



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

**VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT NO. SER-09-0122-AAO	OPENING DATE January 13, 2009	CLOSING DATE February 3, 2009
<b>POSITION TITLE, SERIES, GRADE AND SALARY</b> Human Resources Specialist (Classification/Recruitment/Placement) GS-201-11, \$56,411 per annum GS-201-12, \$67,613 per annum	<b>LOCATION AND DUTY STATION</b> Southeast Region Division of Client Services Albuquerque, New Mexico	
<b>(Includes Locality Pay Adjustment)</b>		

**AREA OF CONSIDERATION: IHS- Wide**

**RELOCATION:** Relocation expenses will be paid.

**CONDITIONS OF EMPLOYMENT:**

- One full-time permanent position. The incumbent of this position is subject to call back and/or standby work.
- Position has promotional opportunity to: GS-12.
- 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.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

**DUTIES AND RESPONSIBILITIES:**

Incumbent will perform the full range of classification and recruitment & placement functions. **GS-11:** This position is developmental to GS-12 whereby the duties and responsibilities are similar but performed with lesser independence and closer supervision. **GS-12: Position Classification:** Classifies the full range of professional, paramedical, technical, administrative, clerical, and wage grade positions; completes evaluation reports on all positions; and performs desk audits on complex medical professional and administrative positions to verify level of difficulty or develop job facts to prepare final audit reports. Provides positive advice and assistance to management in coordination with concerned staff elements in the establishment and maintenance of a sound and efficient position structure. Participates in development of manpower and with regard to establishment of organizational staffing structure. Analyzes position structure trends, causes and provides position design and classification advice and assistance to managers, supervisors, and employees. Develops organizational charts. Participates in surveys of prevailing rates with other agencies. Provides in-service training to improve the supervisors' or employees' understanding and acceptance of the classification program and its processes. Participates in the gathering and preparation of material for use in standards studies conducted by OPM. Participates in position classification surveys and cyclic audits to determine conformance of positions with published classification standards. Evaluates positions and their descriptions through interviews and audits to a full conclusion. Discusses survey findings

with operating officials and secures concurrence. Conducts special studies and/or projects. Completes reports and correspondence associated with classification and position management process. *Recruitment & Placement:* Performs the full range of recruitment and placement activities for all positions at all grade levels including medical, professional, administrative, technical, and wage grade positions. Develops and maintains recruitment sources for these positions, i.e., business colleges, universities, trade and technical schools, state and local employment agencies, tribal councils, etc. Works closely with Area consultants in locating candidates. Prepares and develops vacancy announcements, including assisting organizations with job analysis and preparing valid Knowledge, Skill, and Ability (KSA). Assures that the duties of the position are realistic for program needs and the unrealistic qualification requirements are not imposed. Rates and/or processes applications by determining whether applicant qualifies for vacancy by use of the OPM Qualification Standards Operating Manual and/or the IHS Excepted Service Qualification Standards. Properly administers delegated examining authorities issued by OPM. Rates/ranks applicants under the IHS Merit Promotion Plan and/or IHS Excepted Service Examining Plan procedures. Conducts ranking panels. Prepares and issues Certificate of Eligibles which may include status and non-status candidates and PHS Commissioned Corps candidates. Makes commitments for hires, notifies applicant selected, and those not selected. Arranges entrance on duty dates. Makes verbal and written replies to applicants who make inquiries about a vacancy and the selection process, answers complaints, etc. Adheres to requirements regarding the Career Transition Assistance Plan and the IHS Redeployment Plan. Actively takes positive steps to recruit for qualified Indian preference applicants as required by IHS Indian Preference Circular. Prepares a variety of reports as assigned by the supervisor. Provides information and advice to employees, supervisors and managers on procedures, policies, and guidelines for recruitment placement. Participates in training sessions to orient new personnel and to keep managers and supervisors abreast of new procedures and requirements. Prepares instructional material to supervisors and employees on matters relating to recruitment and placement. Maintains open continuous announcement (OCA) registers under the Delegated Examining Authority. Coordinates placement of PHS Commissioned Corps personnel and forwards appropriate records. Promotes the Veterans Handicapped and Affirmative Action. Works SF-52 through the automated personnel system. Final authorizes the SF-52 processed by the personnel assistants.

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#### **COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:**

Candidates for GS-11 must have had 52 weeks of specialized experience equivalent to the GS-9 level **OR** Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

Candidates for GS-12 must have had 52 weeks of specialized experience equivalent to the GS-11 level.

**SPECIALIZED EXPERIENCE:** Experience in human resources classification activity such as performance of position management reviews and desk audits; evaluation of duties to make determinations on appropriate title, series and grade of position; pay administration; and position reviews. Experience in writing position descriptions, applying classification standards and developing legal and acceptable evaluation statements supporting title, series and grade assigned. In addition, experience in human resources staffing activity such as finding alternative recruitment/placement methods/authorities when job(s) to be filled or assignments are unusual or include occupations where candidates are scarce. Must have had experience in developing justification and approving a variety of pay options, i.e., recruitment, relocation, retention bonuses, physician's comparability allowance, special salary rates, above the minimum rates, loan repayment program, Title 38 and Title 5 pay authorities, etc. In order to be found qualified, candidates must provide evidence that they possess experience as described under "Duties and Responsibilities."

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates for GS-11 must have completed at least 52 weeks of service no more than 2 grades lower than the position to be filled. Merit Promotion candidates for GS-12 must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSA's described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Ability to research and interpret a variety of written materials.  
*Definition: This includes the ability to research, understand, and correctly interpret a wide variety of laws, regulations, policies and procedures relating to classification & position management and recruitment & placement.*
2. Skill in fact-finding and analysis to evaluate qualifications, duties and responsibilities for a wide range of occupational groups, make conclusions and recommend decisions.  
*Definition: This skill includes evaluating employment applications through analysis of appropriate qualifications standard, identifying and evaluating duties and responsibilities through job audits, analysis of job descriptions and appropriate classification standard. It also includes preparation of evaluation statements and/or meetings with operating officials to present findings and recommendations.*
3. Ability to communicate orally.  
*Definition: The person in this position should have the ability to effectively express oneself orally to a variety of individuals and groups including high level managers and groups in classroom situation.*
4. Skill in writing to clearly present complex and technical data in order to support recommendations.

*Definition: This includes the ability to write evaluation statements to support the classification decision and to prepare qualification determinations and job analysis/crediting plan.*

5. Ability to initiate and maintain good working relationships with employees, supervisors, managers, co-workers, applicants and the general public.

*Definition: This includes the ability to establish effective working relationships with all parties above.*

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#### **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 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 eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their 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).

**Indian Preference:** Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, 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 for **permanent** positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

**Reasonable Accommodations:** 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 Raelyn Pecos (505) 248-4106. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP):** Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. **Well qualified** is defined as meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

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#### **WHERE TO APPLY:**

**Applications MUST be received by close of business (5:00 p.m. MST) on the closing date to the following address:**

Albuquerque Area Indian Health Service  
Division of Human Resources  
5300 Homestead Road NE  
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or the Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquires, contact Raelyn Pecos, Human Resources Specialist, 505-248-4106.

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#### **REQUIRED DOCUMENTATION:**

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**



## HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.

<p><b>Optional Application for Federal Employment – Form Number OF-612</b>  <a href="http://www.opm.gov/forms/pdf_fill/of612.pdf">http://www.opm.gov/forms/pdf_fill/of612.pdf</a></p>	<p><b>Résumé or Other written application format with information requested below.</b></p>
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If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

**Procedure for using résumé or other written application:** Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

- **JOB INFORMATION**  
Announcement number, title and grade of the job for which you are applying.
- **PERSONAL INFORMATION**  
Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).  
Social Security Number.  
Country of citizenship.
- **EDUCATION**  
High School (name, city, state, ZIP code if known), and date of diploma or GED.  
College and/or 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).  
To obtain educational credit, applicants must submit a copy of all college transcripts.
- **WORK EXPERIENCE**  
Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.  
Highest federal civilian grade held (give job series and dates held)  
Work experience (paid and unpaid)  
Job title (include series and grade if federal job)  
Duties and accomplishments  
Employer's name and address  
Supervisor's name and telephone number  
Starting and ending dates (month and year)  
Hours per week  
Salary  
Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**  
Give dates but do not send documents unless requested  
Job related training courses  
Job related skills, i.e., computer software/hardware, tools, typing speed  
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)  
Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

**Submit a copy of applicable documents with your application if you are in the following categories:**

<b>COMMISSIONED OFFICER</b>	<b>INDIAN PREFERENCE</b>	<b>VETERAN PREFERENCE</b>	<b>FEDERAL EMPLOYEE</b>
<ul style="list-style-type: none"> <li>➤ Current Billet description</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form</li> <li>➤ Applicable Licensure</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or</li> <li>➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc.</li> <li>➤ Current performance appraisal.</li> <li>➤ Priority consideration will not be given to <b>DISPLACED FEDERAL EMPLOYEES</b>, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</li> </ul>