

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Phoenix Area Indian Health Service

Office of Human Resources, Two Renaissance Square

40 North Central Avenue, Suite 510, Phoenix, AZ 85004-4424

Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

AMENDMENT 1 (effective 1/08/09): To change number of positions and duty location information.

VACANCY ANNOUNCEMENT:	OPENING DATE:	CLOSING DATE:
SWR-09-0113	01-05-2009	01-23-2009

POSITION TITLE/SERIES/GRADE: Human Resources Specialist (Recruitment/Placement/Classification), GS-0201-07/12

STARTING SALARY: GS-07, \$38,860 - \$50,519 per annum
GS-09, \$47,534 - \$61,794 per annum
GS-11, \$57,511 - \$74,759 per annum
GS-12, \$68,932 - \$89,607 per annum

PROMOTION POTENTIAL: GS-12

SUPERVISORY/MANAGERIAL: No

RELOCATION EXPENSES: To be paid in accordance with Federal Travel Regulations

APPOINTMENT/WORK SCHEDULE: Two (2) Permanent Full-time positions:
(1) vacancy at Phoenix Area Office and (1) vacancy at Phoenix Indian Medical Center

AREA OF CONSIDERATION: DHHS Wide

DUTY LOCATIONS: Southwest Region Human Resources Office, Phoenix, AZ locations

JOB DESCRIPTION: Incumbent provides the principles, practices and techniques of personnel recruitment, placement, and classification. Is responsible for the proper administration of the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP) and ensures compliance with legal, regulatory and procedural requirements. Develops vacancy announcements using appropriate guides, e.g., Office of Personnel Management (OPM) and Excepted Service Qualification Standards. Performs job analysis and develops crediting plans. Develops justification for any selective placement factors. Rates applications utilizing appropriate qualification standards. Uses ranking and rating criteria to determine best qualified candidates. Prepares and issues Candidate Referral Rosters assuring Indian Preference, Veteran's Preference, ESEP, and MPP requirements have been met. Makes job offers and notifies applicants. Assures appropriate documents and forms are completed prior to entrance on duty. Using an automated system, processes personnel actions assuring all legal and regulatory requirements are met. Responsible for proper administration of direct hire authorities delegated to the area office. Maintains fully documented files and prepares required reports. Provides assistance to managers offering advice, options and technical expertise concerning Federal rules, regulations and procedures for recruitment and filling vacancies. Responsible for classification functions such as creating, reviewing, and maintaining position descriptions; position management and maintaining organizational charts; and providing advisory services. Performs other duties as assigned.

WHO MAY APPLY: Excepted Service and Merit Promotion Eligibles. U.S. citizenship is required.

- 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).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible, 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 - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

CONDITIONS OF EMPLOYMENT:

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
 2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
 3. Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
 4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
 5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
 6. Some service units operate under extended service hours 7 days per week.
 7. The incumbent may be required to travel and must possess a valid driver's license.
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QUALIFICATION REQUIREMENTS:

The following table shows the amounts of education and/or experience required to qualify for this position.

Grade	Specialized Experience	OR	Education
GS-07	1 year of specialized experience equivalent to the GS-05 level.		1 full year of graduate level education or superior academic achievement.
GS-09	1 year of specialized experience equivalent to the GS-07 level.		Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree.
GS-11	1 year of specialized experience equivalent to the GS-09 level.		Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree
GS-12	1 year of specialized experience equivalent to the GS-11 level.		None, the work may be recognized as sufficiently technical or specialized that graduate study alone may not provide the knowledge and skills needed to perform the work.

Education: Education received from an accredited college or university in the amounts shown in the table meets the requirement for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

Superior Academic Achievement for the GS-07: Recognizes students who have achieved superior academic standing as evidenced by one of the three methods described below. In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled.

- 1. Class Standing:** You must be in the upper third of the graduating class in the college, university, or major subdivision based on completed courses.
- 2. Grade-point average (G.P.A.):**
 - A. Have a 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on you official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 - B. Have a 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in your major field or the required courses in the major field completed during the final 2 years of the curriculum.
- 3. Election to membership in a national scholastic honor society:** You can be considered eligible based on membership in one of the national scholastic honor societies listed below. These honor societies are listed by the Association of College Honor Societies, you may visit the website to view eligible honor societies here:
http://www.achsntl.org/quick_link.asp

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. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Examples of specialized experience include: providing a variety of human resources management services as well as consultation on the most effective alignment of human resource systems to support strategic goals and objectives and produce the results that accomplish the agency mission; applying merit system principles to attracting, developing, managing, and retaining a high quality and diverse workforce; providing information and assistance that sustain important features of the employer-employee relationship, such as employee benefits; providing products and services for a wide variety of employee categories that involve different systems with different statutory and regulatory authorities.

TIME IN GRADE: Candidates must have completed at least one year 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, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

METHODS OF EVALUATION: Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's).

SUPPLEMENTAL QUESTIONNAIRE on KNOWLEDGE, SKILLS, AND ABILITIES (KSA): On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (*Failure to submit written responses as part of your application may result in an ineligible rating.*)

KSAs for Human Resource Specialist:

1. Knowledge and ability to perform personnel staffing to include: recruitment, examination, selection, and/or placement procedures.
 2. Knowledge of position classification principles, theories, practices, and procedures.
 3. Ability to analyze complex problems and provide sound advice to management on personnel matters.
 4. Ability to establish and maintain effective working relationships with internal and external customers.
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HOW TO APPLY/REQUIRED FORMS:

Applicants must submit a complete application and supporting documents by the closing date of the announcement. Incomplete applications will not be considered.

1. Applicants may use one of the following to apply: (1) OF-612 Optional Application for Federal Employment, **or** (2) Resume (see requirements in **Attachment A**).
2. If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, 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 employee, and/or if requesting Reinstatement Eligibility.
5. Copies of official college transcripts. No credit will be given without your transcript(s).
6. Completed PL 101-630 Questionnaire (**form attached**).
7. Completed Selective Service Registration Form (**form attached**).
8. Written Responses to the Knowledge, Skills, and Abilities (KSA). **OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score.

Application and required forms must be identified by this announcement number and submitted to the address below:

ATTN: SWR-09-0113
Office of Human Resources
Phoenix Area Indian Health Service
Two Renaissance Square
40 North Central Avenue, Suite 510 **Phone: (602) 364-5219**
Phoenix, AZ 85004 **Fax: (602) 364-5176**

Facsimile is acceptable: faxed applications must be received by 11:59 PM MST the day the vacancy closes. Mailed or hand delivered applications must be received by 4:30 PM the day the vacancy closes. All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening can be obtained at www.opm.gov, or at USAJOBS www.usajobs.opm.gov or check the IHS Website at www.ihs.gov. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filling additional or similar positions.

Human Resource Specialist: (Call 602-364-5219 to contact a Human Resources Specialist) Date: 01/02/2009

ATTACHMENT A

Resume Requirements - Your resume or other application format must contain the following information to allow for qualification determination.

- Identify your application/resume by the announcement number, title and grade(s)
- Full Name (first, middle, last ~ include other names used, i.e., maiden name)
- Mailing Address
- Phone Number where you can be reached
- Email Address (if applicable)
- Social Security Number
- Country of citizenship
- Education: list high school and colleges attended, type of degree (list major) received, date of degrees conferred, and city and state of school.
- Work Experience: (include non-paid work as well as paid)
 - Job Title (if Federal employment, indicate series and grade)
 - Duties and Accomplishments
 - Employer's name and Address
 - Employer's name and phone number
 - Starting and ending dates of employment (month/year)
 - Hours of work per week
 - Salary
 - Indicate if you do not want us to contact your current supervisor
(if not specified, it will be assumed that we may do so)
- List job related training (title, year obtained, hours of training)
- Honors or awards received
- License or certificates obtained (submit with application)
- Special accomplishments (i.e., publications, memberships, leadership and community recognition, etc)

Indicate if you do not want your current supervisor contacted for reference purposes.

ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you MUST also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you MUST also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you MUST also meet ALL of the following:
 - (a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy MUST be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 - (b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
 - (c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - (d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application MUST include ALL documents that support your claim of eligibility for priority consideration – RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
 - (e) Be rated “well qualified” for this position. A numerical rating of 85 is considered to be well qualified for this position.

