

**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.*

---

**ANNOUNCEMENT NUMBER:**

**SWR-09-0124**

**OPENING DATE:**

**01-09-09**

**CLOSING DATE:**

**01-15-09**

---

**POSITION TITLE/SERIES/GRADE:**

Human Resources Assistant, GS-0203-08

**STARTING SALARY:**

GS-08: \$43,037 to \$55,949 per annum

**PROMOTION POTENTIAL:**

None

**SUPERVISORY/MANAGERIAL:**

No

**RELOCATION EXPENSES:**

None

**APPOINTMENT/WORK SCHEDULE:**

One (1) Temporary Promotion Opportunity, Not-to-Exceed 120 Days

**AREA OF CONSIDERATION:**

Commuting Area Only

**DUTY LOCATIONS:**

Phoenix Indian Medical Center, Phoenix, AZ

---

**JOB DESCRIPTION:** Serves as HR Assistant and performs technical and administrative human resources support work for the Southwest Region Human Resources Client Services Division at the Phoenix Indian Medical Center. Work assignments include: Reviewing personnel requests to determine the nature of staffing action and source of candidates; Writes recurring and new vacancy announcements for clerical and technical positions; Rates applications to positions covered by qualification standards; Answers questions of management regarding candidates and recruitment procedures to be followed; Performs miscellaneous clerical work. Performs other related duties as assigned.

---

**WHO MAY APPLY:** All Merit Promotion and Excepted Service 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).

**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.

---

IHS OPERATED PROPERTIES ARE "TOBACCO FREE."

---

---

**QUALIFICATION REQUIREMENTS** - You must meet the following experience requirement:

**GS-08:** 1 year of specialized experience equivalent to the GS-07 level.

**Specialized Experience:** Experience that equipped the applicant with the particular KSAs to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of qualifying specialized experience include:

- Developing and issuing vacancy announcements, screening applications to determine completeness and basic eligibility.
- Generating receipt acknowledgements and final action responses.
- Providing a variety of general information regarding recruitment program functions, processes, and procedures.

---

**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, work and volunteer experience, 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.)

**KSA's for Human Resources Assistant, GS-0203-08:**

1. Knowledge of federal personnel methods, regulations, and principles to perform technical staffing work.
2. Ability to compose non-technical correspondence and apply proper rules and/or procedures.
3. Ability to organize work flow in an efficient manner.
4. Ability to communicate with a variety of individuals in order to obtain and/or relay information.

---

**HOW TO APPLY/REQUIRED FORMS (Incomplete applications will not be considered):**

1. Applicants may use one of the following to apply:
  - a. OF-612, Optional Application for Federal Employment, (available here: [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)), or
  - b. Resume (see requirements in **Attachment A**)
2. Completed PL 101-630 Questionnaire (**form attached**).
3. Written Responses to the Knowledge, Skills, and Abilities (KSA). OPTIONAL: failure to submit may result in an ineligible rating or substantially lower score.
4. If claiming Indian Preference, submit BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS." May be obtained from your tribal enrollment office in most cases.
5. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
6. If a current or former federal employee, requesting Reinstatement Eligibility, submit a copy of latest Personnel Action (SF-50).

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

**ATTN: SWR-09-0124**  
**Office of Human Resources**  
**Phoenix Area Indian Health Service**  
**Two Renaissance Square**  
**40 North Central Avenue, Suite 510**  
**Phoenix, AZ 85004**

**Phone:** (602) 364-5219  
**Fax:** (602) 364-5176

Facsimile is acceptable – this office is not responsible for unsuccessful transmissions. Your application must be received by 11:59 PM MST the day the vacancy closes. Mailed or hand-carried applications must be received by 4:30 PM MST the day the vacancy closes. You should duplicate and retain copies, since requests for copies will not be honored. All submitted materials are subject to retention by this office. Additional information regarding Federal job openings can be obtained at [www.opm.gov](http://www.opm.gov), or at USAJOBS [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or check the IHS Website at [www.ihs.gov](http://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 filing additional or similar positions.**

Human Resource Specialist: (Call 602-364-5219 to contact a Human Resources Specialist.) Date: 01/08/2009

## 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.

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

---

**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
*(Please print)*

**Job Title of Announcement:** HUMAN RESOURCES ASST      **Announcement Number:** SWR-09-0124

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal Child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal record check for positions in the Department of Health and Human Services that involve regular contact with or control over Indian Children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere to violent crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment.

1) Have you ever been arrested for or charged with a crime involving a child?      YES \_\_\_\_\_ NO \_\_\_\_\_

*[If YES, provide date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or current court involved.]*

2) Have you ever been found guilty of, or entered in a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution, or crimes against persons?      YES \_\_\_\_\_ NO \_\_\_\_\_

*[If YES, provide date, explanation of the violence, description of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant's Signature** *(sign in ink)*

\_\_\_\_\_  
**Date**

<p>Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. <b><i>Please do not send completed data collection instruments to this address.</i></b></p>
--