



DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIROMENT

VACANCY ANNOUNCEMENT

GA-08-098

OPENING DATE

10/14/2008

CLOSING DATE

11/03/2008

POSITION

Diagnostic Radiologic Technologist
GS-647-6/7/8

LOCATION AND DUTY STATION

Division of Clinical Services
Radiology Services Branch
Gallup, New Mexico

GRADE/SALARY

GS-06 - \$36,108 ~ \$44,892*
GS-07 - \$39,038 ~ \$48,794*
GS-08 - \$43,236 ~ \$54,045*

NUMBER OF VACANCIES

One vacancy - 205012

*Special Salary rate authorized under 5 USC 5305

APPOINTMENT

[X] Permanent
[] Temporary

WORK SCHEDULE

[X] Full Time
[] Part Time

AREA OF CONSIDERATION

[] Commuting Area
[] Navajo Area Wide
[X] IHS Wide
[] DHHS Wide

SUPERVISORY/MANAGERIAL

[] YES, may require one-year probation
[X] NO

PROMOTION POTENTIAL

[X] YES, to grade: GS-7/8
[] NO known potential

HOUSING

[] YES, government housing available
[X] Private Housing Only

TRAVEL/MOVING

[X] May be paid for eligible employees
[] NO expenses paid

DUTIES: Responsible for the technical operation of a digital stationary and digital portable roentgenological equipment in conjunction with the taking of routine fluoroscopy and special examinations, and the processing of radiographic procedures utilizing computed radiographic equipment. Performs a variety of difficult radiograph examinations. Performs procedures such as cholangiograms, linear tomography, digital fluoroscopy, and operating procedures utilizing digital C-arm fluoroscopic equipment in surgical suite. Receives requisition and patient, explains methods of procedure, positions patient and makes exposure necessary for the requested examination. Independently makes standard examinations. Confers with radiologist to establish requirements of nonstandard examinations and determines technical factors, positioning, number and exposure factors, etc., to satisfy the requirements. Advises radiologist or referring physician of results of examination and provides them with a preliminary diagnostic evaluation. Makes minor adjustments to equipment such as setting up wedges or changing technique. Reviews new developments in the field and recommends to supervisor those, which would improve the operation of the section.

Incumbent must demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on their assigned unit. Performs other duties as assigned.

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 requires that person who administer radiological 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.

EXPERIENCE REQUIREMENTS: The following shows the amounts of education and/or experience required.

GS-6	52 weeks of specialized experience equivalent to at least GS-5 level.
GS-7	52 weeks of specialized experience equivalent to at least GS-6 level.
GS-8	52 weeks of specialized experience equivalent to at least GS-7 level.

Specialized Experience: Experience in the operation of diagnostic radiology equipment under the direction of radiologist or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

SELECTIVE PLACEMENT FACTOR: None

TIME-IN-GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade requirements. Candidates applying under the provisions of the Merit Promotion Plan for the GS-6 must have completed 52 weeks of service at the GS-5 level; candidates for the GS-7 must have completed 52 weeks of service at the GS-6 level; and candidates for the GS-8 must have completed 52 weeks of service at the GS-7 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.

CONDITIONS OF EMPLOYMENT: This position requires a rotational work schedule that includes evenings, nights, weekends, and/or holidays.

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 that 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 GIMC Personnel Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standards for General Schedule Positions, Series GS-647 for complete information. Substitution of education for experience will be made in accordance with those standards. TO OBTAIN EDUCATION CREDIT, APPLICANTS MUST SUBMIT OFFICIAL TRANSCRIPTS. For more complete information, contact your servicing Personnel Office.

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 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 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, or those with a 30% or more compensable service-connected disability.)

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 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 of 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 a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice

- or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you 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 by 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. Meet the basic qualification for the position and 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 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. Ability to perform the technical aspects of the job.
2. Ability to work under pressure.
3. Ability to plan, organize and set priorities.
4. Ability to meet and deal with a variety of individuals.
5. Ability to maintain security of confidential materials.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS

NOTE: Declaration for Federal Employment (OF-306) and Addendum to OF-306 (Child Care & Indian Child Care Worker Position), BOTH forms 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 these two 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.

HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the Gallup Indian Medical Center, Human Resources, 217 Marguerite Street, Gallup, NM, or P.O. Box 1337, Gallup, NM 87305, by close of business (4:30 p.m.) on the closing date: 11/03/2008. For more information contact: Irene Benallie at (505) 726-8720.

- 1) OF-612, Optional Application for Federal Employment;
- 2) *Resume; or
- 3) *Any other written application format;

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, 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 ON 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 (College 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 code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD214, indicating Discharge and/or SF-15 - if claiming 10-point. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligible;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior federal 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. **College 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). (Attach Transcript);
10. **Work Experience** (paid and non-paid) - Job Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number; **Starting and Ending Dates (month/year); Hours worked 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.

We will not accept applications by email, fax or electronic resumes.

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 of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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.

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. Promotions or appointments will not be based on personal relationship or other types of personal favoritism or patronage.

/s/ Irene Benallie
PERSONNEL CLEARANCE

10/08/2008
Date

THIS ANNOUNCEMENT NUMBER: GA-08-098 MUST INDIVIDUALLY IDENTIFY EACH APPLICATION AND DOCUMENT FORM. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO 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. ORIGINAL SIGNATURES ARE REQUIRED ON APPLICATION FORMS AND SUPPLEMENTAL STATEMENTS.

SUPPLEMENTAL QUESTIONNAIRE
Diagnostic Radiologic Technologist; GS-647-6/7/8

1. **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 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.)

2. **ABILITY TO WORK UNDER PRESSURE.** This is the ability to function effectively and maintain control and composure under stressful working conditions. This person may be required to make decisions in sensitive emergency 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.)

3. **ABILITY TO PLAN, ORGANIZE AND SET PRIORITIES.** This is the ability to effectively anticipate workload demands, to establish the manner in which available resources will be utilized, and to schedule performance to ensure that all requirements are met in a timely fashion. What in your background shows you possess this and ability?

What was the duration of these activities?

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

4. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS. This is the ability to establish and maintain interpersonal relations by exercising tact, diplomacy, patience and mature judgment with a variety of individuals, peers, and superiors within and outside the organization. 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 MAINTAIN SECURITY OF CONFIDENTIAL MATERIALS. This is the ability to recognize and apply strict confidentiality rules due to access of confidential patient information. 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.)

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 (Sign in Ink)
