



Department: **Department Of Health And Human Services**

Agency: **Indian Health Service**

Sub Agency: **Department of Health and Human Services - IHS**

Job Announcement Number:

HHS-2009-0001

[DETAILED VERSION](#)

[CLOSE](#)

[PRINT](#)

Overview

Human Resources Specialist, GS-201-12

Salary Range: 71,559.00 - 93,031.00 USD per year

Series & Grade: GS-0201-12/12

Promotion Potential: NA

Who May Be Considered:

Excepted Service Examining Plan (ESEP) Candidates

Merit Promotion Plan (MPP) Candidates

Veteran's Preference Candidates

Open Period: Wednesday, October 15, 2008 to Wednesday, November 05, 2008

Position Information: Full-time Permanent

Duty Locations: 1 vacancy - Anchorage, AK

Job Summary:

The Indian Health Service (IHS), an agency within the Department of Health and Human Services, is responsible for providing federal health services to American Indians and Alaska Natives. The IHS provides a comprehensive health services delivery system for American Indians and Alaska Natives with opportunity for maximum tribal involvement in developing and managing programs to meet their health needs.

ORGANIZATIONAL LOCATION:

Department of Health and Human Services (HHS), Indian Health Service (IHS), Western Region Human Resources Center (WRHRC) in Anchorage, Alaska.

SALARY INCLUDES 24% COST OF LIVING ALLOWANCE (COLA). COLA IS TAX-FREE AND IS SUBJECT TO CHANGE IN THE FUTURE.

POSITION DETAILS:

Merit Promotion Position: Yes
Travel Required: Some
Supervisory/Managerial Position: No
Relocation Expenses Paid: Yes. Entitlement will be determined at time of selection.
Is position covered by PL 101-630? No
Is drug testing required? No
Is government housing available? No

In order to be considered for this position, you must follow the instructions listed on the "How to Apply" tab. This vacancy requires that you submit responses to a questionnaire. If you do not submit this information by the closing date of the announcement, you will not be considered. Please check "How to Apply" before clicking "Apply Online" below.

The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

Excepted Service Examining Plan Candidates (ESEP) - Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116 (b) (8). Preston Qualification Standards will be applied.

Merit Promotion Plan Candidates (MPP) - Current permanent competitive Federal status employees, reinstatement eligibles, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).

Veteran's Preference Candidates - 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.

Key Requirements:

- Position subject to a public trust background investigation
- Males born after 12/31/59 must be registered w/the Selective Service

Duties

Major Duties:

This position is a member of the Western Region Human Resources Center staff and exercises program responsibility for providing human resource services to the Alaska, Portland and California Area Offices of the Indian Health Service. Position serves as a senior Staffing and Classification specialist for the region, and has responsibilities in other areas of human resources.

Qualifications and Evaluation**Qualifications:**

Specialized Experience required for GS-12: To be creditable at the GS-12 grade, the candidate must possess 52 weeks of specialized experience (defined below) that is in the same or similar work equivalent to the next lower level (GS-11) within the Federal system, or at the level that clearly demonstrates the candidate's application of the knowledge, skills, and abilities as described within this announcement. Specialized experience is defined as experience providing operational Human Resources management advisory services and program support for classification, recruitment and placement, and compensation that also includes the utilization of HR e-government software.

TIME IN GRADE REQUIREMENT: Federal status applicants must have completed at least 52 weeks of service in a position no more than one grade lower than the position to be filled. If selected under the Excepted Service Examining Plan, individuals may be appointed without regard to time-in-grade requirements.

There is no substitution of education for qualifying experience at this grade level.

You must meet the requirements of the position by the closing date of the job announcement and provide the required documents no later than 12:00 midnight on the closing date of the job announcement to be considered for this position.

How You Will Be Evaluated:

The HHS Careers system simplifies the Federal application process by replacing the former KSA job-element statements with on-line self-assessment questions. Your resume and responses to the self-assessment questions are an integral part of the process for determining your basic and specialized qualifications for the position.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veterans' Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

Therefore, it is important to support your responses to the vacancy questions by providing examples of past and present experience when requested.

Additional details on the application process can be found under the How to Apply tab.

To preview questions please [click here](#).

Benefits and Other Information

Benefits:

The federal government offers a number of exceptional benefits. A benefits package is available.

Other Information:

Additional selections of candidates may be possible within 90 days from the date the certificate of eligibles was issued for this announcement, for filling additional or similar positions. However if there are no qualified Indian Preference candidates on the Certificate, the vacancy must be reannounced.

[Veterans Information](#)

[Displac](#)

[ed Federal employees ICTAP criteria.](#)

[CTAP Information](#)

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

How to Apply

How To Apply:

You must begin the application process online at USAJOBS. Submitting your USAJOBS resume and responses to the vacancy questions online is mandatory to be considered for this vacancy announcement.

First, carefully read this entire vacancy announcement. While reading the announcement take note of any qualifications, rating factors, job-related questions or specific duties that are listed.

Next, login to [MYUSAJOBS](#) and edit your existing resume or create a new resume to highlight the skills and experience you have that relate to THIS SPECIFIC VACANCY.

Once you've crafted a vacancy-specific resume, return to the announcement and select "Apply Online." Select your vacancy-specific resume and submit it for consideration by clicking "Apply to this position now!" This will then take you to the IHS HHS Careers system to answer the core questions and job specific questions.

Once you have completed the online questionnaire, you may return to USAJOBS. However, your application may not be complete. Make sure you submit any supporting documentation (see below) before midnight Eastern Time on the closing date.

REASONABLE ACCOMMODATION:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Jeanne Taylor at (916) 930-3981 X335. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Required Documents:

You must provide the required information during the online application process and fax all supporting documents to the fax number listed; if any of the following are missing when the announcement closes we will deem your application incomplete:

1. Resume complete in USAJOBS
2. Responses to Core Questions
3. Responses to Vacancy specific questions
4. Applicable Supporting Documentation

SUPPORTING DOCUMENTATION :

Supporting documentation requested to complete the application process

1. Resume - to be entered during online application process.
2. If claiming Indian Preference, you must submit the BIA Form

4432 "Verification of Indian Preference for Employment in BIA and IHS".

3. If claiming Veteran's Preference, include a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal employee, and/or if requesting Reinstatement Eligibility.
5. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
6. [Declaration for Federal Employment - REQUIRED FOR ALL APPLICANTS.](#)

Contact Information:

Jeanne Taylor
Phone: 916-930-3927
Fax: 916-930-3973
TDD: 301-443-6394
Email: jeanne.taylor@ihs.gov

Or write:

Department of Health and Human Services - IHS
650 Capitol Mall, Suite 7-100
Sacramento, CA 95814
Fax: 916-930-3973

What To Expect Next:

Once the job announcement closes, we will evaluate applications to determine qualifications and ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration. You will be notified of the outcome by e-mail.

[General](#)

[Information on the federal hiring process.](#)

Tired of voicemail? You can check the status of your application online at [My USAJOBS](#).

Never miss a job opportunity again! As a registered user of USAJOBS, you can create up to five [Job Search Agents](#). These agents automatically retrieve jobs matching your criteria and e-mail the results to you at a time period you select.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[DETAILED VERSION](#)[✕ CLOSE](#)[🖨️ PRINT](#)

Send Mail

Send Mail to:

Department of Health and Human Services - IHS
650 Capitol Mall, Suite 7-100
Sacramento, CA 95814
Fax: 916-930-3973



Questions?

For questions about this job:

Jeanne Taylor
Phone: 916-930-3927
Fax: 916-930-3973
TDD: 301-443-6394
Email: jeanne.taylor@ih.gov

USAJOBS Control Number: 1367702

[🖨️ PRINT](#)