

DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA
INDIAN HEALTH SERVICE



NOTE: Competition for Security Guard positions is restricted by law to persons entitled to veteran's preference as long as such applicants are available for appointment.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

ELECTRONIC OR TELEFAXED RESUMES OR APPLICATIONS WILL NOT BE ACCEPTED

VACANCY ANNOUNCEMENT

GA-08-123

OPENING DATE

12/24/2008

CLOSING DATE

01/16/2009

POSITION

Supervisory Security Guard

LOCATION AND DUTY STATION

Safety and Security Management Section
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY

GS-0085-07 ~ \$36,822 - \$47,864 per annum

NUMBER OF VACANCY

One Vacancy (PCN: 202401)

APPOINTMENT

Permanent

WORK SCHEDULE

Full Time

AREA OF CONSIDERATION

I.H.S. Wide

SUPERVISORY/MANAGERIAL

Yes

PROMOTION POTENTIAL

No, No Known Potential

HOUSING

Private housing only

TRAVEL/MOVING

No expenses paid

DUTIES: The incumbent is responsible for supervising, assigning, scheduling and directing the work activities of security guards engaged in protection of life and property of all persons on government premises and patrolling all government buildings and grounds to prevent fire, theft and vandalism located at the Gallup Service Unit (GSU) (Gallup Indian Medical Center, Administrative Service Building (ASB), Ft. Wingate Dental Clinic, and the Tohatchi Health Center). Supervises the Gallup security guards during regular tour of duty, including weekends and holidays. Prepares work schedule for the officers to provide for adequate security coverage where there is continual potential danger from fire, accidents, theft, unauthorized entry and internal and external disasters. Develops Security Section policies and procedures in accordance with Indian Health Service, Navajo Area Indian Health Service and GSU policies and procedures. Conducts and/or directs investigation of complaints and violation of regulations by employees, patients and visitors. Approves leave and training requests. Conducts or coordinates mandatory and competency training. Recommends subordinate hiring, disciplinary and award actions to the Health Resources Manager. Inspects guards' physical appearance, work performance and daily written reports and logs. Works with Health Resources Manager to develop JCAHO Performance Improvement (PI) indicators. Ensures staff performs preventive maintenance on the patrol vehicle, closed circuit television and recording systems, radios, and building security systems. Manages security systems at GIMC campus including electronic locking systems and video surveillance. Performs interior and exterior foot and mounted security surveillance patrols in government buildings and grounds. Patrols hospital and Tohatchi Health Center, Ft. Wingate Dental Clinic and the ASB during the day and after dark to observe for unsafe and unsecured conditions and criminal activity. May be exposed to intoxicated persons, gang involvement and angry individuals. Performs foot and

traffic patrol and/or pedestrian control. Responds to emergencies such as disturbance, assault from intoxicated person, contraband or weapon or resistance to authority. Influence employees, patients, families and visitors to cooperate with security force and abide by the rules and regulations. Records all actions on the log and incident report forms. Maintains order during emergencies and contacts the Gallup Police Department and FBI for assistance with serious incidents. Provides assistance and information to staff, patients and visitors. Performs other related duties as assigned.

This position has been identified as a critical user of the Unified Financial Management System (UFMS). If selected for this position, you will be required to obtain a Public Trust Level 5 or 6 clearance which includes a check of your credit history.

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

SPECIALIZED EXPERIENCE:

GS-07: Candidates must have 52 weeks of **Specialized Experience** equivalent to at least the GS-06 level to qualify for GS-07. There is no substitution of education for experience at the GS-07 level.

SPECIALIZED EXPERIENCE: Experience such as work with a Federal, State, municipal, local, or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, or trespass; or maintaining order and protecting life. Such experience must have provided knowledge of protective systems and techniques. Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. For Security Guard positions in a hospital setting, experience as a psychiatric nursing assistant or a similar position safeguarding patients is qualifying.

SUPERVISORY OR MANAGERIAL PROFICIENCY: Candidates should possess proficiency, or the potential to develop proficiency, in these competencies prior to entry into a supervisory position:

1. Holds self and other accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, set priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
2. Anticipates and meets the needs of both internal and external customers. Delivers high quality products and services; is committed to continuous improvement.
3. Makes well informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
4. Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
5. Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
6. Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
7. Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
8. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
9. Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
10. Writes in a clear, concise, organized, and convincing manner for the intended audience.

Other competencies or technical requirements applicant must meet in addition to the above are:

- a. Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address

- performance problems. Manages a multi-sector work force and a variety of work situations.
- b. Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and use cost-benefit thinking to set priorities.
 - c. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
 - d. Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.
 - e. Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
 - f. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal or informal methods.

Other significant factors: Must have a valid driver's license to operate a government owned vehicle in the performance of assigned duties.

MEDICAL REQUIREMENTS: Duties of this position requires moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice.

POSITIVE EDUCATION REQUIRED: No

LICENSURE REQUIRED: No

SELECTIVE PLACEMENTS FACTOR: None

TIME-IN-GRADE REQUIREMENTS: A candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-06 level to qualify for the GS-07 grade level.

LEGAL AND REGULATORY REQUIREMENTS: Proof of U.S. citizenship is required for appointment in the I.H.S. 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 requirements - All persons born after 12-31-56 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.

Shift work is required in this position as well as work on weekends and holidays. In the event of an emergency situation (e.g. inclement weather, disaster coverage, etc.), employee may be required to report for duty outside of scheduled shift.

PHYSICAL DEMANDS: Duties require good physical agility and moderate physical exertion, including recurring periods of standing, climbing stairs, walking, running, bending, stooping and reaching when responding to alarms or calls for assistance, patrolling the facility, or restricting individual's access. This level of physical agility and exertion, combined with physical dexterity and strength, are required in pursuing, apprehending, and detailing uncooperative suspects. Work is accomplished by walking through buildings, parking areas, assisting personnel, and possible physical altercations with individuals. Items are carried such notebooks, and wearing an equipment belt holding a baton, hand-irons, flashlight and other required items that could create an additional 20 lbs. The employee must occasionally lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

NOTE: Refer to OPM Qualification Handbook, Series GS-0085 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Human Resources Office. If you are substituting education for experience, you are required to provide evidence of the education by providing official transcripts.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible 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 eligible 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 resume or application, whether their resume or 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 by achieving a score of 80 on a rating scale of 70 to 100 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 which are related to this position. To receive full credit for your qualifications, provide a narrative statement which 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 supervise the work of others.
2. Ability to perform the technical aspects of the job.
3. Ability to investigate, analyze, and meet deadlines.
4. Ability to communicate effectively in writing and verbally.
5. Knowledge of security training, procedures and tactical applications; to include the identifications of relevant training programs.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW & WHERE TO APPLY: All applicants, must submit one of the following to the Gallup Indian Medical Center, Human Resources Branch, 217 Marguerite Street, P.O. Box 1337, Gallup, NM, 87305 by 4:30 p.m. on the closing date: January 16, 2009. For more information contact Susie Tom at 505/722-1412.

- 1) OF-612, Optional Application for Federal Employment;
SF-171, Application for Federal Employment;
Resume; or
Any other written application format; PLUS Transcripts of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.
- 2) OF-306, Declaration for Federal Employment and I.H.S. Child Care Addendum (This is a covered position under public law 101-630), "Indian Child Protection and Family Violence Prevention Act."); both forms 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 the 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 be hired; you may be fired after you begin work; or you may be fined or jailed.**
- 3) BIA 4432 Form, Bureau of Indian Affairs Preference Certificate. A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA 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 documentation 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) A Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee;
- 6) The latest Performance Appraisal, if a current federal employee.
- 7) An Official College Transcript, to show proof of undergraduate or graduate education.
- 8) A Supplemental Questionnaire (KSA) - failure to submit this narrative may adversely affect your ranking for this position.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under **#8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE)** will 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 codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-point. Veterans Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status or reinstatement eligible.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior federal employee.
7. Highest Federal civilian grade held (give series and dates held);
8. High School - Name, City, State (zip code if known), and date of Diploma or GED.
9. Colleges and 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). (attach Transcript):

10. Work Experience (paid and non-paid) - Job, Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending dates (month/year), Hours/Week, and Salary.
11. Indicate if we may contact your current Supervisor;
12. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.
WE WILL NOT ACCEPT TELEFAXED OR E-MAIL APPLICATIONS OR RESUMES

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans preference determination, Indian Preference, Education, Training and/or Experience.

REASONABLE ACCOMMODATION: 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 the agency. The decision on granting reasonable accommodation will be on case-by-case basis.

VETERANS: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active may apply.

ADDITIONAL SELECTIONS: Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: 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 Systems.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/S/ Susie Tom
HUMAN RESOURCES CLEARANCE

December 23, 2008
DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER GA-08-123. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON SF-171 AND SUPPLEMENTAL STATEMENTS. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
SUPERVISORY SECURITY GUARD, GS-085-07

1. **ABILITY TO SUPERVISE THE WORK OF OTHERS.** This is the ability to evaluate and coordinate the work of subordinates; counsel employees, recommends employees for selection for promotion, awards, discipline, formal training, schedule leave, resolves complaints, and on the job-training through managing, planning and organizing of these categories which gives bases for appropriate decisions. 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. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** The person in this position should have the ability to interpret and apply Safety and Security laws, regulations and procedures; manage and maintain the security department's data systems; and have a working knowledge of all security equipment. This is to include the purchasing and management of the security equipments stock. 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 INVESTIGATE, ANALYZE, AND MEET DEADLINES.** The person in this position should have the ability to analyze and collect data in reference to investigations, incidents and occurrences. The ability to establish concise and accurate reports within established timeliness. The ability to maintain confidence relative to investigations. 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.)

4. **ABILITY TO COMMUNICATE EFFECTIVELY IN WRITING AND VERBALLY.** The person in this position must have the ability to write clear, concise and accurate reports; to include verbal presentation. This includes the knowledge of jurisdictional boundaries and Federal, State, and Tribal laws and regulations in law enforcement. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. **KNOWLEDGE OF SECURITY TRAINING, PROCEDURES AND TACTICAL APPLICATIONS; TO INCLUDE THE IDENTIFICATIONS OF RELEVANT TRAINING PROGRAMS.** The person in this position should have the ability to identify training needs based on current practices and applications techniques. Ability to identify relevant specialized training programs from outside sources. The ability to initiate and complete in-house training. 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.)

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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 (Sign in Ink)

Date