



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. SER-09-0007-AAO	OPENING DATE 10/14/2008	CLOSING DATE 10/27/2008
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POSITION TITLE, SERIES, GRADE AND SALARY

Human Resources Assistant (OA)
GS-0203-04, \$26,569 per annum
GS-0203-05, \$29,726 per annum

LOCATION AND DUTY STATION

Southeast Regional Human Resources Office
Division of Client Services
Albuquerque, NM

(Includes Locality Pay Adjustment)

AREA OF CONSIDERATION: *Local Commuting Area* – Management determines in advance of the announcement that there is likely to be an adequate number of qualified applicants in the local commuting area. Outside non-Indian preference candidates will not be considered.

RELOCATION: Relocation expenses will not be paid. Employees who wish to relocate to Albuquerque, NM for their own benefit may apply. If there are no Indian preference eligible candidates within the special area of consideration and an Indian preference candidate is selected outside the special area of consideration, relocation costs will be paid.

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- Position has promotion potential to the GS-5.
- 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.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

DUTIES AND RESPONSIBILITIES:

GS-4: Duties will be the same as GS-5; however, it will be performed under close supervision and less independence. For the GS-5: Receives telephone calls and utilizes knowledge of organization, programs, operations, and procedures to make proper disposition of inquiries. Completes processing of personnel actions for accessions, changes, separations and pay documents. Examines SF-52s, Requests for Personnel Actions, covering all types of personnel actions: accessions, changes, separations, proper signatures, supporting documents, legal authority, etc. Enters all incoming SF-52's on 52 Central. Completes coding sheet for transactions on computer terminal. Assists employees on how to make pay changes on myPay. Receives data on the computer system and prints daily actions or messages, SF-52s and SF-50s. Makes proper distribution of SF-50s and other documents such as SF-2809, SF-2817, etc. Maintain Official Personnel Folders and assist employees in navigating on e-OPF. Computes service computation dates, reviews personnel files for new appointees with prior service and determines creditable service. Maintains call-up system and processes necessary forms for periodic within-grade increases and files applicable form. Composes and/or initiates correspondence to newly selected employees, other government agencies, Office of Personnel Management, department offices and field installations. Initiates SF-75 and provides SF-75 information to other agencies. Ensures that records are maintained in full accordance with the requirements

of the Privacy Act and internal operating procedures. Provides expert technical advice to operating officials and other employees regarding OPM and Departmental rules, regulations and procedures on employee status and benefits. Provides information as to progress individual cases and/or reasons for delay; devises new methods and processes to expedite the workflow. Completes processing of new employees entering on duty, which includes fingerprinting, completion of forms, explanation of benefits, etc. Runs query and prints daily reports from computer terminal. Processes new or lost identification cards for employees. Provides clerical support to all sections within the Division of Human Resources.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Candidates for the GS-4 must have had 1 year of General Experience **OR** 2 years above high school.

Candidates for the GS-5 grade level must have had 52 weeks of Specialized Experience equivalent to the GS-4 level **OR** four (4) years above high school.

General Experience: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Clerical or other work performed as the principal clerical and administrative support position in a Human Resource office with responsibility for carrying out and coordinating all the clerical and day-to-day administrative support activities required to accomplish the work of the organization. The types of experience, which will be credited, are shown under "Duties and Responsibilities"

Proficiency Requirements: In addition to meeting experience or education requirements, applicants for this position must show possession of Office Automation skills and must have typing proficiency of 40 words per minute.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSA's described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Ability to communicate orally and provide assistance to the public, management, and employees.
2. Ability to establish and maintain personnel controls, files, and office systems.
3. Knowledge of staffing operations in conjunction with a variety of staffing procedures to initiate and carry out clerical activities.
4. Ability to communicate in writing.

WHO MAY APPLY:

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

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** 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, those with a 30% or more compensable service-connected disability).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

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.

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 Myron Jackson (505) 248-4739. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and 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 and 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 the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be received by close of business (5:00 p.m. MST) on the closing date to the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquires, contact Myron Jackson, Human Resources Specialist, 505-248-4739.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- To substitute education for experience, where applicable, you must submit a copy of your transcripts by the closing date or ensure that your resume includes sufficient detail (i.e., required course title, credit hours and grades) to document that you have met the education requirements. *Official transcripts will be required prior to entry on duty.*
- Proficiency Requirement Statement - Applicants must show possession of Office Automation skills AND must have typing proficiency of 40 words per minute with three (3) or few errors based on a 5 minute typing test. One of the following must be submitted with your application:
 1. a. Competitive Service: Acceptable Typing Performance Test Results: A certificate of proficiency from a school OR other organization **authorized** to issue such certificates by the Office of Personnel Management local office. Test results without date, signature of official administering typing test, typing speed, and number of errors cannot be considered and will result in an ineligible rating.
b. Excepted Service: Acceptable Typing Performance Test Results: A certificate of proficiency from a school OR other organization authorized to issue such certificates. Test results without date, signature of official administering typing test, typing speed, and number of errors cannot be considered and 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, signature and date.
 - **OR**
 3. Self-Certification Statement: Applicants may also self-certify their proficiency by submitting the attached SELF-CERTIFICATION STATEMENT with their application with signature and date.
- See '**HOW TO APPLY**' on last page, for additional information.

OTHER IMPORTANT INFORMATION:

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.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is 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.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy **must** be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/Myron Jackson

Human Resources Specialist

10/10/2008

Date

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
SOUTHEAST REGION DIVISION OF HUMAN RESOURCES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**

For all positions titled as Office Automation or any clerical position which has parenthetical title of Office Automation (OA), 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 base management, spreadsheet, etc.

To be eligible for (OA) positions, you must be able to:

1. Type 40 words per minute.

2. Possess knowledge of general office automation software, such as word processing, personal computer, electronic mail, data base management, spreadsheet, etc.

Please sign and date the Self-Certification statement and submit with your application/resume.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET FORTH IN
THIS SELF-CERTIFICATION STATEMENT FOR:

- TYPING AND KNOWLEDGE OF GENERAL OFFICE AUTOMATION SOFTWARE
(i.e., word processing, personal computer, electronic mail, data base management, spreadsheet, etc.)

NOTE: A certification statement must be signed and dated for each specific vacancy announcement. A falsification of this statement may be used as grounds for not employing you or for dismissal.

Applicant's Signature

Date

HOW TO APPLY

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.

Optional Application for Federal Employment – Form Number OF-612
http://www.opm.gov/forms/pdf_fill/of612.pdf

Résumé or Other written application format with information requested below.

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. 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.

➤ **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

➤ **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

➤ **EDUCATION**

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or 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).

To obtain educational credit, applicants must submit a copy of all college transcripts.

➤ **WORK EXPERIENCE**

Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.

Highest federal civilian grade held (give job series and dates held)

Work experience (paid and unpaid)

Job title (include series and grade if federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

➤ **OTHER QUALIFICATIONS**

Give dates but do not send documents unless requested

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.