

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Southwest Region, 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. If other than the above, the Indian Health Service is an Equal Opportunity Employer.*

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<b>ANNOUNCEMENT NUMBER:</b> <b>PXIHS-09-16-OC</b>	<b>OPENING DATE:</b> <b>01-01-2009</b>	<b>CLOSING DATE:</b> <b>12-31-2009</b>
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**POSITION TITLE/SERIES/GRADE:** Pharmacist; GS-0660-09/11  
**STARTING SALARY:** GS-09, \$60,059 - \$72,344 per annum  
GS-11, \$66,054 - \$80,913 per annum  
**PROMOTION POTENTIAL:** GS-11  
**SUPERVISORY/MANAGERIAL:** No  
**RELOCATION EXPENSES:** Will be paid in accordance with Federal Travel Regulations.  
**APPOINTMENT/WORK SCHEDULE:** Positions may be filled as permanent, term, or temporary, with a full-time, part-time, rotational, or intermittent schedule. Positions to be filled as vacancies occur.  
**AREA OF CONSIDERATION:** Government Wide  
**DUTY LOCATIONS:** Fort Yuma, Parker, Peach Springs, Phoenix, Polacca, San Carlos, Whiteriver, AZ; Elko, Schurz, NV; and Roosevelt, UT.

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**JOB DESCRIPTION:** Performs the processing and distribution of pharmaceutical products to ambulatory patients and inpatients; clinics, inpatient wards and field health activities per requisitions. Establishes drug use policy and monitors the handling and use of pharmaceutical products for compliance with regulations. Provides consultation, drug information and in-service education; counsels patients on home use, precautions and storage of pharmaceutical products; provides assessment and treatment to patients with minor problems and maintenance care to patients with chronic diseases on long term drug therapy according to the standards of care as outlined in medical staff approved protocols.

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**WHO MAY APPLY:** Excepted Service & Merit Promotion Eligibles, PHS Commissioned Officers. 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)
- PHS Commissioned Corps Officers – Current active or inactive Commissioned Officers may apply.
- Veteran’s Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**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.

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**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 suitability for Federal Employment and to certify the accuracy of all the information in the 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.

**QUALIFICATION REQUIREMENTS: Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet requirements. Applicants must meet the experience and/or education as follows:**

**Licensure Required:** All applicants must be licensed to practice pharmacy in a State, territory of the United States or the District of Columbia. NOTE: Individuals graduating from approved schools of pharmacy within the last 12 months may be appointed pending licensure/registration. Such appointments may not exceed six months without the employee obtaining licensure/registration.

**Education (Provide copy of your transcripts):** Four year bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education.

Grade	EDUCATION**	AND/OR	EXPERIENCE
GS-9:	Successful completion of a 5-year course of study leading to a bachelor's degree in pharmacy from an approved pharmacy school.	OR	1 year of professional pharmacy experience equivalent to at least GS-7
GS-11:	Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (Pharm. D.) degree.	OR	1 year of professional pharmacy experience equivalent to at least GS-9

**Administrative and Supervisory Experience:** For positions which are administrative in nature, applicants must demonstrate the ability to perform successfully administrative duties such as developing procedures, planning, organizing and monitoring studies involving the analysis of data and preparing reports. For supervisory positions at least one year of the qualifying experience must have included significant supervisory duties and demonstrated ability to perform them successfully.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. For example: work typically involving the compounding of prescriptions of licensed practitioners; the formulation, preparation, bulk compounding, selection, dispensing, and preservations of drugs, medicines, and chemicals; advising on drug therapy and usage.

**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 REQUIRMENTS:** 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, experience, performance appraisals, 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.)

1. Knowledge of the organizational structure, functions, work processes, procedures, goals and objectives.
2. Knowledge and professional ability to develop, interpret, monitor and evaluate pharmacy services.
3. Knowledge of the issues, trends, research and development in the field of pharmacy.
4. Ability to communicate clearly, deal tactfully and get along with others.

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**HOW TO APPLY:**

We will hire at any of the grades, locations, and appointment types shown in this announcement. You are encouraged to identify the job preferences (grade/salary, location, and appointment) which you wish to be considered for in a cover letter. If not indicated, we will only consider you at the highest grade for which you qualify and all available locations and appointment types.

**Required Forms:** The following documents are required to complete the application process. Incomplete applications will not be considered.

1. Applicants may use one of the following to apply:
  - a) OF-612 Optional Application for Federal Employment, [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf), or
  - b) Resume that must include 1) starting and ending dates of employment in month/year format and 2) hours of work per week.  
Example: Jan 2000 – December 2005, 40 hrs/wk (see further requirements in **Attachment A**).
2. Copy of your official college transcripts related to your Pharmacy Degree.
3. Copy of your current unrestricted Pharmacy License.
4. Completed PL 101-630 Questionnaire, (Indian Child Care - **form attached**).
5. Written Responses to the Knowledge, Skills and Abilities (KSA). **OPTIONAL** ~ failure to submit may result in an ineligible rating or substantially lower score.
6. If claiming Indian Preference, submit your BIA Form 4432, "Verification of Indian Preference for Employment in BIA and IHS." May normally be obtained from your tribal enrollment office.
7. If claiming Veteran's Preference please submit a copy of your DD-214 Form (Member 4 copy) and SF-15 if claiming 10 point Veterans Preference. SF-15 available here: [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)
8. Copy of latest Personnel Action (SF-50), if a current or former employee, and/or if requesting Reinstatement Eligibility.

**Commissioned Corps Officer:** (1) Curriculum Vitae, (2) Pharmacy License, (3) completed PL 101-630 Questionnaire, (4) latest COER, (5) current Billet Description, and (6) BIA FORM 4432, if claiming Indian Preference.

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

**ATTN: PXIHS-09-16-OC  
Phoenix Area Indian Health Service  
Southwest Region Office of Human Resources  
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 incomplete transmissions. All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening 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 Resource Specialist)           Date: 1/1/2009

**What to Expect Next:**

This is an OPEN CONTINUOUS announcement. Multiple positions may be filled from this announcement during the term of the open period. A list of qualified applicants will be compiled and referred at the request of the selecting official upon a vacancy. Those candidates who have complete application packets on file as of each request date will receive full consideration for the vacant position.

Your application will remain active for six months after date of receipt by this office. It will be removed from consideration after the six months have lapsed and placed in the inactive file. If you want further consideration, after this period, then you must submit a written request indicating your continued interest and update any application documents as required.

## 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 you can be reached at.
- 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 Accomplishments
  - 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.

