



NAVAJO AREA
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

ELECTRONIC OR TELEFAXED RESUMES OR APPLICATIONS WILL NOT BE ACCEPTED

VACANCY ANNOUNCEMENT

GA-08-103

OPENING DATE

10-23-2008

CLOSING DATE

11-13-2008

POSITION

Inventory Management Specialist

LOCATION AND DUTY STATION

Gallup Service Unit
Gallup Regional Supply Service Center
Gallup, New Mexico

GRADE/SALARY

GS-2010-11 ~ \$54,494 - \$70,843 per annum

NUMBER OF VACANCY

One Vacancy (PCN: 450506)

APPOINTMENT

Permanent

WORK SCHEDULE

Full Time

AREA OF CONSIDERATION

I.H.S. Wide

SUPERVISORY/MANAGERIAL

No

PROMOTION POTENTIAL

No Promotion Potential

HOUSING

Private housing only

TRAVEL/MOVING

No expenses paid

DUTIES: This position is located in the Gallup Service Unit at the Gallup Regional Supply Service Center (GRSSC). Supervises and directs the activities of 3 full time employee including 1- Inventory Management Specialist, GS-2010-9; and 2-Supply Technicians, GS-2005-6. Determines training needs for GRSSC. Establishes assignments, priorities and timetables and sets department goals to meet program goals. Approves leave as workload permits; Determines the need for overtime to meet deadlines and advises supervisor and Director of unusual situations requiring staffing modifications such as temporary employees, overtime, compensation time or a change in work schedule. Initiates stores stock replenishment action based on review of monthly inventory management electronic records and reports. Audits data on Electronic Requirements Analysis Reports and reviews stores stock manual records indicating replenishment need to assure timely replenishment action is taken. Provides constant review of usage rates and other factors contributing to increased or decreased levels of usage, takes appropriate action to maintain availability of stock items and prevent outages while minimizing inventory costs. Monitors, evaluates, interprets and analyzes the monthly issues and other data to determine supply replenishment requirements to project budgetary needs and to assure that issue listing data are accurate. Prepares reports indicating status of inventory and budgetary needs for service units and the GRSSC. Conducts weekly review to the Outage/Back-Order/ROP Reports to monitor for outage or low stock status of critical supplies. Coordinates follow-up calls or special rush orders with GRSSC Purchasing and/or Manufacturers as needed. Serves as liaison with the Inventory Management Section and Warehouse Section to coordinate the speedy receipt and release of backordered items to the customers. Reviews and processes all request for items to be added to the users issue list. Coordinates with the supervisor of the ADP supply program that consists of analysis of data, replenishment, receiving, issuing, stock control, and cataloging. Reviews daily, monthly and annual stores reports for any discrepancies for corrective actions. Is responsible for reviewing and researching any discrepancies regarding inventories and issue overages, shortages, incorrect prices, etc.

Reviews and processes documentation for disposal of material that have been damaged, obsolete, outdated, etc. Researches and reconcile discrepancies to adjust the inventories as required to assure the accounts are in balance. Reviews item descriptions of all items handled by the GRSSC Stores accounts. Assigns index numbers, directs assignment of index number to supply records, reviews documents and reports for accuracy and notes any discrepancies. Assists in annual and special inventories of the GRSSC stores account. Provides technical assistance to customer. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC QUALIFICATIONS: Applicants must have had 52 weeks of specialized experience equivalent to at least GS-9 grade level to qualify for the GS-11 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities 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 which will be credited are: Knowledge of applicable laws, regulations, and restrictions governing inventory and supply management functions."

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-11: Three (3) full years of progressively higher-level graduate education leading to a master's degree or master's or equivalent graduate degree.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision.

- Ability to supervise.
- Knowledge and understanding of applicable laws, regulations, and restrictions governing inventory and supply management functions.
- Ability to research.
- Ability to communicate orally and in writing.

TIME-IN-GRADE REQUIREMENTS: A Candidate applying under the provisions of the merit promotion plan must have completed at least 52 weeks of specialize experience at the GS-09 to qualify for the GS-11.

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.

CONDITION OF EMPLOYMENT: Immunization Requirement - all persons born after December 31, 1956 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, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: 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 notify the agency. This decision on granting reasonable accommodation will be on a case-by-case basis.

*****NOTE***** Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-2010, for complete information. For more information, contact your servicing Human Resources Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE OFFICIAL COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

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.)

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 separation.
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. Meets the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and are 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's 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 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 that are related to this position. To receive full credit for your qualifications provide a narrative statement that 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 supervisor.
2. Knowledge and understanding of applicable laws, regulations, and restrictions governing inventory and supply management functions.
3. Ability to research.
4. Ability to communicate orally and in writing.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW AND WHERE TO APPLY. All applicants must submit **one** the following to the Gallup Indian Medical Center, Division of Human Resources, 217 Marguerite, P.O. Box 1337, Gallup, NM 87305, by close of business (4:30 p.m.) on the closing date: November 13, 2008. For more information contact: Susie Tom at (505) 722-1412. **Electronic or telefaxed Resumes or applications will not be accepted.**

- 1) OF-612, Optional Application for Federal Employment; *or*
SF-171, Application for Federal Employment; *or*
****Resume *or* any other written application format****. See **INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS** outlined below.
- 2) OF-306, Declaration for Federal Employment. This form 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 information in your application. Responding "YES" to any one of these 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 begin work; or you may be fine or jailed.** Consideration for an offer of employment may be denied if there are affirmative responses on the Declaration for Federal Employment.
- 3) BIA Form 4432, Bureau of Indian Affairs Preference Certificate. A copy of an official Bureau of Indian Affairs Preference Certificate, BIA 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 such document is contained in their Official Personnel Folder.
- 4) DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. *Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible.*
- 5) Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee;
- 6) Latest Performance Appraisal, if a *current* federal employee;
- 7) Official College Transcript, to show proof of undergraduate or graduate education.
- 8) Supplemental Questionnaire (KSA) - failure to submit this narrative may adversely affect your ranking for this position.

****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 #6 (High School), #7 (College and Universities) and #8 (Work Experience) would 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. Highest Federal civilian grades held (give series and dates held);
6. **High School** - Name, City, State (zip code, if known), and date of Diploma or GED;
7. **College and Universities** - Name, City, State (zip code, if known), Major(s), Type and Year of Degree received (if no Degree, show Total Semester or Quarter Hours earned);
8. **Work Experience** (paid and non-paid) - Job Title, Employer's Name and Address, Supervisor's Name and Telephone Number; Description of Duties and Accomplishments, Starting and Ending Dates (Month/Year); Average hours worked per week; and Salary;
9. Indicate if we may contact your current Supervisor;

SUPPLEMENTAL QUESTIONNAIRE
Supervisory Inventory Management Specialist, GS-2010-11

1. **ABILITY TO SUPERVISE.** This is the ability to make work assignments to a wide variety of employees based upon changing priorities and to evaluate the work of subordinates; counsel employees; recommends employees for promotion, award(s), and formal training; resolve complaints and administer discipline fairly based on personnel and administrative regulations; and provide on-the-job training to a staff with various levels of knowledge and experience. 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 AND UNDERSTANDING OF APPLICABLE LAWS, REGULATIONS, AND RESTRICTIONS GOVERNING INVENTORY AND SUPPLY MANAGEMENT FUNCTIONS.** This person in this position must have the knowledge of inventory and supply regulations, principles, practices, techniques and logistic methods, procedures and directives regarding maintenance, supply, finance, automated processing, procurement and transportation. This also includes budgeting and fiscal management programs of I.H.S. and its formula and funds control methods. 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 RESEARCH.** This is the ability to research, understand, and correctly interpret a wide variety of written information such as Property Management Handbook, I.H.S. Procurement Manual, Indian Health Service Manual, Departmental Regulations and Policies. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information?

4. **ABILITY TO COMMUNICATE ORALLY AND IN WRITING.** Must have the ability to communicate orally and in writing by expressing oneself in a clear and concise manner for a variety of purposes with individuals of various backgrounds both within and out the organization. What in your background do 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

Date
