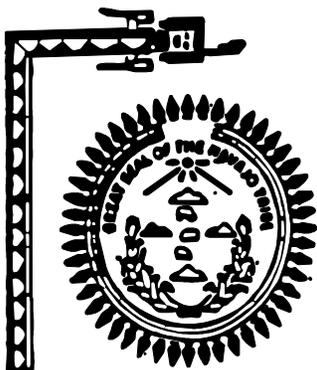


DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**



VACANCY ANNOUNCEMENT

FD-09-03

OPENING DATE

JANUARY 8, 2009

CLOSING DATE

JANUARY 22, 2009

POSITION

MEDICAL TECHNICIAN

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, FORT DEFIANCE, AZ
LABORATORY DEPARTMENT

GRADE/SALARY

GS-0645-04, \$27,504 - \$35,753 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY, PCN: MD5116

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

PROMOTIONAL POTENTIAL

YES, TO GRADE ____

- NO KNOWN POTENTIAL

HOUSING

YES, GOVERNMENT HOUSING AVAILABLE

- PRIVATE HOUSING ONLY

TRAVEL/MOVING

MAYBE PAID FOR ELIGIBLE EMPLOYEES

- NO EXPENSES PAID

DUTIES: Under supervision and guidance, employee gains experience in operation of various laboratory instruments and equipment per request my medical staff for use in diagnosis, patient screening and monitoring patient therapy. Performs a variety of diagnostic procedures that are relatively simple and require no deviation from oral or established guidelines and procedures such as: performing capillary and venipuncture for all specific age groups (neonate – geriatric) according to laboratory protocol. Prepares specimens for analysis in various sections of the laboratory, instructs, patients, nursing and/or medical staff on proper collection of blood/urine specimens. Records, copies and transmit specimen request via reference lab computer system, assists technologists/technician in preventative maintenance and instrument preparation for daily use according to instructions. Performs Quality Control and Performance Improvement data collection according to each section protocol under the guidance of the Medical Technologist/Technician. Prepares reagents by reconstituting pre-weighed kit in materials with appropriate diluents and prepares samples for analysis. Centrifuges and processes specimens for chemistry laboratory testing according to written specimen requirements procedural manuals. Performs routine urinalysis accruing to standardized laboratory procedures. Performs initial culture procedure from biological specimens. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A TOBACCO 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

BASIC QUALIFICATIONS: Candidates must have six months of general experience and six months of specialized experience equivalent to the GS-3 to qualify for the GS-4 grade level

-OR-

Education: Successful completion of (a) an associate-degree course of study of which the 2nd year of the 2-year program included successful completion of a training course of approximately a year's duration in a certified laboratory assistant school approved by a nationally recognized accrediting agency; (b) 1 year of study that included 6 semester hours in chemistry and/or the biological sciences, plus successful completion of the training course as described in (a) above for GS-3; or (c) 2 years of study that included at least 12 semester hours of chemistry and/or biological science course work that must have been directly related to the specialization of the position to be filled.

GENERAL EXPERIENCE: 1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or 2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience are (a) Technical medical laboratory support work such as performing laboratory tests and examinations (chemical, microbiologic, hematologic and blood banking) and preparing reports of findings or (b) technical support work in a closely related field, e.g., biological laboratory technician work, that required application of the methods and techniques for the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: 2 years above high school with courses related to the occupation, if required.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position grade GS-05 or below if:

1. The position is not more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

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-0645 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

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.

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 Examining Plan. These candidates MUST indicate on their resume 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).

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 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
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 show 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 reassignments 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 84567 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 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 that are related to the position. To receive full credit for your qualifications, provide a narrative statement that 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. **KNOWLEDGE OF TECHNIQUES, METHODS, AND PRACTICES OF LABORATORY PROCEDURES.**
2. **ABILITY TO WORK INDEPENDENTLY.**

(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 649, Fort Defiance, Arizona 86504, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. SF-171, Application for Federal Employment; OR
3. * Resume; OR
4. * 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 "Verification of Indian Preference for Employment in BIA and I.H.S.", 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 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 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/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: APPLICANTS WHO DO NOT SUBMIT THE INFORMATION REQUESTED ABOVE WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS PREFERENCE DETERMINATION, EDUCATION, TRAINING AND/OR EXPERIENCE.

Listed below are the items that would assist us in rating and ranking your application for employment:

- A. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
- B. Copy of your most recent appraisal.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION, CONTACT: Christina Bitsilly, Human Resources Specialist, 928/729-8259.

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 an identical additional position in the same geographic location.

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.

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 RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-09-03. 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
MEDICAL TECHNICIAN, GS-0645-4**

1. **KNOWLEDGE OF TECHNIQUES, METHODS, AND PRACTICES OF LABORATORY PROCEDURES.** The person in this position should have the knowledge of successfully adhering to techniques, methods and practices of laboratory procedures. This includes adhering to all types of protocol when performing routine testing/analyzing of specimen. 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 WORK INDEPENDENTLY.** The person in this position should have the ability to independently accomplish tasks and timely work products with little or no supervision in accordance with established policies, practices, and priorities of the office. This includes the ability to plan and organize work on one's own initiative and seek information and assistance from sources outside the office when necessary. 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)

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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