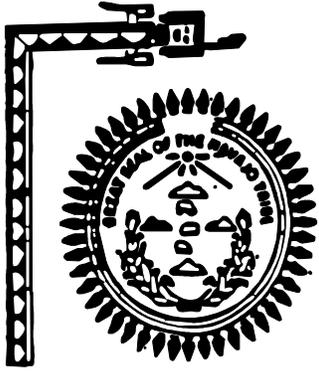


DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICE

VACANCY ANNOUNCEMENT

CH-09-05

OPENING DATE

JANUARY 6, 2009

CLOSING DATE

JANUARY 27, 2009

POSITION

HEALTH SYSTEM ADMINISTRATOR

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, ADMINISTRATIVE SVS, CHINLE, AZ

DUTY STATION: TSAILE HEALTH CENTER, TSAILE, AZ

GRADE/SALARY

GS-670-13, \$80,402 - \$104,525 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY (060103)

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: _____

WORK SCHEDULE

- FULL-TIME
- PART-TIME
- INTERMITTENT

AREA OF CONSIDERATION

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTION POTENTIAL

- YES, TO GRADE _____
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING IS AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

DUTIES: This position is located at the Tsaile Health Center within the Chinle Service Unit. The outpatient department provides services at the rate of approximately 19,315 visits per year. The Tsaile Health Center has an authorized staff of approximately 81 positions. Referrals for patients requiring hospitalization are made to Chinle Comprehensive Health Care Facility and other NAIHS hospitals or contract facilities. Incumbent must ensure staffs demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served in the Tsaile Health Center. Incumbent must ensure staff have the knowledge of principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements, relative to his or her age-specific needs by the following groups, neonates, pediatrics, adolescent, and geriatric, and to provide the care needed as described in Health Center/Service Unit policies and procedures. The incumbent services as the Facility Director and as such is in charge of the day-to-day operations of the clinic and is responsible for the policy setting, planning, organization, and administration of the comprehensive health services program to include, but not limited to, full program and supervisory responsibility for all administrative, clinical, and community health services which include the departments and/or functions related to Human Resources, fiscal management, clinical services, community health nursing, mental health, pharmacy and dental services, optometry, Business Office, IRM, and HPDP at the health center. The incumbent administers these programs and services in accordance with Federal laws, regulations, policies, procedures and guidelines and has delegated authority that allows independence in decision-making concerning allocations and use of resources. Establishes internal policies, and controls all program and activities in a manner which will best benefit the surrounding community. Sets the mission, vision and values of the Tsaile Division and directs the division's progress towards them. In consultation and coordination with the Chinle Service Unit Executive Officer (CEO), recommends and initiates program improvements and modifications to meet the changing needs of the beneficiary population and achieve the Indian Health Service goals and objectives while making best possible use of available resources. Assists the Service Unit CEO in meeting standards and reporting requirements imposed by accrediting agencies and regulatory groups as well as higher



echelons within the Indian Health Service. Initiates requests for training, selects new employees and recommends promotions, reassignments, separations, and other personnel actions relating to the health center staff, works with the Service Unit Human Resource Specialist and immediate subordinates to alleviate recruitment and staff problems which may exist. Coordinates budget submission, through the Service Unit Financial Officer to the Service Unit CEO; monitors, administers approved budget; advises other program managers of shortages and appropriate adjustments. Establishes priorities for recruiting vacancies, services, supplies and equipment, and allocates funds for the health center. Supervises and promotes all third party billing and collection activities in the Tsaile Area. Serves as a member of the Chinle Service Unit Executive Committee, SUEC/PI, TNMC, PHEC. Performs other duties as assigned.

“THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT”

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

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

UNDERGRADUATE AND GRADUATE EDUCATION: Major study – hospital administration, public health administration, or related fields such as business or public administration with course work in health care administration. OR

Candidates must have 52 weeks of specialized experience equivalent to the GS-12 grade level to qualify for GS-13 level.

SPECIALIZED EXPERIENCE: Progressively responsible analytical or administrative, or clinical management or supervisory experience in the health care field. This work may have been performed in an operating health care facility or a higher organizational echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical, or other service activities, and provided knowledge of the following:

- ◆ Missions, organizations, programs, and requirements of health care delivery systems;
- ◆ Regulations and standards of various regulatory and credentialing groups; and
- ◆ Government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement.

Applicants must also possess:

- ◆ Management ability to delegate authority, evaluate and oversee people and programs, recognize and adapt to changing priorities; and
- ◆ Knowledge of the interrelationships and interdependencies among various medical and administrative services and programs.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: NONE.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-12 level to qualify for the GS-13 grade level.

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, as listed below:

- a. Ability to and review the work of subordinates trains and works effectively with subordinates from a variety of backgrounds and with different levels/area of training.
- b. Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- c. Ability to plan own work and carry out assignments effectively.
- d. Ability to communicate with others effectively both orally and in writing out solutions to problems or questions related to the work.
- e. Ability to understand and further manage goals as these affect day-to-day operations.
- f. Ability to develop improvements in or design new work methods and procedures.

CONDITIONS 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 immunization 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 that requires regular work at a Service Unit.

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 a case-by-case basis.

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.

*****NOTE***:** Refer to OPM Handbook Qualification Standards, Series GS-0670 for complete information. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide official transcripts by the closing date of this announcement.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligible (e.g, reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted 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 Examining Plan. These candidates MUST indicate on their resumes 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, those with a 30% or more compensable service-connected disability).

Veterans: 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.

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 or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistant Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) 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 on and you are 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 separated.
3. Have a current (or last) performance rating of record of at 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. 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 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 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 groups 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 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 Technician 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 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 factor, 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 Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the 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 accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for 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 COMMUNICATE ORALLY AND IN WRITING.**
3. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.**
4. **COMPREHENSIVE KNOWLEDGE OF MANAGEMENT AND ORGANIZATIONAL PRINCIPLES, THEORIES, TECHNIQUES, AND METHODOLOGIES.**
5. **ABILITY TO COLLECT AND ANALYZE DATA, AND REACH CONCLUSIONS.**
6. **ABILITY TO PLAN, ORGANIZE AND SET PRIORITIES.**

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS)

NOTE: "Declaration for Federal Employment" (OF-306) AND Addendum to OF-306 (Child Care & Indian Child Care Worker Positions), 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 two 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 may be fired after you begin work; or you may be fined or jailed.**

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box "PH", Chinle, Arizona 86503, BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:

1. OF-612, Optional Application for Federal Employment; OR
2. *Resume;
3. *Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

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 that such documentation is contained in their Official Personnel Folder.

***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 personnel 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 code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD-214, indicating Discharge and/or SF-15 if claiming 10-points. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
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 date 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 Official transcripts);
10. Work experience (paid and nonpaid) - 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.

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.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION, CONTACT LORI SMITH, HUMAN RESOURCE SPECIALIST, 928/674-7033 or email at lorraine.smith@ihs.gov.

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

COMMISSIONED OFFICER: Commissioned Officers applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston standard; or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicant must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these knowledge, skills and abilities that are being using as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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 IHS 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 System.

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. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE	DATE
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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-09-05. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Tsaile Health Center
HEALTH SYSTEM ADMINISTRATOR, GS-670-13

1. **ABILITY TO SUPERVISE THE WORK OF OTHERS.** This includes the ability to evaluate the work of subordinates; counsel employees; recommend employees for selection and promotion, awards, discipline, formal training, schedule leave, resolve complaints, and provide on-the-job 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)

2. **ABILITY TO COMMUNICATE ORALLY AND IN WRITING.** This is the ability to communicate verbally and in writing on variety of written materials. This also includes the ability to express oneself orally and in writing in a clear, and concise information, in correspondences, reports, instructional materials, manuals and to be able to convey the agency policy and instructions to others in a way which will insure successful completion of the mission. 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 MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** This is the ability to exercise tact, diplomacy, and apply mature judgment in meeting and dealing effectively with a variety of individuals and groups. It also includes skill in being persuasive, the ability to gain the confidence of others, and perceptiveness in dealing with others. 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. **COMPREHENSIVE KNOWLEDGE OF MANAGEMENT AND ORGANIZATIONAL PRINCIPLES, THEORIES, TECHNIQUES, AND METHODOLOGIES.** This person must have the knowledge and ability to apply management and organizational principles, theories, techniques, and methodology to conduct manpower studies and provide advice and guidance on organizational structures, and to identify and propose solutions to management in improving organizational effectiveness and efficiency. What in your background shows you possess this knowledge?

What was the duration of these activities?

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

5. **ABILITY TO COLLECT AND ANALYZE DATA AND REACH CONCLUSIONS.** This is the ability to collect and organize factual information, and to interpret and evaluate it in a logical manner, in order to arrive at objective, supportable conclusions or recommendations. 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)

6. **ABILITY TO PLAN, ORGANIZE AND SET PRIORITIES.** The person in this position must have the ability to anticipate workload demands schedules and complete assignments under pressure. This includes the ability to manage several projects and assignments under changing conditions and short deadlines with little or no supervision. 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)

CERTIFICATION

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