



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

Agency: **Indian Health Service**

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

Job Announcement Number:

HHS-IHS-WR-2009-0002

DETAILED VERSION

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Overview

Information Technology Specialist (SYSADMIN)

Salary Range: 57,898.00 - 75,268.00 USD per year

Series & Grade: GS-2210-11/11

Promotion Potential: 11

Who May Be Considered:

Excepted Service Examining Plan Candidates (ESEP)

Merit Promotion Plan Candidates (MPP)

Veteran's Preference Candidates

[Which hiring plan should I select?](#)

Open Period: Friday, October 03, 2008 to Friday, October 24, 2008

Position Information: Full time Permanent

Duty Locations: 1 vacancy - Sacramento

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), California Area Office, Office of Public Health, Information Technology Staff.

POSITION DETAILS:

Merit Promotion Position: Yes
Travel Required: Some
Supervisory/Managerial Position: No
Relocation Expenses Paid: Yes
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 - 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 more information on which hiring plan you may fall under please click here; [Which hiring plan should I select?](#)

Key Requirements:

- Position subject to a background investigation prior to start date.
- Males born after 12/31/59 must be registered w/the Selective Service.

Duties

Major Duties:

Serves as an Information Technology (IT) Specialist for the California Area Indian Health Service (CAIHS) with the responsibility for planning, planning and coordinating the installation, testing, operation, troubleshooting and maintenance of CAIHS IT equipment and software systems. Conducts System Administration (SA) planning, coordination, modification, implementation and troubleshooting to support CAIHS customer needs. Administers assigned systems, including associated IT equipment and software and numerous interfaces, included in the CAIHS Local Area Network (LAN) and Wide Area Network (WAN). Within the SA specialty area, participates in accomplishing technical, analytical and advisory functions pertinent to the development of local policies, plans, and processes and ensuring that work accomplished is in compliance with higher authority policies and guidelines. In accomplishing assignments, ensures the rigorous application of information security/information assurance policies, principles, and practices.

Qualifications and Evaluation**Qualifications:**

You must have one year of specialized experience (defined below) equivalent to the GS-9 level, OR Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR a combination of education and experience. Specialized experience is defined as experience that demonstrated accomplishment of computer project assignments that required a range of knowledge of computer requirements and techniques. For example, assignments would show, on the basis of general design criteria provided, experience in developing modifications to parts of a system that required significant revisions in the logic or techniques used in the original development. Accomplishments normally involve the following, or the equivalent:

Knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area or computer specialty area in an organization; Planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls; and Adaptation of guidelines or precedents to the needs of the assignment.

**Although not a requirement, please indicate in your resume if you have successfully earned a Systems Administrator certification.

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.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education

education and experience are acceptable.

You must meet the requirements of the position by the closing date of the job announcement and provide the required supporting 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:

[Veterans Information](#)

[Displaced Federal employees ICTAP criteria.](#)

[CTAP Information](#)

IHS-OPERATED PROPERTIES ARE "TOBACCO FREE"

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.

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, read this entire vacancy announcement. While reading the announcement carefully, 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 experiences 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, HR Specialist 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 on-line 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 HHS Careers
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 on-line 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. **OF-306 Declaration for Federal Employment** [OF306.doc - 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.

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.

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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@ihhs.gov

USAJOBS Control Number: 1356663

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