



DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICES

We will not accept faxed or e-mailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT
SR-09-004

OPENING DATE
01/09/09

CLOSING DATE
01/30/09

POSITION
DIAGNOSTIC RADIOLOGIC TECHNOLOGIST

LOCATION AND DUTY STATION
NORTHERN NAVAJO MEDICAL CENTER
Division of Clinical Services – Branch of Radiology Services
Shiprock, New Mexico

GRADE/SALARY
GS-647-10; \$52,610 - \$66,747 per annum
Special Salary Rate authorized under 5 USC 5305

NUMBER OF VACANCIES One (1) Vacancy, PCN: 7650-11

APPOINTMENT
 PERMANENT

WORK SCHEDULE
 FULL TIME

AREA OF CONSIDERATION
 IHS WIDE

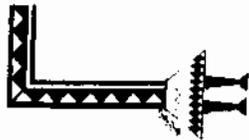
PROMOTION POTENTIAL
 NO KNOWN POTENTIAL

SUPERVISORY/MANAGERIAL
 NO

HOUSING
 GOVT HOUSING MAY BE AVAIL

TRAVEL/MOVING EXPENSE
 WILL BE PAID FOR ELIGIBLE EMPLOYEE

DUTIES: The incumbent is recognized both as a Clinical Diagnostic Imaging Specialist and the facility Program Specialist for Diagnostic Imaging Service Computed Imaging Systems and maintains, implements, and operates hardware and software applications to process and combine data from all imaging modalities in order to view, film and archive data necessary to support the Diagnostic Imaging Service PACS and Image Archive and the facility Voice Recognition software applications. Incumbent independently performs standard and specialized imaging procedures, explains methods of procedures, positions patients and makes exposures necessary for the requested examination. The incumbent of this position may perform examinations on patients ranging in age from neonate to geriatric, and with various disabilities and medical conditions. Knowledge sufficient to meet the special needs and behaviors of these age and disability groups while performing the examination is required. May periodically be called upon as a support resource for Diagnostic Imaging Service staff, radiologists and other medical officers to produce radiographic studies used to diagnose medical conditions. Performs technical work in support of diagnostic radiology under the direction of a physician. Operates radiology equipment as part of the diagnostic plan for patients. Prepares quality control and hard copy diagnostic quality images from clinical data. Ensures strict precision and reliability of results. Physicians and other professional staff communicate their needs related to Image Storage and viewing to the incumbent who must approach specific tasks with creativity and ingenuity in order to maintain, implement, and operate necessary hardware and software. The incumbent manages and operates a local area and extended data communications network including installation and testing of Image Archive and PACS, CR and DR hardware, multiple modality connections, components, cable, and software. Consults with physicians, surgeons, and other professional staff in order to maintain, implement, and operate software to process and combine data from all medical modalities in differing dimensions and domains to provide clinically meaningful presentations of images. Manages day-to-day systems operations of both centralized and peripheral equipment. Incumbent in this position is burdened with primarily responsibility for support of electronic data communications services between Hospital Information System (HIS), Radiology Information System (RIS) and the hospital PACS, Image Archive and Voice Recognition software applications. Analyzes error logs and messages. Identifies problems and coordinates their resolutions. Identifies problems and coordinates their resolution with manufacturers, and other Indian Health Service personnel. Ensures system reports such as backup logs, patch logs, support logs, are kept current. Manages multi-node multi-protocol heterogeneous Local Area Network (LAN). Identifies and determines training priorities, conducts and administers training programs, develops and improves training guidance. Incumbent may use own initiative to perform other related duties as assigned by the Supervisory Technologist.



THIS POSITION IS LOCATED IN A TOBACCO FREE ENVIRONMENT



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:

GS-10: One year of specialized experience equivalent to at least next lower grade level.

SPECIALIZED EXPERIENCE: Experience in the operation of diagnostic radiology equipment under the direction of radiologists or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

NOTE: Public Law 97-35 requires that persons who administer radiological procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

1. Persons employed by the Federal Government as radiological personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification or such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiological procedures to others.
2. Persons first employed by the Federal Government as radiological personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience and competence as determined by OPM or the employing agency.

CONDITIONS OF EMPLOYMENT: Immunization Requirement-Upon employment, 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 or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: NONE.

OTHER SIGNIFICANT FACTORS: **Additional training:** Incumbent in this position may be required to successfully complete I H S Project Officer Training as well as other I H S Contracting and Acquisition training courses **Duties Hours and Call-Back:** Incumbent's inherent duties may require overtime work or return to the facility after-hours for problem resolution. Incumbent may also work rotational shifts, evenings, weekend and/or holidays to provide continuity of services. **THIS POSITION IS COVERED UNDER THE INDIAN CHILD PROTECTION ACT AND IS HEREBY DESIGNATED AN AUTHORIZED CHILD CARE POSITION SUBJECT TO P.L. 101-630 AND P.L. 101-647.**

PHYSICAL DEMANDS: The work requires long periods of standing and walking. Patients sometimes are assisted to achieve proper positioning, which may require lifting patients, reaching or working in strained positions. There is some bending and carrying of moderately heavy articles such as imaging equipment such as portable x-ray units and imaging cassettes, and computer equipment such as desktop or server computers, monitors and printers, or records.

WORKING ENVIRONMENT: The incumbent's work responsibilities and assignments will include both clinical or facility patient care areas and technical or facility infrastructure areas. The work areas are well lighted, heated, and ventilated. There may be exposure to communicable diseases, odors, contamination of body fluids, and some hazards to personal safety. Special safety precautions are taken and used to prevent and minimize hazards and assure personal safety to employee, staff and patients.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-9 level to qualify at the GS-10 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-in-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

NOTE Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standard, series GS-647 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.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligible 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.

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, and those with 30% or more compensable service-connected disability).

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, the 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.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP). If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

1. To receive this priority consideration you must be a current DHHS career or career-conditional (tenure group I or II competitive services employee who has receive 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 of CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by 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 our application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or current
 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 begin terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit 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.
 - 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 for which you have been separated. The position must not have a greater promotion potential that 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 that are related to this position. To receive full credit for your qualifications, provide a narrative statement, training, awards, hobbies, self-developed achievements, and any other 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 principal basis for determining whether or not you are highly qualified for this position. Describe your qualifications in each of the following:

1. Ability to work independently.
2. Ability to meet and deal with a variety of individuals.
3. Ability to perform the technical aspects of the job.
4. Ability to maintain security of confidential materials.
5. Ability to plan, organize, and set priorities under routine and emergent or stressful situations.

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Northern Navajo Medical Center, Human Resources Department, P.O. Box 160, Shiprock, New Mexico 87420-0160 by 4:30 p.m. on the closing date:

1. OF-612 - Optional Application for Federal Employment; or
2. Resume; or...
3. Any other written application format;

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment
- Addendum for Child Care & Indian Child Care Worker Positions Form
- Any other necessary documentation pertinent to the position.

A copy of an official Bureau of Indian Affairs Indian 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.

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.

"Declaration for Federal Employment" (OF-306) AND Addendum for CHILD CARE AND INDIAN CARE WORK POSITIONS form 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.

For more information contact: Margaret Begay, HR Specialist, 505-368-6091; E-mail: margaret.begay2@ihs.gov

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 codes) and day and evening phone numbers (with Area Codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans; Preference Certificate –indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees, (Federal employees with competitive status, or reinstatement eligibles);
6. Highest federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School - Name, City, State (zip code if known), and date of diploma or GED.
8. 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 transcript;
9. Work Experience (paid and non-paid) - Job title, duties and accomplishments, Employer's Name and Address, Supervisor's names and phone number, starting and ending dates (month/year), hours worked per week, and salary.
10. Indicate if we may contact your current supervisor;
11. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

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 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 include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, those 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 license.

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 veteran's preference determination, Indian Preference, education, training, and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

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.

ADDITIONAL SELECTIONS: Additional or alternate selection 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 geographical 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 IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: 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 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.

Margaret U. Begay
 /s/ Margaret U. Begay, 01/08/09

HR CLEARANCE _____ DATE _____

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER, SR-09-004. 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.

**SUPPLEMENTAL QUALIFICATION STATEMENT
DIAGNOSTIC RADIOLOGIC TECHNOLOGIST, GS-647-10**

1. ABILITY TO WORK INDEPENDENTLY. This is the ability to perform difficult diagnostic imaging examinations using complex and sophisticated equipment, and monitor complex computer systems and networks for image viewing (PACS) and Image Archive, all with minimum direct supervision. What in your background would indicate that you possess this ability?

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

What was the duration of these activities?

2. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS. This is the ability to work with individuals with a wide variety of training and experience in a courteous and professional manner, contacts including patients and their families, Radiologists and other Physicians, Nurses, and other Clinical staff within the hospital environment, computer network, and biomedical specialists. What in your background would indicate that you possess this ability?

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

What was the duration of these activities?

3. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB. This is the ability and knowledge to operate state of the art diagnostic imaging equipment to obtain high quality diagnostic examinations under strict radiation protection standards, knowledge to monitor, maintain, and improve state of the art diagnostic image viewing (PACS) and Image Archive computer systems and networks. What in your background would indicate that you possess this ability?

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

What was the duration of these activities?

4. ABILITY TO MAINTAIN SECURITY OF CONFIDENTIAL MATERIALS. The person in this position will operate complex equipment necessarily generating radiation exposure for patients, and will have access to confidential patient information which must be protected following all applicable Privacy Act guidelines and regulations. What in your background would indicate that you possess this ability?

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

What was the duration of these activities?

5. ABILITY TO PLAN, ORGANIZE, AND SET PRIORITIES UNDER ROUTINE AND EMERGENT OR STRESSFUL SITUATIONS. This is the ability to plan, organize, set priorities, function effectively and maintain control and composure under stressful working conditions, and make decisions during emergent situations. What in your background would indicate that you possess this ability?

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

What was the duration of these activities?

CERTIFICATION

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

Signature of Applicant

Date