



NAVAJO AREA INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

RE-ANNOUNCEMENT

VACANCY ANNOUNCEMENT

KA-09-08A

OPENING DATE

01-06-09

CLOSING DATE

01-20-09

POSITION

Supervisory Pharmacist

LOCATION AND DUTY STATION

Pharmacy Department Clinical Services
PHS Indian Health Center, Kayenta, AZ

GRADE/SALARY

GS-660-12, \$75,215 - \$93,026 Per Annum
**SPECIAL SALARY RATE UNDER 5 USC 5305*

NUMBER OF VACANCIES

One Vacancy (PCN: 2520-01)

THIS POSITION IS RE-ANNOUNCED TO SOLICIT ADDITIONAL APPLICANTS. ALL THOSE WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY BUT CHANGES THEIR APPLICATION OR SUBMISSION OF ADDITIONAL DOCUMENTS ARE TO BE COMPLETED BY THE CLOSING DATE.

APPOINTMENT

PERMANENT

WORK SCHEDULE

FULL TIME

AREA OF CONSIDERATION

DHHS WIDE

SUPERVISORY/MANAGERIAL

YES, MAY REQUIRE ONE-YEAR PROBATION

PROMOTION POTENTIAL

NO KNOWN POTENTIAL

HOUSING

GOVERNMENT HOUSING AVAILABLE

TRAVEL/MOVING

MAY BE PAID FOR ELIGIBLE EMPLOYEE

DUTIES: Serves as Chief of Pharmacy, the incumbent is responsible for exercising full supervisory responsibilities for planning, organizing, reviewing, evaluating and implementing all duties performed by the Pharmacy Department. Provides administrative and technical supervision and identifies challenges, prioritizes work efforts, develops expectations for programs, exercises initiative and independent judgment to plan and provide pharmaceutical services. Reviews patient medication profile and dispenses a full range of pharmaceuticals, which include controlled, investigational, highly potent and other drugs requiring special handling. Compounds or oversees the compounding of drugs. Insures correct labeling, handling, storage and dispensing of prescriptions. Conducts necessary patient education concerning medication and counsels patients on course of treatment. Performs periodic inspections of drug storage facilities to insure correct handling, accountability, etc. of controlled substances. Insures equipment is properly setup and operated, components and additives are correctly identified, quantities computed and measured and compounding is properly performed. Participates with physicians in determining course of treatment for unusually complex or difficult cases. Advises on the use of various drugs, drug therapies and the latest drug information to include investigational and limited use items. Responsible for the facility's pharmacy budget therefore incumbent evaluates, reviews, analyzes and advises on alternatives and cost effectiveness relating to pharmacy work methods to assure effective budget management. Plans, assigns, monitors and evaluates work performance of subordinates. Hears, advises, counsels and resolves employee complaints and/or initiates minor disciplinary measures. Interviews and selects candidates for vacant positions and recommends employees for promotions. Schedules and approves leave requests, employee travel and training requests, overtime and within grade increases. Performs other duties as assigned.

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

BASIC QUALIFICATIONS: EDUCATION; Four-year bachelor's degree in pharmacy recognized by the American Council



on Pharmaceutical Education.

LICENSURE: All applicants must be licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

IN ADDITION TO THE BASIC REQUIREMENTS: Applicants must have 52 weeks of professional pharmacy experience equivalent to at least GS-11.

SUPERVISORY OR MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or has the potential to develop, the qualities of successful supervision, as listed under the appropriate category below:

- A. Ability to motivate, train and work effectively with subordinates who have a variety of backgrounds and 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, in working out solutions to problems or questions relating to the work.
- E. Ability to understand and further management goals as these affect day-to-day work operations.
- F. Ability to develop improvements in or design new work methods and procedures.

SELECTIVE PLACEMENT FACTOR: None.

TIME-IN-GRADE REQUIREMENTS: Candidates must have completed 52 weeks of professional pharmacy experience equivalent to the GS-11 grade level to qualify for the GS-12 grade level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: Immunization Requirement - 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.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to Operating Manual Qualification Standards Handbook or IHS Excepted Service Qualification Standard, Series **GS-660**, for complete information. For more information, contact your Servicing Human Resources Office.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and NON-Status application procedures. In this case, they must file two applications for dual consideration.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted 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 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 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 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 a 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. Meet the basic qualifications for the position any documented a 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'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. Professional Knowledge of the Theories, Principles, Practices and Techniques of Outpatient and Inpatient Pharmacy to Provide Direct Properties and Characteristics of Substances, Therapeutic Action of Drugs and the Principles of Chemical, Biological, Pharmacological and Biopharmaceutical Science.
2. Ability to Review, Investigate, Analyze and Solve Pharmaceutical Related Problems.
3. Ability to Supervise the Work of Others.
4. Knowledge of Pharmaceutical Accreditation Standards and IHS Regulations, Policies and Procedures.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: “Declaration for Federal Employment” (OF-306, Revised January 2001) plus the Addendum, “Child Care & Indian Child Care Worker Positions,” must both 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 the two questions on the Addendum 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.**

HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the Kayenta PHS Indian Health Center, Human Resource Office, P.O. Box 368, Kayenta, AZ 86033, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

- OF-612, Optional Application for Federal Employment; or,
- *Resume; or,
- *Other written application format; copy of license, official transcripts, most recent SF-50, 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.

For more information, contact: Melissa Stanley, Human Resource Specialist at (928) 697-4236.

THIS OFFICE HAS BEEN IDENTIFIED AS A UFMS CRITICAL USER FOR Level V or Level VI, THEREFORE A Background/Security clearance is required.

***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 position for which you are applying.

2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10 point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
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).
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 per 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.

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

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

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

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the 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 applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resume. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills, and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate licensures.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. 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. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Melissa Stanley, Human Resources Specialist 01/06/2006
PERSONNEL CLEARANCE DATE:

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – **KA-09-08A**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
Supervisory Pharmacist, GS-660-12

1. PROFESSIONAL KNOWLEDGE OF THE THEORIES, PRINCIPLES, PRACTICES AND TECHNIQUES OF OUTPATIENT AND INPATIENT PHARMACY TO PROVIDE DIRECT PROPERTIES AND CHARACTERISTICS OF SUBSTANCES, THERAPEUTIC ACTION OF DRUGS AND THE PRICIPLES OF CHEMICAL, BIOLOGICAL, PHARMACOLOGICAL AND BIOPHARMACEUTICAL SCIENCE. This person must have professional knowledge of the theories, principles, practices and techniques of outpatient and inpatient pharmacy to provide direct properties and characteristics of substances, therapeutic action of drugs and the principles of chemical, biological, pharmacological and biopharmaceutical science. 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.)

2. ABILITY TO REVIEW, INVESTIGATE, ANALYZE AND SOLVE PHARMACEUTICAL RELATED PROBLEMS. This is the ability to research, extract, understand, correctly interpret and apply health care data from mulifple sources. This would include the ability to recognize factual data, comprehend and interpret written materials, prepare written reports, identify problems and make recommendations for solving the problems. 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 SUPERVISE THE WORK OF OTHERS. This includes the ability to evaluate the work of subordinates; counsel employees; recommend employees for selection, promotions, awards, discipline, formal trainings, etc.; while providing on-the-job training, scheduling leave, resolving complaints; with outstanding marks on supervisory performance; training in supervision and management of employees. What in your background shows you possess this ability?

What was the duration of these activities?

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

4. KNOWLEDGE OF PHARMACEUTICAL ACCREDITATION STANDARDS AND IHS REGULATIONS, POLICIES AND PROCEDURES. This person must have knowledge of basic principles and practices related to management of health care delivery systems including JCAHO standards and regulations to analyze and evaluate major clinical and administrative aspects of the Service Unit. This includes the skills to reconcile contradictory requirements in preparing recommendations. 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.)

C E R T I F I C A T I O N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date Signed