

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

**PHS INDIAN HOSPITAL
PO BOX 1201
PINE RIDGE, SOUTH DAKOTA 57770**

PINE RIDGE IHS IS A SMOKE FREE ENVIRONMENT

October 20, 2008

**POSITION: Laborer
PR2116**

**LOCATION: PHS Indian Hospital
Pine Ridge, SD**

**SALARY: WG-3502-2/3, WG-2, \$11.06 per hour
WG-3, \$12.26 per hour**

VACANCY NUMBER: NP-08-0085-PR-MPP

OPENING DATE: October 21, 2008

CLOSING DATE: November 10, 2008

Applications and related documents must be received at the above address by 4:30 p.m. on the closing date of this announcement. For information contact Annabelle Black Bear at (605) 867-3016. All applications are subject to retention; no requests for copies will be honored. Applications can be faxed to 605/867-3271, (NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS). Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application. **E-MAIL TO: annabelle.blackbear@ihs.gov**

APPOINTMENT:

Permanent
 Not-To-Exceed The applicant selected for
This position may be appointed to either a one-
year appointment or an appointment in excess
of one year depending on the status of the
applicant.

WORK SCHEDULE:

Full-Time
 Part-Time
 Intermittent

AREA OF CONSIDERATION:

Commuting Area
 Area-Wide
 IHS-Wide
 DHHS-Wide

MOVING: Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL YES NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

* All applicants are required to complete the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" and "Declaration for Federal Employment (OF-306)" forms to determine eligibility for federal employment. Your application may not be considered for this designated childcare worker position if you do not complete and submit this form or if you answer "Yes" to either of the two questions.

- **Must provide AVERAGE HOURS WORKED PER WEEK** on application.

NOTE: Applicants must provide work experience (paid/non-paid) – Job Title (include series if Federal job), duties, responsibilities and accomplishments (if you describe more than one type of work, ie., carpentry and painting, or personnel and budget, write the approximate amount of time you spend doing each). Employers name and address, supervisor's name and phone number, starting and ending dates (month/year), AVERAGE HOURS WORKED PER WEEK, and salary.

Persons who submit incomplete applications will be given credit only for the information they provide and may not receive full credit for their veteran's preference determination, Indian Preference, education, training and/or experience.

- Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or

who are currently pregnant.

GRADE POTENTIAL: NO ___ YES to grade(s) _____
SUPERVISORY/MANAGERIAL: NO ___ YES

*May require one year probation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "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."

DUTIES AND RESPONSIBILITIES: The purpose of this position is to perform various laboring duties within the Pine Ridge Hospital Maintenance Department; provide regularly scheduled cleaning and lawn maintenance of government TDY units; and periodic cleaning and lawn maintenance of vacated and renovated government housing units. The duties are general maintenance duties; haul materials and supplies to mechanical rooms, penthouses, shops, and roof; counts and stocks supplies in store rooms; performs visual checks of areas and equipment from check lists; changes light bulbs with a use of ladder; performs quarters cleaning tasks as assigned; cleans various areas in and around hospital such Maintenance shop, residential areas; and stocks TDY quarters and shop area with supplies, etc. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Candidates must meet qualification standards as specified in the Qualification Guide for Trade and Labor Jobs, X-118C.

ELEMENT A: Reliability and Dependability as a Laborer.
ELEMENT B: Ability to handle weight and loads.
ELEMENT C: Ability to follow directions.
ELEMENT D: Dexterity and Safety (working safely)
ELEMENT E: Ability to use and maintain tools and equipment.

Applicants must submit the SUPPLEMENTAL QUESTIONNAIRE; failure to do so will result in not being considered for the position.

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, if applicable.

HOW TO APPLY: Applicants must submit their applications to the PHS Indian Hospital, Human Resources, PO Box 1201, Pine Ridge, SD 57770. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

All applicants **MUST** submit the OF-306 Form (Declaration for Federal Employment).

1. Applicants may submit **ONE** of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be

substituted for experience.

5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
6. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form.**
7. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10-point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. **No preference will be allowed unless a copy of the DD-214 is attached to the application.**

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES:

Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration. Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

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. **Failure to include any of the information listed below may result in loss of consideration for this position. This office will not solicit additional information.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/non-paid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration 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 determination of unsuitability for Federal employment. If position is RE-ANNOUNCED, please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR 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 or a Certificate of Expected Separation (CES) 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 limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the 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 the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.).
 6. Meet the basic qualifications for the position, 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 selection 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 a RIF separation notice, a letter from the Office of Personnel Management (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 specific 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 shows 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 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 & meet all the application criteria (e.g., submit all required documentation, etc.)
6. Eligible applicants will be considered "well qualified" if their documented experience, knowledge, skill and abilities are comparable to or exceed that described at the acceptable level on the crediting plan for the position to be filled.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

PLEASE COMPLETE AND RETURN

(Attach to your resume or application)

SUPPLEMENTAL EXPERIENCE STATEMENT FOR LABORER JOBS

LABORER WG-3502-2/3

Below you will find a questionnaire which you are requested to complete as part of your application for this position. ***Answer all questions as best as you can as it will be to your advantage to give as much information as possible regarding your ability to perform this work.*** Statements concerning qualifications may be verified by the Indian Health Service. Exaggeration or misstatements may be cause for your disqualification or late removal from the Federal Service.

A. RELIABILITY AND DEPENDABILITY AS A LABORER:

What is the longest length of time you have worked for one person or company?

- | | |
|--------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Less than 6 months | <input type="checkbox"/> More than 6 months |
| <input type="checkbox"/> More than 1 year | <input type="checkbox"/> More than 2 years |
| <input type="checkbox"/> Only on summer jobs while in school | <input type="checkbox"/> Never been employed |

In the last 12 months, how many times were you absent from work or school when you were supposed to be there? (Give a brief explanation)

How many times were you late to work or school in the last 12 months? (Give a brief explanation)

Have you ever been fired within the past five year for doing poor work or for not working when you should have been? Yes No

If yes, from which jobs? (Give a brief explanation)

Have your bosses ever complimented you on being a good worker or on being a superior worker?

Yes No

If yes, on which jobs? (Give a brief explanation)

Have you quit any jobs in the last three years? Yes No

If yes how many times? (Give a brief explanation)

B. ABILITY TO HANDLE WEIGHT AND LOADS:

Can you lift and carry a 5 gallon pail full of paint or water? Yes No

Can you move furniture? Yes No

Have you lifted and carried 100 pound sacks of feed, sand, etc.? Yes No

Have you had experience in handling large sheets of plywood or plaster boards? Yes No

Plate glass show windows? Yes No

Pianos? Yes No

Garbage and trash cans, loading on trucks? Yes No

Have you participated regularly in sports such as football, basketball, baseball, or rodeos? Yes No

Tell about these activities

Do you have to stand on your feet all day at work? Yes No Where? (Give a brief explanation)

C. ABILITY TO FOLLOW DIRECTIONS:

Are you able to read and write English? ___ Yes ___ No

Did you fill out this application yourself? ___ Yes ___ No
If not, who helped you?

On the jobs that you have had, did you ever have to follow written directions in manuals, books, or signs or notes from your boss? ___ Yes ___ No
If yes, on what jobs? (Give a brief explanation)

Have you ever had a job where you told other employees what work was to be done? ___ Yes ___ No
If yes, on what jobs? (Give a brief explanation)

Have you ever had to follow orders that are always changing? Explain.

D. DEXTERITY AND SAFETY (WORKING SAFELY)

What formal safety training have you had? Tell where and when.

Describe any hazardous work you have done.

Tell about any job injuries or lost time accidents you have had (on or off the job accidents).

Have you ever been fired for unsafe work practices? Yes No

E. ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT

Have you ever used any type of equipment for cleaning? Yes No
If yes, list them and tell in what capacity they were used.

Was the equipment hand operated or power operated? Hand Power

Did you ever use or operate any other equipment like lawn mowers or lawn tractors? Yes No

If yes, list the types of equipment you have used and in what capacity?

Did you ever repair or adjust equipment on the job? Yes No

If yes, list the types of equipment and describe what types of repair or adjustment were made.

What other tools have you used?

Chainsaws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Jackhammers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Post hole diggers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shovels, rakes, axes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Have you sharpened tools?

Axes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shovels?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Saws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hedge clippers or weed slings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please include any other information which you feel is relevant to this position. Do not forget to include information on all work you have done, whether paid, unpaid, hobbies, self-employment, or military service. (Use additional sheets if needed.)

Certification

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Please sign here: _____

Date: _____