligible 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 eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resumes 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 or 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 of 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, 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 sections 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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**COMMISSIONED OFFICERS:** Commissioned Officers (CO) may indicate an interest in being considered by submitting a resume. CO applicants will be evaluated by the 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, CO applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the 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 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. ABILITY TO SUPERVISE AND MANAGE A PROPERTY AND SUPPLY OPERATIONS, INCLUDING THE ABILITY TO SUPERVISE THE WORK OF OTHERS.
2. KNOWLEDGE OF SUPPLY MANAGEMENT LAWS, POLICIES, REGULATIONS AND PROCEDURES.
3. KNOWLEDGE OF ACQUISITION AND PROCUREMENT LAWS, REGULATIONS, AND GUIDELINES REGARDING SUPPLY MANAGEMENT AND DISTRIBUTION.
4. ABILITY TO WORK INDEPENDENTLY AND UNDER PRESSURE.
5. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS ORALLY AND IN WRITING.

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

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**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to Gallup Indian Medical Center, Human Resources Branch, 217 Marguerite Street, P.O. Box 1337, Gallup, NM 87301, BY CLOSE OF BUSINESS (4:30 P.M.) ON THE CLOSING DATE:

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume; or OR
3. \*\*Any other written application format; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

**A copy of BIA FORM 5-4432, VERIFICATION OF INDIAN PREFERENCE FOR EMPLOYMENT IN IHS OR BIA, signed by the appropriate Bureau of Indian Affairs Official, must be submitted if the applicant claims Indian Preference.**

**NOTE: “Declaration for Federal Employment” (OF-306) and Addendum** 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 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.**

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

**\*\*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: 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 DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.**

For more information contact: Ida Natonabah, Human Resource Specialist, (928) 871-1432.

**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.

**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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**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.

*Ida Natonabah*

10-02-2008

HUMAN RESOURCE CLEARANCE

DATE

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**EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER GA-08-088. 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**  
**SUPERVISORY GENERAL SUPPLY SPECIALIST, GS-2001-11**

**1. ABILITY TO SUPERVISE AND MANAGE A PROPERTY AND SUPPLY OPERATIONS, INCLUDING THE ABILITY TO SUPERVISE THE WORK OF OTHERS.** The person in this position must have the ability to supervise, lead and motivate a wide variety of employees including healthcare professionals and all support staff to manage and monitor the property and supply program activities. In addition, this person must have the ability to supervise, i.e., evaluate the work of subordinates, counsel employees, recommend employees for selection and promotion, awards, discipline, training, schedule leave, resolve complaints. 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)

**2. KNOWLEDGE OF SUPPLY MANAGEMENT LAWS, POLICIES, REGULATIONS AND PROCEDURES.** This is the knowledge of the laws, regulations, policies and procedures of warehousing medical supplies and general supplies. This includes the knowledge of procedures in ordering, stocking, and storing supplies, which governs the use of medical supplies at hospitals and clinics. This also includes the knowledge of warehouse safety practices, hazardous materials and fire prevention regulations. 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)

**3. KNOWLEDGE OF ACQUISITION AND PROCUREMENT LAWS, REGULATIONS, AND GUIDELINES REGARDING SUPPLY MANAGEMENT AND DISTRIBUTION.** The person in this position must have the practical knowledge of the Federal Acquisition Regulations, supply source, budgetary and financial regulations to ensure compliance with regulations and all aspects of Property and Supply, i.e., vehicles, forms, mail, copying and duplicating services; knowledge of warehouse layout and operating procedures; supply management; inventory management; space management; principles and procedures to effectively administer the general support functions for the Medical Facility. 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)

**4. ABILITY TO WORK INDEPENDENTLY AND UNDER PRESSURE.** This is the ability to investigate complicated problems and situations, and analyze relevant information gathered and make recommendations to resolve conditions or change procedures either independently or as a part of a broader problem solving effort in the area of property/supply, medical equipment, and related support services operations. Coordinates actions to prevent, correct, or resolve delays or misunderstandings. 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)

**5. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS ORALLY AND IN WRITING.** This is the ability to express oneself orally and in writing with clear and concise information, in correspondence, reports, instructional materials, manuals and be able to convey the agency policy and instructions to others in a way that will insure successful completion of the mission. 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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**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